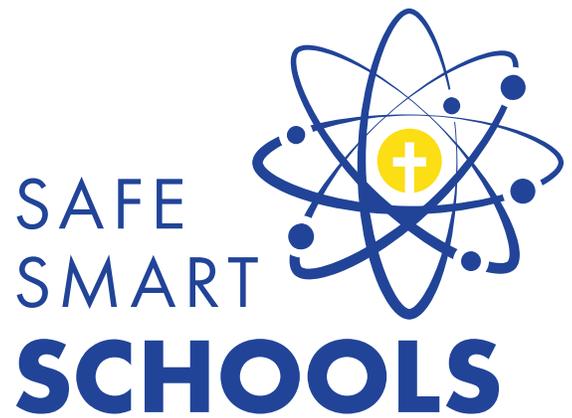




THE CHRISTIAN SCHOOL AT  
CASTLE HILLS

**SAFE SMART SCHOOLS**  
120 Campus Action Items

**Care for Yourself, Show Concern for Others**  
MATTHEW 7:12 | PHILIPPIANS 2:4



PLAN	PROTOCOLS
CLASSROOM FACILITIES	<ul style="list-style-type: none"> <li>• All classrooms will be equipped with hand sanitizer, disinfectant spray, and wipes.</li> <li>• Common areas, including the cafeteria and restrooms, will be cleaned and sanitized by janitorial staff throughout the day.</li> <li>• An additional porter has been hired to clean the restrooms and high touch areas numerous times during the day across campus.</li> <li>• After hours, janitorial staff will employ the use of a Razor Antimicrobial Coating, which will kill viruses 24/7 and UV lighting sanitation in high touch areas.</li> <li>• Evening janitorial staff will be responsible for enhanced cleaning and disinfecting the entire facility.</li> <li>• Classroom doors, as well as non-fire hallway doors, will be kept open as much as possible to allow ventilation and airflow.</li> <li>• Water fountains will not be operational.</li> <li>• Spacing between desks or tables will be maximized in each classroom.</li> <li>• Students will bring their own water bottles filled at home and labeled with their name. If a student does not bring water, then a bottle of water can be provided and the student's FACTS account will be charged \$1.00.</li> <li>• Hand sanitizing stations will be placed in each lobby area and the cafeteria.</li> <li>• Students may touch or handle only their own learning materials (e.g., computers, textbooks, pens, etc.).</li> <li>• Students will not move from class to class (as much as possible) in order to minimize the number of persons each student sits next to throughout the day.</li> <li>• The use of lockers in grades 5–12 will be temporarily suspended, and each student will be required to bring a medium-sized tub to store his/her belongings in the homeroom class. This will prevent physical interaction around lockers.</li> <li>• Students may not share or use each others' pens, pencils, or other personal items.</li> <li>• All students, teachers, and staff on campus will have a role in sanitizing their own personal space as we take care of ourselves and show concern for others.             <ul style="list-style-type: none"> <li>– Parents will be asked to keep their students continuously supplied with hand sanitizer, wipes, or other cleaning materials to maintain the disinfecting of their personal space during the day.</li> </ul> </li> <li>• Social distancing will be practiced in the restrooms, with limits on the number of students inside at one time.             <ul style="list-style-type: none"> <li>– We will ensure social distancing while enforcing proper hand washing procedures.</li> </ul> </li> </ul>

## PLAN

### PHYSICAL DISTANCING AND MINIMIZING EXPOSURE

## PROTOCOLS

### DROP OFF/DISMISSAL

- On the first day, students will be provided instruction on appropriate hygiene practices and other mitigation practices adopted and required by CHS.
- Arrival and departure times will continue to be distanced to discourage students from being in close proximity.
- Student drop-off begins at 7:30 am at designated areas. Before-school care is available between 7:00 am – 7:30 am for a modest monthly fee.
- All students will report to designated areas and will sit in assigned seating.
- Students arriving on campus after school has started should be dropped off and must check in at the school office in their building.
- Face masks are required 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.
- Clear plexiglass dividers will be installed at the Receptionist desks.

### CHECK OUT

- Parents are asked to call the School Office to request their child to check out.
- The child will be released when the parent is visible outside the School Office.
- Younger children will be walked out to the car.

### CLASSROOM

- Upon entering the classroom students will sanitize their hands.
- Students will be instructed not to share items with their classmates.
- Distance between students and teachers will be maximized to increase social distancing.
- School schedules have been redesigned when possible to minimize the movement of students and interaction in the hallways by emphasizing small group cohorts, resulting in less student movement from class to class, as much as possible.

### P.E. AND RECESS

- CHS will comply with all guidelines provided by the TX Department of Health and Human Services.
- Physical contact will be limited.
- An additional staff person has been hired in P.E. to allow for smaller groups and to eliminate comingling of classes.
- Students will not be required to wear a mask while actively engaged in physical activity.
- All shared P.E. equipment will be sanitized regularly.

### FACILITIES

- Reminders will be displayed throughout the school (classrooms, hallways, bathrooms, administrative offices) for students and staff:
  - Staying 6' apart when possible
  - Proper and frequent handwashing for 20 seconds
  - Ways to stop the spread of germs
- Fire drills, tornado drills, and lockdown drills will be modified to maintain proper physical distancing to the greatest extent possible.
- Chapel and school assemblies will be done virtually, in small groups or in the classroom to maintain social distancing.

PLAN	PROTOCOLS
<p>MASKS AND FACE COVERINGS</p>	<ul style="list-style-type: none"> <li>• We will abide by the restrictions and exemptions of the Governor's July 3rd Executive Order (<a href="https://covid19.sanantonio.gov/files/assets/public/files/about/eo-ga-29-07022020.pdf">https://covid19.sanantonio.gov/files/assets/public/files/about/eo-ga-29-07022020.pdf</a>) by requiring that everyone on campus, ages 10 and older, to wear masks <del>or face shields</del> when inside a building or outside on campus when six feet of social distancing is not possible.</li> <li>• Full face shields may be worn when wearing a mask is not feasible.</li> <li>• Masks or face shields will be required for entrance into the buildings.</li> <li>• Students ages 10 and above in a classroom with a teacher who is identified as at risk may be required to wear a mask or face shield.</li> <li>• 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. Students and employees are required to wear masks during times of transition from one location to another, when physical distancing is not able to be maintained (e.g., moving from classroom to classroom, arrival and dismissal).</li> <li>• Our first orientation of the school year will include education for our students on this year's mission of "Care for Yourself and Show Concern for Others" to include socially appropriate conversations about masks as well as Safe Smart School Protocols. Our desire is to be an environment that expresses the love of Christ in caring for others. For those who choose to continuously wear masks, they should feel completely comfortable in doing so.</li> </ul>
<p>GUESTS, PARENTS, AND VISITORS</p>	<ul style="list-style-type: none"> <li>• CHS will be a closed campus to parents, guests, and visitors during the 2020–2021 school year.</li> <li>• All parent, teacher, and administrator meetings will take place virtually. The fewer people on campus, the more effectively sanitation protocols can be maintained.</li> <li>• All essential guests, parents, and visitors (who are approved in advance) are required to complete the Health Screening Form and wear a mask while on campus. The exemptions will be minimal.</li> <li>• On the first two weeks of school, parents of kindergarten and first grade students will be permitted to enter the first floor of the Elementary building to drop-off their child. Parents will not be permitted to enter the classroom. Grades 2nd– 12th parents are not permitted to enter the building during drop-off or pick-up.</li> <li>• This year, parents and visitors will not be permitted to come and eat lunch with his/her student(s). A parent may have lunch in the car or off campus with their student for a special occasion.</li> <li>• NOTE: Parents and students following these guidelines will protect themselves, but also they are protecting our staff, many of whom are at an age or stage in life where they are more at risk for contracting COVID-19.</li> </ul>
<p>HEALTH SCREENING PROTOCOL</p>	<ul style="list-style-type: none"> <li>• <del>It is recommended that any student who has traveled out of the country or to other COVID-19 "hot spots" self-quarantine for no less than 14 days with no symptoms appearing, prior to returning to school. (updated Aug. 21, 2020)</del></li> <li>• Students will be screened and checked in at the school offices if arriving at school outside of normal arrival times.</li> <li>• Any student that exhibits a fever greater than or equal to higher than 99.6 degrees will be held in an isolated sick room, and parents will be notified to pick up their child. Employees that exhibit a fever higher than 99.6 degrees will be directed to leave campus immediately.</li> <li>• If a student or employee presents any possible COVID-19 symptoms, the nurse will complete an assessment and notify parents/staff to be sent home.</li> <li>• <del>If a student or employee has a negative COVID-19 test, they may return to school once there is no fever without the use of fever-reducing medicines, and they are fever-free for 24 hours. They must provide a doctor's note. (updated Aug. 21, 2020)</del> <ul style="list-style-type: none"> <li>- Additionally, they must report to the school if they have had close contact with an individual (within 6 feet for more than 15 minutes according to current CDC Guidelines) who is lab-confirmed with COVID-19. Students meeting this definition of exposure must remain off-campus until the 14-day incubation period has passed, or have had a series of negative COVID-19 test results as specified by current CDC guidelines and a doctor's note to return to school.</li> </ul> </li> </ul>

## PLAN

### HEALTH SCREENING PROTOCOL (contd.)

## PROTOCOLS

- ~~• In order for a student or employee who tested positive for COVID-19 to be allowed to return to campus their parents must provide proof of a negative test and be able to answer YES to all of the following questions:~~
  - ~~- 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? (updated Aug. 21, 2020)~~
- ~~• If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either:~~
  - ~~- Obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or~~
  - ~~- Receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at (<https://tdem.texas.gov/covid-19>) (updated Aug. 21, 2020)~~
- Absences due to the Health Screening restriction will still be counted as school day absences. Students will be able to complete all work for any COVID-19 related absences with a doctor's note or approval by an administrator.
- All students must have their temperature checked at home every day. Additionally, the school will be conducting wide-spread temperature checks of students throughout the day.
- Temperature and symptoms checks will be a daily requirement for all CHS employees.
- CHS will send out Family Safety Protocols to each family with home habits to assist in campus health safety.
- Identifying Possible COVID-19 Cases on Campus:
  - The school will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
  - ~~- The school will clean the areas used by the individual who shows COVID-19 symptoms while at school (student or employee) as soon as is it is feasible. (updated Aug. 21, 2020)~~
  - Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- CHS will follow the guidelines established by the Texas Education Agency and Centers for Disease Control in the event of exposure of any student or CHS employee.
  - If an individual who has been in our school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
  - Schools must close off areas that are heavily used by the individual with the lab-confirmed case until the non-porous surfaces in those areas can be disinfected unless more than 3 days have already passed since that person was on campus.
  - Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate in any on-campus activities.

PLAN	PROTOCOLS
HEALTH SCREENING PROTOCOL (contd.)	<ul style="list-style-type: none"> <li>• This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. For clarity, close contact is defined as:               <ul style="list-style-type: none"> <li>– Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or</li> <li>– Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;</li> <li>– Or if either of the above occurred at any time within the previous 14 days at the time the infected individual was infectious.</li> <li>– Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test. (updated Aug. 21, 2020)</li> </ul> </li> </ul>
CAFETERIA	<ul style="list-style-type: none"> <li>• Our lunch staff will be providing our hot lunch program. Meals will be prepackaged and served directly to the student.               <ul style="list-style-type: none"> <li>– Silverware/Napkins will be prepackaged.</li> <li>– Microwaves will not be available in order to minimize the spread of germs and viruses.</li> <li>– Parents are encouraged to send warm food items in vacuum insulated containers.</li> </ul> </li> <li>• Lunch will be eaten in the Hope Gym and Eagle Hall with tables set up to accommodate additional spacing.</li> <li>• Students will be assigned seats at lunch to minimize potential physical interaction with other students.</li> <li>• Administrators, faculty, and staff will be on hand at lunch to ensure social distancing.</li> <li>• Students will need to provide their own water bottles and drinks.</li> <li>• Younger children will bring their own snacks for use during the day and for after school care.</li> </ul>
TRANSPORTATION	<ul style="list-style-type: none"> <li>• All vehicles for any school activity will be properly disinfected after each use.</li> <li>• Hand sanitizer will be provided and used by each student prior to boarding.</li> <li>• All field trips will be temporarily suspended and replaced by virtual field trips when possible.</li> </ul>
ATHLETICS	<ul style="list-style-type: none"> <li>• CHS will comply with all guidelines provided by the Texas Department of Health and Human Services and the Texas Association of Private and Parochial Schools (TAPPS).</li> <li>• If interscholastic sports are not permitted, CHS may explore the development of a robust intramural program that can be done within social distancing guidelines.</li> <li>• We strongly recommend that athletes, coaches, staff, and participants wear a cloth face covering when not actively engaged in physical activity or when they may be near other people (i.e., less than 6 ft.).</li> <li>• Athletics and Physical Education has been redesigned in the school schedule to minimize potential interaction.</li> </ul> <p><b>PRE-WORKOUT SCREENING</b></p> <ul style="list-style-type: none"> <li>– All coaches and students must be screened for signs/symptoms of COVID-19 prior to each workout.</li> <li>– Any person with positive symptoms reported will not be allowed to take part in workouts and must immediately contact his/her primary care provider or other appropriate health care professional.</li> </ul> <ul style="list-style-type: none"> <li>• Sports specific equipment will be sanitized daily.</li> </ul>

PLAN	PROTOCOLS
<p>ATHLETICS (contd.)</p>	<ul style="list-style-type: none"> <li>• Students must wear their own appropriate workout clothing (do not share clothing).</li> <li>• Individual clothing/towels must be washed and cleaned after every workout/game.</li> <li>• All athletic equipment including balls must be cleaned after each use and prior to the next workout/game.</li> </ul> <p><b>LOCKER ROOMS</b></p> <ul style="list-style-type: none"> <li>– Students may use locker rooms to dress before PE classes and athletic periods.</li> <li>– Students will not be issued a personal locker in the locker rooms.</li> <li>– Students should keep any personal athletic gear or clothing in a bag and may store it on an assigned spot in the gym.</li> <li>– Students may not leave clothes, shoes, towels or toiletries in the locker room.</li> <li>– Showers will not be available for use.</li> <li>– After each P.E. class or athletic period, locker rooms will be checked for cleanliness.</li> <li>– All items left in the locker room will be removed and placed in the lost and found immediately following P.E. and athletic periods.</li> <li>– Items in the lost and found will be removed (discarded or donated to charity) twice a month.</li> <li>– Students should only be in locker rooms long enough to change clothes.</li> <li>– Disinfectants will be applied to locker room areas during the day.</li> </ul> <ul style="list-style-type: none"> <li>• Students and coaches will be required to wear masks or face shields when entering and exiting facilities and practice areas.</li> <li>• Wearing masks or face shields may be impractical for students while participating in some athletic or other extracurricular activities. We will follow our local health guidelines.</li> </ul>
<p>CONTINUOUS DISTANCE LEARNING (For closure by State or Local Health Officials if Necessary)</p>	<p><b>CLOSURE</b></p> <ul style="list-style-type: none"> <li>• If a case of COVID-19 appears on our campus, we may close one or more classes to conduct a deep class cleaning, a building cleaning, or, if necessary, a school-wide deep cleaning and move to Continuous Distance Learning instruction during those days.</li> <li>• Protocols and practices to ensure a high level of engagement in learning will be in place to support home-based learning.</li> </ul> <p><b>QUARANTINE</b></p> <ul style="list-style-type: none"> <li>• If a student is quarantined, the school will provide the student’s educational work to complete while at home. The student’s teacher will provide support for the student during the time that they are quarantined.</li> </ul> <p><b>SOFTWARE</b></p> <ul style="list-style-type: none"> <li>• In order to ensure a smooth transition at any time in the future that the school may be required by the Governor or local health officials to shift to Distance Learning instruction, all teachers will be proficient in the use of the following online tools: <ul style="list-style-type: none"> <li>– <b>LMS (Learning Management System) – Google Classroom:</b> This Learning Management System (LMS) will be utilized for posting all assignments and communications regarding assignments.</li> <li>– <b>SIS (Student Information System) – FACTS:</b> This Student Information System will host all grade-book information as well as all parent communication.</li> <li>– <b>Google Hangouts / Google Meet:</b> This video conferencing system and interactive instructional platform seamlessly works with Google Classroom and permits face to face interaction, virtual teaching, and office hours.</li> </ul> </li> </ul>

PLAN	PROTOCOLS
<p>CONTINUOUS DISTANCE LEARNING (For closure by State or Local Health Officials if Necessary) (contd.)</p>	<p><b>COMPUTERS</b></p> <ul style="list-style-type: none"> <li>• In Elementary school, we are increasing the number of computer carts available for use by teachers, along with a protocol for continual surface cleaning.</li> <li>• In the case of Continuous Distance Learning, Chromebooks will be made available to all students in need.</li> <li>• For the Middle and High School students, we will continue our one-to-one program in which every student will be provided with a Chromebook and charger.</li> <li>• Shared equipment in computer labs will be maintained with a protocol of surface cleaning between every use.</li> </ul>
<p>HEALTH SCREENING AND WAIVER AGREEMENT</p>	<ul style="list-style-type: none"> <li>• Parents and employees must complete a waiver at the beginning of the school year with required signatures releasing CHS of any liability in regards to COVID-19. The <b>Health Screening Waiver and Agreement</b>, that every parent will receive by email, must be turned in with your Parent Orientation Packet in August.</li> <li>• Parents and employees must sign a Health Screening Agreement that states they will neither send a student nor enter the campus themselves if they are exhibiting any of the symptoms listed here: CDC COVID Symptoms. (<a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a>)</li> </ul>
<p>PERSONAL ITEMS</p>	<ul style="list-style-type: none"> <li>• All personal items brought to the school by a student or employee must be disinfected daily prior to being introduced to the campus.</li> <li>• No personal items may be shared (e.g., pens, clothing, food, water bottles, personal items).</li> <li>• Learning materials may be shared after being disinfected (e.g., textbooks, lab equipment, tablets, learning resources, etc.).</li> <li>• All personal items (including textbooks) must be labeled with the student's name (e.g., water bottles, notebooks, backpacks, gym bags, etc.).</li> </ul>
<p>LOST AND FOUND</p>	<ul style="list-style-type: none"> <li>• 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. This includes all masks.</li> <li>• All lost items will be secured in the Nurse's office, where the items will be sanitized and held for a maximum of two weeks.</li> <li>• Lost items will be displayed at weekly intervals for parents and students to claim.</li> <li>• After two weeks, items will be donated to a local charity or discarded.</li> </ul>

# UPDATED COVID-19 (October 19, 2020) CDC AND TEA GUIDANCE FOR SCHOOLS

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PLEASE REFER TO UPDATED LIST BELOW ALONG WITH THE DATE OF REVISION.

**The information in this updated section is from the latest TEA bulletin, "TEA SY 20–21 Public Health Planning Guidance, August 4, 2020."**

## **Individuals who have had CLOSE CONTACT** *(updated Aug. 21, 2020)*

"In general, close contact is defined as:

- a. Being directly exposed to infectious secretions (e.g., being coughed on): or
- b. Being within 6 feet for a cumulative duration of 15 minutes; however additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomatology may affect this determination.
- c. Had direct physical contact with the person (hugged or kissed them)
- d. Shared eating or drinking utensils

*(Updated from Sept. 10, 2020 CDC Website "When To Quarantine")*

Students and staff who were in CLOSE CONTACT with another person who is POSITIVE for COVID-19 must report to the incident to the school, and

- a. You should stay home for 14 days after your last contact with a person who has COVID-19. For all of the scenarios of close contact, "even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 - 14 days after exposure to the virus." *(Updated from Sept. 10, 2020 CDC Website "When To Quarantine")*
- ~~b. Remain off campus until the 14 day incubation period has passed without additional exposure,  
OR~~
- ~~c. Have a negative result from a COVID-19 test. (TEA SY 20-21 Public Health Planning Guidance, August 4, 2020).~~

## **Individuals who have been confirmed with COVID-19** *(updated Aug. 21, 2020)*

The individual may return to school when ALL THREE of the criteria below have been met:

- a. At least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- b. The individual has improvement in symptoms (e.g., cough, shortness of breath); and
- c. At least ten (10) days have passed since the symptoms first appeared." (TEA SY 20-21 Public Health Planning Guidance, August 4, 2020).

# UPDATED COVID-19 *(October 19, 2020)*

## CDC AND TEA GUIDANCE FOR SCHOOLS

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PLEASE REFER TO UPDATED LIST BELOW ALONG WITH THE DATE OF REVISION.

**The information in this updated section is from the latest TEA bulletin, “TEA SY 20–21 Public Health Planning Guidance, August 4, 2020.”**

### **Individuals with SYMPTOMS of COVID-19 (No medical evaluation or COVID test)** *(updated Aug. 21, 2020)*

An individual with symptoms that could be COVID-19 AND is not evaluated by a medical professional or tested for COVID-19

This individual will be treated as if they tested positive for COVID-19 and may not return to school until he or she has completed the three step criteria listed above for a positive COVID-19 test.

### **Individuals with SYMPTOMS of COVID-19 and does not want to complete the three step criteria** *(updated Aug. 21, 2020)*

In order to return to school the individual must either

- a. Obtain a medical professional’s note clearing the individual for return based on a medical diagnosis, OR
- b. Obtain a negative COVID-19 test result.

### **Individuals who have traveled out of the country or to a “high risk” area in the United States** *(updated Aug. 21, 2020)*

The individual must quarantine for 14 days with no exposure to COVID-19 or showing symptoms prior to returning to school.

If exposed to someone confirmed with COVID-19 after returning, follow the appropriate protocols above.

If symptoms appear after returning, follow the appropriate protocols above.