



WEST HIGHLAND CHRISTIAN ACADEMY

COVID-19 Procedures

Sanitation & Cleaning

- Each classroom teacher will supervise the cleaning of all classroom surfaces (such as tables, desks, chairs). They will be sanitized daily with sanitizers that work against COVID-19.
- Every evening bathrooms, hallways, and large surfaces such as handrails, etc., will be disinfected.
- Each family will be asked to supply disinfectant wipes and spray as part of the yearly supply list so that each student is responsible for his or her area.
- Students will not be allowed to bring anything but books and academic materials to class. All additional items should be left at home.
- School office staff will oversee the cleaning of all bathrooms. Bathrooms will be periodically wiped down and disinfected throughout the day, as necessary, as multiple usages could increase exposure.
- Between lunch groups, all lunch tables will be completely wiped down and disinfected.
- In all elementary classes, no toys from home will be allowed.
- In Kindergarten, nap mats and all pillows and blankets should remain at school in large zippered bags (provided by you) and sent home on Fridays for wash and return.

Water Fountains

At this time, all water fountains will be open for refilling personal water bottles. No students or staff should drink directly from the water fountains. Students will need to bring their own labeled reusable water bottle filled from home that can be used throughout the day and cleaned in the evening at home by the parents.

Sick Policy

If students show any signs of illness, they **MUST** remain at home for a minimum of 24 hours before returning to school symptom free.

- If a child becomes symptomatic, with itchy eyes, dry cough, and/or fever during the school day, the student will immediately be sent to the office and isolated with a staff member monitoring. A parent will be notified and required to pick up the child within 30 minutes.
- We will require a 72-hour waiting period after fever and all other symptoms have ceased, without the use of medication, and will ask parents to include a doctor's note that no COVID-19 testing is necessary or that the child is no longer contagious with COVID-19. (Hard copy notes or tele-doc notes are acceptable.)
- If a member of the household is diagnosed with COVID-19, the child(ren) of that household will be required to stay home for five business days or the equivalent of one week to observe for symptoms. A COVID-19 test can also be administered if available.

If a positive COVID case is identified in school, WHCA will follow current Oakland County Health Department guidelines regarding the reporting of any cases, and adhere to Centers for Disease Control and Prevention (CDC) guidelines regarding quarantines or temporary closures. Parents and staff will be notified if a student or staff member has been in contact with a COVID-19 diagnosed person during the school day. West Highland Baptist Church staff will be contacted as well.

Required Daily Screenings

Staff: All school personnel will be required to complete a daily health check questionnaire prior to entering the building. All persons except the following will be prohibited from accessing our building: operations staff, law enforcement officers, department of children and families protective services staff; professionals providing services to children; and children enrolled at the school.

- All permitted staff will turn in their health check every morning before they start teaching.
- Anyone with a fever over 100.4F will not be allowed at school.

Students: Parents should health screen their children at home before sending them to school. Once arriving at school, additional screening will take place in each classroom.

- Staff and students must not have a fever, runny nose, cough, diarrhea, or any other COVID-19-like symptoms. Parents should not administer any medicine that may mask symptoms prior to arriving at school.
- Upon arrival, staff will ask basic questions about each child's and family's health.
- To minimize traffic through the building, we are asking parents to stay in cars unless you have previously made arrangements to come into the school

Parents: For the time being, parents are asked to not enter the building unless there is an emergency situation or they are volunteering in a classroom.

Self-Reporting: A system will be in place that will allow staff to regularly report any symptoms such as fever, cough, shortness of breath, fatigue, body aches, sore throat, congestion, vomiting, diarrhea, loss of sense of smell/taste, or exposure to COVID-19. Any staff with symptoms or exposure will be asked to refrain from returning to school until symptom free.

Class Sizes

WHCA has smaller class sizes which will allow us to accommodate for the recommendation for current social distancing guidelines. Each class will remain in its respective classroom and younger students will not change classes during the day.

Hand Sanitizer

Hand sanitizer stations will be available in each classroom and in various locations throughout the building. Students will be asked to follow our current school guidelines regarding maintaining sanitary conditions. Students will be asked to wash their hands frequently throughout the day and use hand sanitizer if they are unable to wash their hands.

Restrooms

Office staff will oversee restroom capacity. Since multiple children must be able to use a restroom at the same time, we will maintain 50% capacity usage with others waiting outside the door not inside the restroom facility.

Hallways & Social Congregating

Social distancing will be encouraged before and after school with limited hallway interactions. At the beginning of the school day, students will be asked to report to their first hour class immediately upon arrival. At the close of the school day, students will be asked to exit the building in a timely fashion and avoid congregating in the common areas.

Physical Education

Physical education will take place outdoors as much as possible. Indoor classes where students are close to each other, like playing basketball, will be limited for the time being. Students will be encouraged to participate in activities that allow for proper social distancing.

Facial Coverings

- When in close contact with students is necessary, staff members will be encouraged to wear a face covering.
- When students are at their desks, if the desks are socially distant from one another, students may remove their face covering.
- If a parent signs the waiver stating that his or her child can not medically tolerate a face covering, this will be honored.

Social Distancing

- Six feet of physical distance between students will be attempted when feasible, knowing that this is not always able to be accomplished.
- When feasible, such as during lunch time, students will be seated further apart.

Lunchroom Policy

For the first quarter, students are asked to bring their own lunches.

Liability Waiver

Every parent will be asked to sign a liability waiver. Parents/Guardians must sign a liability waiver before the first day of school.

COVID Procedures Packet

Please read and sign the following page stating that you have read and accept the WHCA Covid Procedures. This paper must be signed by both parents and turned in with the Parent/Guardian Waiver.

8/26/2020

Parent/Guardian Covid Procedures Acknowledgement

I have completely read the West Highland Christian Academy COVID-19 Procedures packet and I agree to follow it in its entirety.

Student Name(s) (print) _____

Parent/Guardian Name(s) (print) _____

Parent/Guardian
Signature _____ Date _____

Parent/Guardian
Signature _____ Date _____

Form must be signed and returned to WHCA before student begins school on campus.