



(Updated plan: 8/5/2020) The following plan provides information regarding Fort Myers Christian School's plan to re-open for the 20-21 school year. This plan is fluid based on the advancement of COVID-19. In case of a relapse and a county or state mandate, we only offer remote instruction.

VERY IMPORTANT – the protocols listed give us guidelines only to **START THE YEAR**. During the year we prayerfully hope to see loosening of these procedures. 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.

Abbreviations: CC = Children's Center for K4-5th grade students and specials teachers
MS = Middle School

Plan Item	Protocols
Aftercare	<ul style="list-style-type: none"> ● Practice social distancing as reasonable between students walking hallway to aftercare ● Practice social distancing as reasonable while seated at all times. Explanation and reminders of why the need for this and keeping our distance from each other at all times, students and staff. ● Separate bags for crayons/ markers for each child ● Outside play as much as possible ● Limit of toys being played with. Thorough cleaning of each after use ● Workers using gloves and masks when preparing and serving snacks ● Contiguous cleaning during aftercare and at the end of each day of entire room, tables, doors, etc. ● Relaxed and fun atmosphere with thought and awareness of needed precautions
Athletics	<ul style="list-style-type: none"> ● FMCS will comply with all guidelines provided by the Coast Christian Athletic Conference ● The offering of sports may not only depend on the current health situation but this year will depend on participation of local schools and whether they can field teams. ● Students will bring their own water bottles, filled each day – make sure the bottle is labeled with their name ● There must be no shared athletic equipment (towels, clothing, shoes, or sports-specific equipment) between students. ● Students must wear their own appropriate workout clothing (do not share clothing). ● Individual clothing/towels must be washed and cleaned after every workout/game. ● All athletic equipment including balls must be cleaned after each use and prior to the next workout/game.
Cafeteria	<ul style="list-style-type: none"> ● Parents will be able to purchase lunches on the new Fort Myers Christian School/FACTS app or the family portal on a desktop (https://factsmgt.com/) ● Students will be eating lunches in the classrooms or outside to start the year then we will try to work out schedules to provide for social

	<p>distancing in the lunchroom</p> <ul style="list-style-type: none"> ● As we start the year, the menu will be simple and will allow for easy transportation to classrooms; middle school – from cafeteria to classroom ● “To go boxes” will be used instead of plates <ul style="list-style-type: none"> ○ Meals, snacks & beverages must be individually packaged and served directly to the student. ○ Prewrapped silverware and napkins
Chapel Services	<ul style="list-style-type: none"> ● CC: Pastor Sammy and his staff will broadcast chapel to our classrooms TV’s or to the Teacher iPads using Zoom, which can be linked to classroom Apple TV. We have social distance seating in place in chapel for one-two classes to attend live per week. We will rotate classes weekly so that all classes get a live chapel experience. ● MS: social distance seating set-up for MS chapel. Students will remain in their seats and not come forward during worship or prayer.
Classrooms & Facilities	<ul style="list-style-type: none"> ● All classrooms will be equipped with soap and water (first option), hand sanitizer, disinfectant spray, wipes, and paper towels ● K4 through 1st grade classrooms have their own bathroom ● K4 through 5th grade classrooms have sinks in the classroom ● Teachers and staff have a daily checklist of reminders to help us keep common areas clean ● Evening janitorial staff will be responsible for cleaning and disinfecting the entire facility ● Grade 2-5 teachers must limit students going to use the hallway restrooms ● If possible, provide for air flow ventilation in classrooms – doors, windows open, but not at a time that it creates a security concern ● Students will bring their own water bottles, filled each day – make sure the bottle is labeled with their name. ● Students will be encouraged to only touch or handle their own learning materials (e.g., textbooks, pens) ● Students should not touch or use another student’s locker, backpack, or any other item without first disinfecting the item ● NEW: Teachers will have a clear, “sneeze guard” stand for their centers table for use with one on one and centers teaching ● Playground: when a class recess time has ended, rails will be sprayed after the class leaves, before the next class arrives; K4 – assistant will fulfill this responsibility; K-5: our playground supervisor ● CC: reserving your class for time to use the Media Center: <ul style="list-style-type: none"> - Schedule/reserve on Outlook calendar - Once you class is finished, teacher wipes down all computers (disinfects area) - Checks that off on sign out sheet in lab
Distance Learning (short or prolonged absentees due to COVID19)	<p>Student absence due to COVID-related illness situations: due to the number of possible reasons a student may be absent during this time, parents should notify the school regarding the situation. Teachers will need to deal with each situation on a case by case basis.</p>
Drop-off: morning 8:00-8:15 only	<ul style="list-style-type: none"> ● 8:00 – 8:15 – split the locations for grades K4 thru 5th grade <ul style="list-style-type: none"> □ Grades K4 - 1st: front of CC

	<ul style="list-style-type: none"> □ Grades 2nd – 5th grade – back of CC (for families with siblings in multiple grade areas, they will drop off all students at the location of the youngest sibling) ● Staff members taking temperature: Back of CC – Mrs. Sinex, Miss Shrader Front of CC – Mr. Sinex, Miss Smith. Mrs. Jamie Smith – area by Noah’s Nursery check in to make sure students go in the right direction and walk in hallways and steps ● After 8:15, all students dropped off at front office ● Temperature taken while student is still in the car: car drives up, window down or door open (vans), staff member takes temperature and either allows entrance or let’s parents know that the temperature is over 100.4 and they cannot come to school that day (staff should take, as a max, three readings if in dispute which includes using a different staff member to take temperature with their thermometer) ● Students enter and go straight to their classroom ● We will wait to use the fifth grade safety patrol until we find the right time to begin in the safest manner ● Middle School: <ul style="list-style-type: none"> □ 7:00 - 7:30 am drop off at CC cafeteria □ 7:30 - 8:00, designated middle school classrooms: - go to your first period classroom except 8th grade that goes to □ MS drop-off area is in front of green canopy with Mr. Broome and Mr. Mitchell, temperature checks □ After 8:15 drop off at front office, temperature check inside
<p>Guests, Parents, & Visitors</p>	<ul style="list-style-type: none"> ● Limited allowed in the building. Visitors will check into the office for a background check (CC office), temperature check and will be encouraged to social distance ● Grade K4-8 parents are not permitted to enter the building during drop-off or pick-up during the school year ● EXCEPTION: K4 & Kindergarten parents: wearing masks, will be permitted to accompany their child to their classroom during the first three days of school (only if all three days are needed)
<p>Health Screening Waiver and Agreement</p>	<ul style="list-style-type: none"> ● Parents and employees must complete and return signed waiver at the beginning of the school year with required signatures releasing FMCS any liability in regards to Covid-19 ● Parents and students traveling during the school year should be mindful of all travel restrictions that may require a type of quarantine period after return home ● Any child that exhibits a fever of 100.4 will be held in an isolated sick room and parents will be notified to pick up their child/staff to be transported home. Employees with a fever will be directed to leave campus immediately ● Teacher will have an infrared thermometer in their classroom. If a students does not feel well, the temperature check will take place in the classroom. If the student needs to go home, the teacher will contact the office and the office will call the parent/guardian to pick up the student immediately. Student will be isolated in an adjacent room, if possible; MS – the clinic, which will need to be wiped down after the student leaves.

	<ul style="list-style-type: none"> ● In case of exposure and symptoms, when can a person return to school? <p><u>Individuals who were exposed but without signs and symptoms:</u></p> <ol style="list-style-type: none"> 1. They have continued to exhibit no signs and symptoms for 14 days. 2. They have completed the 14 days self-quarantine. <p>OR: They can get tested and present NEGATIVE COVID-19 PCR test results, print off a copy of your results and turn it into the school office.</p> <p><u>Individuals who have presented signs and symptoms of COVID-19:</u></p> <ol style="list-style-type: none"> 1. They have been without symptoms for 14 days, or 2. Present a NEGATIVE COVID-19 PCR test results, print off a copy of your results and turn it into the school office. <p><u>For the person with confirmed case of COVID-19:</u></p> <ol style="list-style-type: none"> 1. NEGATIVE COVID-19 PCR TEST results, or 2. They are without signs and symptoms for 14 days 3. Print off a copy of your results and turn it into the school office
Illness (student)	<p>Teacher/office procedure:</p> <ul style="list-style-type: none"> - When a student in your classroom is sick, teachers will have an infrared thermometer in their classroom and can take temperatures - If the student needs to go home, teacher will call the office and ask the office to contact the parent - Student will be placed in an adjacent classroom (K4-5th) until they are able to be picked up, at which time the office will call up to the classroom to release the student. MS – office must still be contacted but student will wait in the clinic while parents or guardian is on the way. - Office will use FACTS to call the parents; also try text, if necessary - Parents must come and pick up their student immediately due to increased concerns with the pandemic situation - Parent or guardian should wear a face covering when entering the office and will sign out the student - Area should be disinfected once the student leaves
Instructional Toggling	<p>Closure:</p> <ul style="list-style-type: none"> ● If a case of Covid-19 appears on the campus, the local health officials will be contacted. A determination will be made if a recommended closure of 2-5 days will effect both school buildings. A deep cleaning and distance teaching will take place during those days. ● Protocols and practices to ensure a high level of engagement in learning will be in place to support home-based learning. (see <i>FMCS Continuity of Learning Plan</i>) ● Further decisions will be made, based on the situation, how long the school dismissal will be extended. ● FMCS teachers will refer to our <u>Continuity of Learning Plan</u> <p>Software/Licenses Programs:</p> <ul style="list-style-type: none"> ● In order to ensure a smooth transition at any time in the future that the

	<p>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:</p> <ul style="list-style-type: none"> ● Seesaw ● Google Drive ● FACTS: This Student Information System (SIS) will host all grade-book information as well as all parent communication. ● Zoom with password <p>Computers:</p> <ul style="list-style-type: none"> ● Depending on our supply at school, we may be able to create a rental situation for a family for one of our school leased iPads for distance learning. ● For the Middle students, we have the one-to-one iPad program. 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. ● NEW: Teachers will have a tripod in their classrooms to mount their iPad. This will assist them in recording any classroom session. Reminder: keep in mind the length of lesson and the time it may take to load it on a website
Labeling	<ul style="list-style-type: none"> ● CC: NW stairwell – down stairwell only ● CC: SW stairwell – up stairwell only ● CC: NE stairwell – up stairwell only (7:45-8:30) down stairwell (8:30-3:00) ● CDC guidelines and posters will be placed in hallways, bathrooms, locker rooms
Library	<ul style="list-style-type: none"> ● Perhaps student could put on disposable gloves and a mask before entering the library, and disposing of gloves into trash on the way out. That way they will not be touching or infecting all of the books ● We will also limit the number of students allowed in at the same time in the library ● Returned books will be disinfected and kept on a book trolley for one week (or CDC recommend time limit) before being returned to the library shelves
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. ● NEW: All lost items will be secured in the front offices where the items will be sanitized and held for <u>only one week</u>. ● After one week, items will be washed and donated to a local charity.
Masks/face covering/face shields	<ul style="list-style-type: none"> ● The wearing of face coverings by students in the classroom is mandatory when students enter the building, exit and when social distancing is not reasonably possible. (staff and faculty included) ● 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 ● Teacher will work mask breaks and outdoor walks and or teaching outside when possible (weather pending) on a daily basis

<p>Morning Care 7:00-8:00 am</p>	<ul style="list-style-type: none"> ● CC - As students enter, check-in will take place at the cafeteria door closest to the lobby entrance door; temperature check included (NEW; infrared thermometers) ● Students can be seated at tables and practice social distancing ● CC: 7:45 dismissal to classrooms to avoid overcrowding from 7:45-8:00 (Classroom teachers rotate duty to come and pick up students and take them to classrooms) ● MS – 7:30-8:00 students will go to an assigned classroom to maintain social distancing
<p>Personal Items</p>	<ul style="list-style-type: none"> ● All personal items brought to the school by a student or employee must be disinfected daily prior to being introduced to the 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 should be labeled with the student's name (e.g., water bottles, notebooks, backpacks).
<p>Physical Distancing & Minimizing Exposure</p>	<ul style="list-style-type: none"> ● Face masks are mandatory to be worn during arrival, dismissal, and any time of movement between classrooms or campus areas to avoid the potential transmission of droplets during times when physical distancing may be difficult to maintain. ● Teachers in large group discussion/lecturing, when able to be socially distant with class, can teach without a mask ● NEW: Clear Plexiglas dividers are provided in the K4-5th grade classrooms (as well as the library and Learning Resource Room) for teacher centers work time with students or one-on-one time. ● Middle School students will be released to the green canopy area of Matthew's Garden for pick up and social distancing will be encouraged. <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. ● Desks should not face each other and will be spread out as reasonable as possible ● Recess - teacher will work through with students what is acceptable ● CC: specials teachers will come to the grade level classrooms <u>to start</u> the year so that we can minimize class exposure ● NEW: MS: middle school student WILL rotate at the end of class periods but we will start with staggering dismissals; backpacks will be allowed in the classrooms to minimize trips to the lockers; lockers will be staggered to provide more student social distancing. The need to use lockers should be minimal. ● Teacher will be encouraged to take classes for walks periodically to get fresh air; then can also take their class outside and teach a lesson as weather and schedule permits. <p>P.E. & Recess:</p> <ul style="list-style-type: none"> ● Recreational and sports equipment will be regularly cleaned and sanitized ● Provide for ● MS PE – for changing PE clothes, split students up between locker rooms and lobby bathrooms <p>Facilities:</p> <ul style="list-style-type: none"> ● Reminders will be displayed throughout the school (classrooms,

	<p>hallways, bathrooms, welcome center, administrative offices) for students and staff:</p> <ul style="list-style-type: none"> ○ Stay 6' apart when possible/reasonable ○ Proper and frequent handwashing ○ How to stop the spread of germs <ul style="list-style-type: none"> ● Fire drills, tornado drills, and lockdown drills will be modified to maintain proper physical distancing to the greatest extent possible.
Pick Up	<ul style="list-style-type: none"> ● K4-5th grade – students will remain in their classrooms and be ready to go when their name is called to come to the front of the building to car line. ● Miss Schreiber and Miss Welborn will be outside and Miss Shrader will be manning the phone in the front office calling names. ● Principal will cover MS pick up area supervision; dismissal times will be staggered; pick-up area will be remain at the front of the Matthew's Garden area with social distancing encouraged