

**Plan to Deliver In-person Instruction**  
**Corning Christian Academy and Little Lambs Preschool**  
**2021-22 School Year**

**Purpose**

This plan for in-person instruction has been established in accordance with guidance produced by the NYS Department of Health. The principles, protocols, and practices outlined in this plan are an effort to help protect the students, families, employees, and guests of CCA against the spread of COVID-19 as we provide instruction to our students in the 2021-2022 school year. School officials at CCA acknowledge that no school activities can operate without meeting minimum State guidance. Yet more than the desire to meet a minimum set of standards, the desire of CCA officials is to provide our students and families with an education that is physically safe, emotionally supportive, socially enriching, and spiritually challenging.

In accordance with direction from government officials and the department of health, this plan will cover the following four components:

- 1) Reentry (reopening) of CCA facilities for in-person instruction,
- 2) Monitoring of health conditions,
- 3) Containment of potential transmission of COVID-19, and
- 4) Closure of school facilities and in-person instruction, if necessary, by widespread virus transmission.

Each of the four components will be incorporated in and organized around three categories: people, places, and processes.

**Safety Principles and Definitions:**

- **COVID-19 Coordinator:** The COVID-19 coordinator (hereafter referred to simply as the coordinator) is the individual responsible to both the CCA school community and to state and local authorities that we, at CCA, will adhere to the guidance from the NYSDOH. Our school administrator, Keila Underwood, is our school's coordinator.
- **Face Coverings:** The coordinator must maintain protocols and procedures to ensure that all individuals - students, employees, and guests - use appropriate personal protective equipment (PPE). Specifically, appropriate PPE means, at least, an acceptable face covering which is required to be worn at all times within the school building. Acceptable face coverings include but are not limited cloth-based face coverings (homemade, sewn, bandana, etc.) and surgical masks that cover both the mouth and the nose.
- **Physical Distancing:** Some may refer to this as social distancing, yet we are social individuals, and we want to encourage socializing. Therefore, socializing can take place as long as there exists three (3) feet of space (e.g. physical distance) in all directions between individuals and masks are required.

- **Hygiene, Cleaning, and Disinfection:** All students, employees, and guests at CCA must follow proper hand and respiratory hygiene. All should wash hands regularly and apply hand sanitizer often. The staff of CCA will clean and disinfect the facility daily, and high-touch areas will be cleaned and disinfected throughout the day.
- **Transportation:** Consistent with state-issued guidance, all students must always wear face coverings on school buses. Students are expected to follow directions from district personnel when boarding, riding, and exiting the school bus.

## **I. PEOPLE**

### **A. Social (Physical) Distancing and Face Coverings**

#### ***Physical Distancing:***

- Students and staff must maintain appropriate physical distancing to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. With projected enrollment for K-12 students, CCA can provide physical distancing in all classrooms with 100% student attendance on Monday-Friday.
- Specifically, appropriate physical distancing means a *minimum* of three (3) feet of space in all directions between individuals.
- With the common areas of the building (e.g., hallways, bathrooms), students will be encouraged to maintain appropriate distances from one another.

#### ***Face Coverings:***

- All students, staff, and visitors will be required to wear approved face masks during school hours while inside the building.
- Masks may be removed while eating, drinking, singing, and/or playing a wind instrument, provided a physical distance of six (6) feet is maintained between individuals.
- Masks are not required while outside on the playground; however physical distancing of three (3) feet should be maintained between individuals.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the required use of a face covering. A note from a health care provider to clarify the medical condition must be on file in the school office.
- Training for staff and students will be provided on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.
- CCA will provide disposable face masks to visitors who must be in the building and do not have a face mask upon entering the school and any staff, or students who do not have a face covering.
- After Care/Clubhouse programs will follow the same protocols as staff and students during the school hours.

#### ***Physical Distancing for Certain Activities:***

- For activities that require projecting the voice (e.g. singing) a physical distance of six feet is to be maintained or masks will be required.

**Space Configurations:**

- With projected enrollment for K-12 students, CCA can provide physical distancing in all classrooms with 100% student attendance on Monday-Friday. Classroom spaces within our building will be modified or reconfigured to allow a *minimum* of three (3) feet of physical distance between each student.
- Shared surfaces such as workstations, desks, and tables, will be cleaned and disinfected between classes/students.
- Locker use only applies to students in grades 6-12 and will be limited throughout the day. To minimize congestion in our locker hallway, students will be assigned specific times that they can go to their lockers, according to their grade level.
- CCA will limit entry to the building to students, staff, and essential visitors only (needed volunteers, deliveries, maintenance, etc.). Essential visitors and volunteers will be subject to the same guidelines (i.e., health screening, mask usage, etc.) required during school operations.

**Signage:**

- Signs will be displayed throughout the school building and will be shared with our school community, consistent with DOH COVID-19 signage. Signs will include, but are not limited to the following recommendations:
  - ✓ Stay home if you feel sick
  - ✓ Cover your nose and mouth with an acceptable face covering.
  - ✓ Proper storage and disposal of PPE.
  - ✓ Adhere to physical distancing instructions
  - ✓ Report symptoms and/or exposure to COVID-19 to school administrator/nurse
  - ✓ Follow hand hygiene, and cleaning/disinfecting guidelines
  - ✓ Follow respiratory hygiene and cough etiquette.

**B. Gatherings****Meals:**

- Lunch periods will be staggered.
- Students who wish to purchase a hot lunch will pre-order. Lunch orders will be delivered to classrooms at lunch time or students will be able to pick up their meal tray at the lunch counter, while physically distancing in line.
- Prior to all meals and snacks, and immediately after, staff will encourage all students to take a handwashing break. Hand sanitizer will be made available in the cafeteria at the beginning of the food line and on tables.
- Sharing of food and beverages is prohibited unless individuals are members of the same household.

- Staff who will be eating in classrooms with or supervising students during meals will be made aware of any food allergies and trained on signs, symptoms, and care for students with food allergies.
- Students do not need to wear face coverings once seated and eating so long as they are maintaining a physical distance of six (6) feet.
- All lunches will be in classrooms or in the gymnasium (physically distanced).
- Staff will properly clean and disinfect lunch tables and chairs in between lunch periods with EPA products that meet CDC guidelines for COVID-19.

***Small Spaces:***

- Staff using small spaces, such as the staff lounge, copy room, and supply room, will maintain physical distancing and wear a face covering.

***Staff Meetings:***

- Staff members participating in in-person meetings will maintain appropriate physical distance and wear a face covering.
- Staff meetings during the 2021-22 school year will be held in an open, well-ventilated space and individuals who attend will maintain appropriate physical distance.

***Ventilation:***

- CCA will increase ventilation with outdoor air to the greatest extent possible (opening doors and windows) while maintaining health and safety protocols, particularly for younger students.

***Common Areas:***

- Common areas, such as the copy room, staff room, and office, will have hand sanitizer and disinfecting wipes available to clean hard surfaces in between staff use. In these areas, signage will be added to encourage physical distancing.
- Break/lunch schedules for staff will be staggered to reduce density and allow for physical distancing in our staff room.
- Student restrooms that would typically allow for multiple users will be limited to ensure physical distancing. If the posted number of occupants is maximized, those who desire to use the restroom will wait until sufficient occupancy is reached.
- Changing facilities (e.g. gym class): To reduce the potential congestion in restrooms, students will not use the restrooms to change clothes for gym class. Students should come to school on days they have gym wearing their gym clothes. If students desire to wear gym shorts for gym class, they must wear athletic pants, sweatpants, etc., at all times outside of gym class.

## **C. Operational Activity**

### ***Cohorts:***

- Cohorts will be utilized throughout our school day and will be grouped according to their grade level.
- K-5<sup>th</sup> grade will be in self-contained classrooms, with limited classroom changes throughout the day.
- 6-12<sup>th</sup> grade will continue to change classes in our high school wing, while maintaining physical distance in hallways whenever possible AND wearing a face covering. Cohorts in our high school will also be based on grade level of students, with accommodations for single students needing a particular class subject/level.
- All cohorts can be together in a classroom, based on classroom size and student count, allowing for physical distancing of *at least* three (3) feet.

### ***In-Person Instruction:***

- As much as we are allowed by law, CCA plans to host in-person instruction five days a week, while following the guidance from NYSDOH and that which is laid out in this plan document.
- With projected enrollment for K-12 students, CCA can provide physical distancing in all classrooms with 100% student attendance on Monday-Friday. Due to an implemented enrollment cap per class for the 2020-21 school year, a hybrid-approach will not be used.
- Class/work hours may be adjusted and/or staggered where appropriate and possible to decrease density in our school facility.
- Class schedules have been modified to reduce congestion in the hallways and building.
- When active cases of COVID-19 are present in Steuben County, CCA will continue to operate. If students or staff have been directly exposed to individuals with the virus, those individuals should seek care with their local health care provider, self-report to the School Administrator, and self-quarantine until advised by a doctor they are allowed to return to school.
- If students or staff contract the virus, CCA will consult with local and state health offices and determine all appropriate next steps. CCA may close short term for cleaning and disinfecting of the school building and require students/classes directly exposed to self-quarantine and move to distance learning (other students/classes not directly impacted will be able to return to the building for direct, in-person instruction). Vaccinated staff will not be required to self-quarantine and will continue to teach their normal schedule. Vaccinated students will not be required to self-quarantine, but will move to distance learning until the quarantine period is over and the class returns to fully in-person instruction.
- If the total number of students and/or staff directly infected with COVID-19 is >10%, CCA will consult with local and state health officials, and if state or local health officials deem conditions warrant, and closures are mandated, CCA will implement distance learning protocols.

## **D. Movement and Commerce**

### ***Student Drop-Off and Pick-Up:***

- CCA has established designated areas for student drop-off and pick-up, at the front door as well as the gym door. Using these two entrances will limit contact and entry of parents/legal guardians into the building, to the greatest extent possible.
- K-12 parents will not be provided entry to the school during drop-off or pick-up times unless deemed necessary and will follow all entry protocols before coming into the building, including wearing a mask.
- Preschool parents will be allowed entry for drop off and will travel one-way through the school building in a timely manner.

### ***Deliveries:***

- All deliveries to our school shall be received at the lobby door. Food deliveries will be received at the exterior kitchen door. Any deliveries requiring admittance to the building will be required to comply with a face covering.

### ***Staff Entrances and Exits:***

- Staff will enter through the front door or the gym door.
- All doors will be utilized for exiting the building.

### ***Shared Objects:***

- Students are to arrive at school with a personal supply of all the necessary school supplies. The sharing of supplies will be limited.
- Any items requiring students to share will be accompanied by proper hand hygiene before and after use of shared supplies.
- All shared items will be properly cleaned and disinfected.

## **II. PLACES**

### **A. Personal Protective Equipment**

- Acceptable face coverings include, but are not limited to, cloth face coverings and surgical masks that cover both the mouth and nose. Face shields are optional but must be used with a mask. Staff may also use alternate PPE, such as face coverings that are transparent at or around the mouth, when deemed appropriate and beneficial to student learning.
- In acceptance with Executive Order 202.16, CCA will obtain necessary PPE and offer it to staff who directly interact with students at no cost to the staff member.
- Staff and students will be allowed to wear their own acceptable face coverings provided they meet minimum standards of protection.

- Staff will not be required to supply their own face coverings, unless they prefer to provide their own and it meets minimum guidelines for protection.
- CCA will request that students provide their own face coverings but will provide it to any student who does not have their own, at no cost to the student.
- An adequate supply of face coverings, masks, and other required PPE will be on hand for staff and students.
- Staff, students, and necessary visitors will be advised that they are required to wear face coverings at all times while in the school building.
- Staff and students will be encouraged to clean or replace face coverings after use and advised that they should not be shared.

## **B. Hygiene, Cleaning and Disinfection**

### ***Hygiene:***

- CCA will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable.
- CCA will maintain logs that include the date, time, and scope of cleaning and disinfection of our facility and assign responsibility.
- Staff and students will be trained on proper hand and respiratory hygiene and will provide information to parents and/or legal guardians on ways to reinforce this at home.
- Receptacles will be placed around the school and in each classroom for disposal of soiled items, including paper towels and PPE.
- CCA will provide and maintain hand hygiene stations around the school as follows:
  - ✓ For handwashing in bathrooms: soap, running warm water, and disposable paper towels.
  - ✓ For hand sanitizing: an alcohol-based sanitizer containing at least 60% alcohol for areas where handwashing facilities are not available.
    - Parents of students who are unable to use alcohol-based hand sanitizers may inform the school by sending a written notice. CCA will provide accommodations for these students to use the bathroom sinks for hand washing instead of using hand sanitizer.
    - Students will be supervised by adults when using sanitizer to minimize accidental ingestion and promote safe usage. Supervision is required for elementary students.
  - ✓ Hand sanitizer will be available throughout common areas. It will be placed in convenient locations including, but not limited to, entrances and exits. Hand sanitizer dispensers are installed in each classroom.
    - Staff will remind students that visibly soiled hands should be washed with soap and water, instead of using hand-sanitizer.
    - Staff will remind students that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas of the facility.

### ***Cleaning and Disinfection:***

- CCA will ensure that cleaning and disinfection are the primary responsibility of the custodial staff.
- Staff will be provided with appropriate cleaning and disinfection supplies for shared and frequently touched surfaces.
  - ✓ Disinfecting wipes will be provided to staff for commonly used surfaces (e.g., keyboards, desks, remote controls) where they can be wiped down before and/or after use, followed by hand hygiene.
  - ✓ Hand sanitizers will be available near high-touch surfaces such as trash receptacles and paper towel dispensers.
  - ✓ Drinking fountains in the school will be closed and staff and students will be encouraged to bring their own water bottles.
- CCA will conduct regular cleaning and disinfecting of the facility and more frequent cleaning of high-risk areas used by many individuals. Frequently touched surfaces, including student desk and cafeteria tables, will be cleaned and disinfected between each individual's use, or between each cohort's use. Cleaning and disinfecting will be rigorous and ongoing, and will occur at least daily, or more frequently as needed.
- Restrooms will be cleaned and disinfected regularly, or more often depending on frequency of use.
  - ✓ Restrooms will also use signage and reminders from staff to ensure physical distancing rules are being applied.
  - ✓ All staff and students will be required to wear a face mask in the bathrooms at all times.
- Materials and tools used by staff will be regularly cleaned and disinfected.
- Napping materials for preschool and kindergarten students will be sanitized daily and assigned to specific students for the school year.

***Cleaning and Disinfecting Following Suspected or Confirmed COVID-19 Case:***

- CCA will provide cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with focus on exposed areas including heavy transit areas and high-touch surfaces.
- CCA will follow CDC guidelines if someone is suspected or confirmed to have COVID-19. These guidelines will include, but are not limited to, the following:
  - ✓ Area used by the person who is suspected or confirmed to have COVID-19 will be closed off. Affected areas can include, but are not limited to, classrooms, restrooms, and hallways.
  - ✓ Outside doors and windows will be opened to increase air circulation in the area as applicable.
  - ✓ If possible, the area will be left for 24 hours untouched before cleaning and disinfecting. If 24 hours is unreasonable, the area will be left for as long as possible without interfering with the function of the facility.



- ✓ All areas used by the person will be cleaned and disinfected.
- ✓ Once an area has been properly cleaned and disinfected, it will be reopened.
- ✓ Individuals without close or proximate contact with the person suspected or confirmed to COVID-19 can return to the area and resume school activities immediately after disinfection.
- ✓ If more than seven (7) days have passed since the person who is suspected or confirmed to have COVID-19 used the facility, additional cleaning and disinfection is not necessary.

### **C. Coordination and Phased Reopening**

- CCA has designated our administrator, Keila Underwood, as our COVID-19 safety coordinator whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

### **D. Communication Plans**

- CCA affirms that we have reviewed and understand the State-issued industry guidelines and will submit this reopening plan prior to reopening.
- CCA has engaged with school stakeholders and community members in developing this plan. Key stakeholders include, but are not limited to, our administrator, staff, students, parents/legal guardians of students, the Steuben County Health Department, local health care providers, and local leaders/government officials.
- CCA has developed a communication plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Modes of communication include, but are not limited to, parent/staff emails, our school website ([www.corningchristianacademy.com](http://www.corningchristianacademy.com)), our school's Facebook page, our internal parent/staff online portal (Sycamore Education), SchoolReach phone messaging system, and monthly newsletter "The Lion's Roar".
- CCA students will be educated by staff on how to follow new COVID-19 protocols safely and correctly, including hand hygiene, proper face covering wearing, physical distancing, and respiratory hygiene.
- CCA will encourage all students, staff, and visitors through verbal and written communication to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings.
- CCA administrator, Keila Underwood, will be the coordinator along with Nicole O'Rourke (Office Manager). Keila Underwood will serve as the main contact upon the identification of positive COVID-19 cases and is responsible for subsequent communications. Keila Underwood and Nicole O'Rourke will be responsible for answering questions from students, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

## **E. Residential Living Considerations**

- *Does not apply to CCA*

## **III. PROCESSES**

### **A. Screening and Testing**

- CCA will no longer conduct health screenings or temperature checks, before students, staff, and visitors entering the building. Staff and parents are expected to do their own pre-screening before coming to school/work, and to stay home when they are not feeling well.
- CCA has developed protocols for caring for a student and/or staff member who develops COVID-19 symptoms during the school day, as outlined in the following procedures:
  - ✓ Students with symptoms of COVID-19 will be separated from others in the nurse's office under adult supervision of a staff member until they can go home or to a health facility, depending on severity of illness.
  - ✓ Staff members providing supervision of a student with symptoms of COVID-19 will be provided with appropriate PPE, which at a minimum will include disposable face mask and gloves. Additional PPE, including gowns and eye protection will be provided where appropriate.
  - ✓ Staff with symptoms of COVID-19 will be asked to immediately leave the school grounds and a substitute will be provided for their class.
  - ✓ All areas used by the student or staff with symptoms of COVID-19, including classrooms, common areas, and/or the nurse's office, will be thoroughly cleaned and disinfected using EPA approved products that meet CDC guidelines for COVID-19.
- CCA does not have a need to develop protocols for asthma-related acute respiratory treatment care.

### **C. Tracing and Tracking**

#### ***Metrics:***

- CCA has identified clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level, as defined by New York State and Steuben County Health Department, as outlined in the following:
  - ✓ When active cases of COVID-19 are present in Steuben County, CCA will continue to operate with face-to-face classes. If students or staff have been directly exposed to individuals with the virus, those individuals should seek care with their local health care provider, self-report to the Keila Underwood (School Administrator), and self-quarantine until advised by a doctor that they are allowed to return to school.
  - ✓ If/when COVID-19 cases are discovered at school, CCA will consult with local and state health offices and determine all appropriate next steps. CCA will close short term for cleaning and disinfecting of the school building and require students/classes

directly exposed to self-quarantine and move to remote learning (other students/classes not directly impacted will be able to return to the building for direct, in-person instruction).

***Notification:***

- CCA will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school or on school grounds, including staff, students, and visitors.

***Tracing Support:***

- In the event of an individual testing positive, CCA will support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations. CCA will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.
- CCA will partner with local health departments to train older students, faculty, and staff to undertake contract tracing efforts for populations in school facilities and on school grounds, where feasible.

***Quarantine, Isolation, and Return to School:***

- State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine.
- CCA will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, through the COVID-19 tracing implemented by the Steuben County Department of Health.
- CCA will refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the staff member had close or proximate contact with a person with COVID-19.