

**Reopening Plan for New Life Christian School**  
**80 Luksin Drive**  
**Tonawanda, NY 14150**  
**716-694-0071**

Last updated 7-30-2020

At this time, we will be reopening for full-day in-person classes Monday-Friday for all students Kindergarten through 12th grade. Our decision being based on our small student population that ensures low density and the ability to appropriately physical distance. See the section titled “Contingency Plan” for our backup plan in case we are mandated to stay home. Our COVID-19 resource person is Deborah Lawrence, she can be reached at 716-694-0071 or newlifecs77@gmail.com

**Check-In Procedure & Screening**

- All students and staff are required to have a temperature check and answer health screening questions per DOH guidelines as they enter the front lobby. Records will be kept that this screening was completed for each student.
- If a student or staff has a temperature of 100 degrees Fahrenheit or higher (or are exhibiting other symptoms of COVID-19) they cannot enter the building. They must go to the designated area in the front office and be picked up by a parent immediately.
- If a student has had their temperature taken/screening by their bus driver or parent prior to being dropped off, it will not be required.
- No parents are allowed to enter during drop off/pick up time. If a parent needs to enter the building for any reason they need to call the front desk and schedule a time.
- No visitors are allowed in the building at this time.
- Once children arrive they must go directly to their classroom (while maintaining social distance and wearing PPE) and wash their hands at the designated sink for their classroom (or use hand sanitizer provided).
- Students will continue to be observed for COVID-19 symptoms throughout the day. If symptoms of COVID-19 develop, the student will immediately be sent to the office, be isolated with supervision and the parent will be contacted to immediately pick up the child.

**Face Coverings**

- Staff and students must wear a face covering that covers their mouth and nose when walking through hallways, to the bathroom, to and from the bus and lunchroom (or any time social distancing cannot be maintained).
- Students may remove their face covering when they are seated, eating lunch or undergoing instruction.
- Students should wear their own (clean) face covering to school each day. However we will provide them with a disposable mask as needed.

- Students and staff should be prepared with a face covering at all times in case there arises an instance where they cannot be socially distant.
- We will provide training to students and staff on how to adequately put on, take off and discard PPE.

### **Social Distancing**

- Social distance of 6 feet will be maintained at all times when possible.
- Desks will be separated to maintain social distance and face the same direction.
- Only one classroom will be allowed in the hall at a time when travelling to lunch, busses etc.
- Students will be seated 6' apart at lunch and when waiting to be picked up by the bus at the end of the day
- Students must stay to the right in the hallway, we will use tape on the floor as a reminder at the beginning of the year
- Only one student at a time in the bathroom
- Students should not hug, hold hands, etc.
- At this time we are suspending activities involving singing. Physical education will take place outside as weather permits.
- Cubbies will not be shared, one student at a time should go to their cubby to get their supplies.
- Supplies should not be shared. Each student's supplies and books should be kept neatly at their desk.
- No toys or non-essential items should be brought in to the building from home
- Students will remain socially distanced during fire & lockdown drills
- Teachers will move from class to class when possible instead of students moving from room to room.

### **Meals**

- Students must bring their own lunch and drink from home (this includes any utensils needed)
- Students cannot enter the kitchen for any reason (refrigerator, microwave, snacks, etc)
- Students are not permitted to use the classroom microwave to heat up food
- No sharing of food or drinks or bringing in food for classes to share

### **Signage**

- Signs will be posted throughout the school reminding students to stay home if they feel sick, adhere to social distancing, COVID-19 symptoms, hygiene guidelines, respiratory etiquette and other items listed in the DOH & NYSED guidelines

### **Hygiene**

- We will advise staff and students on proper handwashing techniques

- Students and staff should wash hands immediately after entering the building, after using the bathroom, after sneezing or coughing, before and after eating, when hands are visibly soiled.
- We will provide hand sanitizing stations throughout the building
- There is a garbage can in each room for disposal of soiled items

### **Cleaning & Disinfection**

- Each classroom has a cleaning log that will be filled out daily
- Each teacher is responsible for keeping their room clean as well as disinfecting desks, chairs, light switches, door knobs and shared surfaces at the end of each school day.
- Teachers should periodically check on the bathrooms to make sure they are clean throughout the day.
- The lunchroom tables will be cleaned and disinfected between each lunch session. We have allowed extra time between lunch sessions to allow for this cleaning.
- Our janitorial staff will clean and disinfect bathrooms each evening
- Our water fountain will be disabled. Each student should bring their own water bottle each day which can be filled from the bottle filling station.
- Classroom windows will be cracked open when weather permits. We do not have a ventilation system in the school portion of the building.

### **Pick-Up Procedure**

- Students will enter the gym (staggered times by classroom) and sit underneath socially distanced markers on the wall. They are not to get up or move around while in the gym.
- When busses arrive, children will be called one by one to go to their bus. They should stay socially distanced and wear a face covering while walking to the bus
- If a parent is picking up a child they must call or text. Their child will be sent out.

### **Suspected or confirmed COVID-19 case**

- If there is a suspected or confirmed COVID-19 case within the building the student must go directly to the office in a separated area and wait to be picked up. The student will be monitored by our school nurse wearing appropriate PPE until the parent comes to get them.
- All areas used by the person suspected or confirmed to have COVID-19 will be closed off. We will wait 24 hours (if possible) and then disinfect the areas including bathrooms, cubbies, desk, supplies, etc.
- If a student or staff has been diagnosed with COVID-19 they must stay home for at least 10 days, including at least three days since the individual has had a fever without using fever reducing medicine and at least three days since symptoms improved including cough and shortness of breath.
- If more than seven days have passed since the suspected or confirmed person has visited the building, additional cleaning and disinfection is not necessary.
- We will notify state and local health departments immediately if diagnostic test results are positive for COVID-19 for one of our staff or students.

- If student or staff has been exposed to a person with a confirmed case of COVID-19 but they are not positive themselves, they should be quarantined for 14 days and receive a negative COVID-19 test before returning to school
- If more than three staff and/or students test positive for COVID-19 at the same time period we may decide to shut down the in-person learning for an indeterminate amount of time.

### **Communications**

- Staff will be in frequent contact with parents about updates, changes to policies and guidelines through ClassDojo
- Parents should notify their child's teacher with any concerns for their child's health or social/emotional wellbeing.
- At the beginning of the school year, guidelines will be sent home educating families on proper PPD use, hygiene, and observation of COVID-19 symptoms.
- We will share information with our teachers on how to look out for students who need help with their emotional wellbeing during this time.

### **Contingency Plan**

- In the case of a mandatory shut down, we will resume remote learning as we did at the end of the 2019-20 school year.
- For K-8th grade students, packets will be sent home in 2 week increments with student work. This work will be supplemented with virtual learning/check-ins via Zoom. Student attendance will be taken during these virtual meetings.
- 9th-12th grade students will continue online lessons through Ignitia. They will also be required to check in daily, complete assignments and participate in Zoom sessions.
- Students are expected to complete work and participate in distance learning sessions. If they do not participate they are in danger of failing as they would be if school were in-person.