

HOPE CHRISTIAN ACADEMY
23170 Great Cove Road, McConnellsburg PA 17233

TO: The person responsible for reviewing this Health and Safety Plan
FROM: Louise M. Hine, Administrator
DATE: July 2020

It is my thought that if we provide some basic information about our school many of the answers/plans that you read will make more sense.

Hope Christian Academy is a small, non-public, non-profit school. We are currently renting a one story brick building which had been the barracks of the State Police in Fulton County PA. We have access to all the rooms, but we choose not to use some of them. Those we do use are these:

- Lobby, with 3' X 6' bulletproof glass separating it from the office (Students use the lobby as their arrival place. There is a single person bathroom available there.)
- 2 classrooms
- 1 large gathering room (used for gatherings, lunch, special classes, Art, etc.)
- the Office
- a smaller office (for the administrator)
- a small room designated the Nurse's office
- a small kitchen area with a refrigerator (for student lunches, water bottles, snacks)
- one boys' bathroom (two stalls)
- one girls' bathroom (one stall)

We have two teachers, one part-time volunteer administrator, one volunteer secretary/receptionist. We are expecting 5 - 8 students, ranging from Kindergarten to 6th grade.

We do not use bus transportation at all. All students are brought and picked up by a parent or grandparent. We do not serve lunches. AU students (and staff) bring their own packed lunch and carry their own water bottle or other liquid as well as any spoons, etc.

Thank you for reading this. Further information is available if needed.

Respectfully,

Louise M. Hine

Pandemic Team

Alleene Dean - Coordinator

Joy Minnier - Advisor

Joyce Winfield - Communication

Vicky Fix - Supplies

1. Pandemic team named (see left column)
2. Responsibility named for each
3. We currently have five families who prefer in-person education but who are willing and able to cope with at - home or distance learning.

**Steps to protect
students & staff at higher risk for severe illness**

1. It is a simple matter to maintain communication with local and state authorities to stay with current mitigation levels.
2. Because of our small numbers of individuals attendance policies have been and will continue to be flexible.
3. At present time we have no students part of the vulnerable populations listed.

Processes for monitoring students and staff for symptoms and history of exposure

Students arrive in the lobby, met by a teacher, have their temperature taken, are checked for symptoms, then allowed to proceed to a classroom.

Students arrive by family car, so driver waits for any message or an OK before leaving

Training and any materials needed for checking daily status at home will be provided. Students or staff who are not well should not come to school

Isolation or quarantine

Guidelines for when one isolated or quarantined may return

1. The first response is to use the Nurse's room until additional transportation is available.
2. We will follow the locally established guidelines.
3. We will call a parent for a student, or another family member for a staff member.
4. The isolation area will be cleaned and disinfected when the sick person has gone.
5. We have an established texting system used among this school community and will continue to use it.
6. In all cases we will provide copies of the DOH Guidance on Home Isolation, Quarantine and Returning to Work.

Guideline for hygiene practices, for face coverings

1. We will continue to teach and reinforce washing hands, covering coughs and sneezes among students and staff.
2. We plan to instruct students as well as staff how and when masks are to be used. This will likely be just before school is reopened.
3. Due to our large spaces and few individuals, social distancing is easily provided for student desks, jackets, etc.
4. Masks will be used when an activity requires students to be closer than 6 feet.
5. Supplies of hand sanitizer, soap, paper towels and masks have already been ordered through our Intermediate Unit.
6. Signs will be posted with information on how to stop the spread of COVID-19.
7. We will work with the Department of Health and our local Fulton County Medical Center to continue to promote the reminders of how to stop the spread.

Procedures for cleaning, sanitizing, and disinfecting, and ventilating learning spaces used by students, including restrooms, hallways, etc.

We will plan to disinfect frequently touched surfaces and objects within the school at least daily.

We plan to do our best to insure that the ventilation systems operate properly.

Students are already in the habit of bringing their own water bottles. This will continue. Water fountains are not in use.

Protocols for Social Distancing

Hope Christian Academy has a small number of students with adequate classrooms to allow social distancing for regular classes.

For lunch we plan to use a larger "gathering" room which will allow for the required social distancing. This will also be used for the infrequent "Special" classes, as Art, Music. etc.

We do not have a band, chorus, nor any sports teams.

Procedures for restricting the use of cafeterias, serving meals in classrooms

We have no cafeteria. Students always bring their own lunches. They will use the "gathering" room already described, with more than adequate space for social distancing.

We generally have Recess mid morning and following lunch, with Kindergarten to 6th grade. There is no installed playground equipment. The balls, jump ropes, hula hoops are easily disinfected after each use.

No field trips are planned.

Training for all staff

As mentioned, this will be provided very near to the planned reopening date. As in previous replies, we have plenty of space and few enough people that social distancing can readily be provided.

Procedures to limit the sharing of materials among students

There are very few shared items, among students and/or staff and/or volunteers, but where such exist, they can and will be disinfected between use. (Part of the training to be provided)

Maintaining a safe distance among student belongings will be easily accomplished for the reasons listed above: few students, adequate space for social distancing, and adequate training. If (when) such must be used those items will be cleaned and disinfected between uses.

Non-essential Visitors

There are normally NO non-essential visitors. Given the arrangement of locked doors, visitors can only enter the lobby area and go no further. They will be asked to leave.

Transportation

As described above, there is no bus/van transportation provided. Only family provided car/van.

Ensuring ongoing communication with families

We are blessed with a very efficient communicator who will continue to maintain regular updates on our website and also via direct texting/email with parents.

It is a given that we will be encouraging ongoing hygiene practices, prevention and checking children's well-being, encouraging staying at home if there are signs of illness.

We experienced "at home" learning and parents understand that it may return. With the help of the Intermediate Unit, that should be a bit easier than the past experience.

Because children are transported by family vehicle only, there will be less opportunity for gathering in other public places.

Posting of signs

1. There are obvious locations both inside and outside the school to post these signs. This will be done immediately prior to re opening school.
2. The message can and will be repeated on the school website and in all our emails.
3. Acquiring and including the digital resources from CDC in our messages is also planned.