



2020-2021 Health and Safety Plan

(Note: the following is subject to change via new guidelines and current data at any time.)

The administration of Hillsborough Christian Academy has been working tirelessly this summer to craft the following Health and Safety Plan for the safe and successful return to on campus learning on August 10th, 2020. This plan is built on the wisdom and advice found in documents and guidelines released by the CDC, NC DHHS, and the American Academy of Pediatrics. These guidelines supersede the policies found in the HCA Handbook.

The current plan is based on a “Healthy Only” framework for reopening the HCA campus. This framework requires parents and employees to ensure that **only healthy individuals are permitted on campus**. The school facilities will receive increased levels of cleaning and sanitizing, but there would be minimal disruption to typical classroom routines. **Parents will be required to sign a waiver of liability and health screening agreement before their student’s first day of school.**

A “Healthy Only” framework provides the greatest level of "normalcy" but depends on students and employees to remain at home if they display any flu-like symptoms or have been in contact with others who are symptomatic. Violators may lose their privilege to return to campus for the duration of the pandemic.

| Plan Item | Protocols |
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| Physical Education | <ul style="list-style-type: none"> ● HCA will comply with all guidelines provided by the NC Department of Health and Human Services, NFHS, NCISAA. ● There must be no shared athletic equipment (towels, clothing, shoes, or sports-specific equipment) between students. ● All athletic equipment including balls must be cleaned after each use and prior to the next class. ● Individual drills requiring the use of athletic equipment are permissible, but the equipment must be cleaned prior to use by the next individual. |
| Cafeteria and Meals | <ul style="list-style-type: none"> ● Classes will begin the school year by eating either in the classroom or at the outdoors picnic tables to accommodate physical distancing. ● We will discontinue community distribution of cups and utensils. <ul style="list-style-type: none"> ○ Students should bring utensils from home with their lunch. ● Students are not allowed to share food or beverages with other students. ● We encourage prepackaged cold lunches be sent with students to avoid the community use of microwaves. ● Students should bring a water bottle daily. <ul style="list-style-type: none"> ○ A water bottle refill station has been installed for student use. ● Afterschool snacks will continue to be provided and served according to NC DHHS guidelines. |
| Classrooms & Facilities | <ul style="list-style-type: none"> ● All classrooms will be equipped with hand sanitizer, disinfectant spray, wipes, and paper towels. ● Common areas will be cleaned & sanitized by staff throughout the day. ● Evening janitorial staff will be responsible for cleaning and disinfecting the entire facility. ● Classroom doors, as well as non-fire hallway doors, will be kept open as much as possible to allow ventilation and airflow. ● Water fountains will not be operational. ● Students will bring their own water bottles labeled with their name. If a student does not bring a water bottle, a disposable water bottle will be provided and the student’s account will be charged \$1. |

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| | <ul style="list-style-type: none"> ● Hand sanitizing stations are placed outside classrooms. ● Students may only touch or handle their own learning materials (e.g., textbooks, pens). ● Students may not touch or use another student’s locker, backpack, or any other item. ● Students will be assigned appropriately spaced lockers to diminish contact with other students during arrival, class change, and dismissal. ● Teachers, who identify themselves at “at-risk” may wear a mask in the classroom. |
| <p>Guests, Parents, & Visitors</p> | <ul style="list-style-type: none"> ● All guests, parents, and visitors are required to complete the health screening form. ● All guests, parents, and visitors are required to wear a mask. ● Grade 1-8 parents are not permitted to enter the building during drop-off or pick-up. ● Transitional Kindergarten and Kindergarten parents, wearing masks, will be permitted to accompany their child to their classroom during the first week of school (or longer as emotionally required and approved by school administration). ● Students being picked up early: <ul style="list-style-type: none"> ○ Parents must notify the office 24 hours in advance via email (office@hillsboroughchristian.org) or phone (919-732-0888). ○ A staff member will have your student ready in the main office at the designated time. ○ Parents will continue to ring the entry bell and sign out their student in the main office. |
| <p>Health Screening Waiver and Agreement</p> | <ul style="list-style-type: none"> ● Parents and employees must complete a waiver at the beginning of the school year with required signatures and notarization releasing HCA of any liability in regards to Covid-19. ● Parents and employees must sign a Health Screening Agreement that they will neither send a student nor enter the campus themselves if they are exhibiting any of the symptoms listed here: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html ● It is recommended that any person who has traveled out of the country or to a Covid-19 “hot spot” self-quarantine for no less than 14 days with no symptoms appearing, prior to returning to school. ● Any child that exhibits a fever greater than 100.4° will be held in the isolated sick room and parents will be notified to pick up their child/staff to be transported home. Employees exhibiting a fever greater than 100.4° will be directed to leave campus immediately. ● If a student/staff presents any possible COVID-19 symptoms, the nurse will complete the assessment and notify parents/staff to be sent home. ● Students or staff members exhibiting COVID-19 symptoms must have a negative COVID-19 test before they can return to school. Additionally, he/she must be fever free for 24 hours without the use of fever-reducing medicines and have felt well for 24 hours. A doctors note confirming a negative COVID-19 test must be provided for admission. ● In order for a student/staff who tested positive for COVID-19 to be allowed to return to campus they must be able to answer YES to the following questions: <ul style="list-style-type: none"> ○ Has it been at least 10 days since the individual first had symptoms? ○ Has it been at least 3 days since the individual had a fever (without using fever-reducing medicine)? ○ Has it been at least 3 days since the individual's symptoms have improved including cough and/or shortness of breath? ● Absences due to Health Screening restrictions will not be counted as school day absences. |

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| Instructional Toggling | <p>Closure:</p> <ul style="list-style-type: none"> ● If a case of Covid-19 appears on the campus we will close for 2-5 days to conduct a school-wide deep cleaning and “toggle” instruction during those days. ● Protocols and practices to ensure a high level of engagement in learning will be in place to support home-based learning. <p>Software:</p> <ul style="list-style-type: none"> ● In order to ensure a smooth transition at any time in the future that the school may need to shift from campus-based to home-based instruction, all teachers will be proficient in the use of the following online tools: ● LMS - Google Classroom: This Learning Management System (LMS) will be utilized for posting all assignments and communications regarding assignments. ● SIS - FACTS/RenWeb: This Student Information System (SIS) will host all grade-book information as well as all parent communication. ● Zoom and Google Meet: These programs allow for continued face to face interaction between the student and teacher. <p>Computers:</p> <ul style="list-style-type: none"> ● In Elementary school, we are increasing the number of computer carts available for use by teachers, along with a protocol for continual surface cleaning. ● In the case of toggling, Chromebooks will be made available to all students in need. ● For 5th through 8th grade students, we are going to a one-to-one program in which every student will be provided with a Chromebook. This will reduce the need for students to share equipment. ● Shared equipment in computer labs will be maintained with a protocol of surface cleaning between every use. |
| Lost and Found | <ul style="list-style-type: none"> ● This year, it will be very important for all school items, including jackets and other items of clothing, to be labeled with the first and last name of the student. ● All lost items will be secured in the main office where the items will be sanitized and held for only one week. ● After one week, items will be donated to a local charity. |
| Masks | <ul style="list-style-type: none"> ● We acknowledge the benefits of utilizing masks to prevent the spread of disease, and any family/student is welcomed to maximize this safety precaution if they desire to do so. Requiring them at all times, however, would limit the social emotional impact of being physically at school. ● Arrival and Dismissal employees are required to wear masks during drop-off and pick-up times. ● Our first orientation of the school year will include education for our students on socially appropriate conversation starters about masks. Our desire is to be an environment where all can truly be part of this community, embraced through the love of Christ, regardless of outer appearance. This emphasis we have already established as a school culture, will align with this new aspect of school life quite fluidly for those who choose to daily wear masks. |
| Personal Items | <ul style="list-style-type: none"> ● All personal items brought to the school by a student or employee must be disinfected daily before arriving on campus. ● No personal items may be shared (e.g., backpacks, clothing). ● Learning materials may be shared only once disinfected (e.g., textbooks, tablets). ● All personal items (including textbooks) must be labeled with the student's name (e.g., water bottles, notebooks, backpacks). |
| Physical Distancing & Minimizing Exposure | <p>Drop Off / Dismissal / Welcome Center:</p> <ul style="list-style-type: none"> ● Student drop-off begins at 7:30 AM with all students being dropped off in car line, with the exception of TK and Kindergarten during the first week of school. ● A staff member will complete the daily health screening prior to students getting out of the vehicle. |

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| | <ul style="list-style-type: none"> ● Students will report directly to the classroom. ● Students checking in after 8:00 AM are to be signed in at the main office by a parent. A staff member must complete the daily screening prior to the parent/guardian leaving the office. ● Students will be dismissed to the car line from their classroom to maintain social distancing during departure from campus. <ul style="list-style-type: none"> ○ Please be patient as this process will take longer than the previous year's dismissal from the sidewalk. <p>Early Check Out:</p> <ul style="list-style-type: none"> ● Students being picked up early: <ul style="list-style-type: none"> ○ Parents must notify the office 24 hours in advance via email (office@hillsboroughchristian.org) or phone (919-732-0888). ○ A staff member will have your student ready in the main office at the designated time. ○ Parents will continue to ring the entry bell and sign out their student in the main office. <p>Classroom:</p> <ul style="list-style-type: none"> ● Upon entering the classroom students will sanitize their hands. ● Students will be instructed not to share items with their classmates. ● Recess schedules will be modified to only allow one class at a time on the playground. <p>P.E. & Recess:</p> <ul style="list-style-type: none"> ● Contact sports will not be permitted during Physical Education classes or Recess times. ● Recreational and sports equipment will be regularly cleaned and sanitized. <p>Facilities:</p> <ul style="list-style-type: none"> ● Reminders will be displayed throughout the school (classrooms, hallways, bathrooms, administrative offices) for students and staff: <ul style="list-style-type: none"> ○ Stay 6' apart when possible ○ Proper and frequent handwashing ○ How to stop the spread of germs ● Emergency drills will be modified to maintain physical distancing to the greatest extent possible while maintaining student and staff safety. ● Chapel services will continue to be held with physical distancing in place. ● Chapel seating will be sanitized between each chapel group. |
| Transportation | <ul style="list-style-type: none"> ● School vehicles will be disinfected after each use. ● Hand sanitizer will be provided and used by each student prior to boarding. |

Waiver of Liability and Health Screening Agreement

Hillsborough Christian Academy is hereby providing notice to me that it intends to reopen its school program on Monday, August 10, 2020. I/we understand that HCA cannot protect my child/student and/or me from risks, which may be encountered as a result of my child attending the school and/or participating in any school-sponsored program. I/we realize there are natural, mechanical, and environmental conditions and hazards which independently or in combination with any activities engaged in while participating in this program may result in the exposure to certain risks including exposure to coronavirus (COVID-19), or other biological agents, virus or similar bacteriological agent, and the risk of being quarantined, or illness that may result in medical care, hospitalization or death.

I hereby agree not to enter the campus of HCA nor permit my child/student to enter the campus of HCA if they have exhibited within the previous 48 hours any of the symptoms currently listed by the Center for Disease Control and Prevention as Symptoms of Coronavirus (see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).

I hereby state that I, on behalf of my child/student and myself, am an adult, over the age of 18, and legally competent to sign this form. I understand these inherent risks and dangers involved with participation in the school providing their services and acknowledge the existence of risks which are not obvious or predictable, and hereby intend this release to extend to injury or loss which results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious and to extend to myself and my child/student, as applicable.

In consideration of myself and my child/student, I/we, and any legal representatives, heirs and assigns, hereby release, waive, and discharge Hillsborough Christian Academy, its officers, directors, employees, agents, and representatives from all liability for any loss or damage, and any claim or damages resulting therefrom, on account of any injury, illness or exposure to and/or contracting the coronavirus (COVID-19) or other biological agents, virus or similar bacteriological agent by me or my child/student attendance at and participation in the preschool and/or afterschool program, including any medical expenses. Injury and/or death.

I agree to indemnify Hillsborough Christian Academy, its officers, directors, employees, agents, and representatives from any loss, liability, damage, or cost that may be incurred due to my child/student participation in the aforementioned program, whether caused by the negligence of HCA or otherwise. I fully understand, on my behalf, and behalf of my child/student the risks associated with the aforementioned participation and assume any risk associated therewith.

This notice, release and indemnity agreement contains the entire agreement between and among the parties hereto, and the terms of this release are contractual and not a mere recital.

The parties to this agreement hereby agree that the interpretation and enforceability of this Release shall be governed by the laws of the State of North Carolina.

I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by applicable laws and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I understand that by signing this agreement, I am giving up on behalf of my child/student and myself certain legal rights and remedies including the right for my child/student and/or myself to recover damages in the event of death, personal and/or bodily injury of any kind, property loss or damage, expenses of any nature whatsoever including attorney's fees, and other losses that my student(s) or that I may sustain in association with my child's participation in the program.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I SIGN THIS RELEASE VOLUNTARILY AS MY FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

[A copy of the above Release will need to be signed, notarized, and returned to HCA prior to the student starting classes.]