



**H** Honor Jesus Christ our Savior

**O** Offer opportunities to grow in faith

**P** Pursue Godly character

**E** Excel in academics

# HEALTH & SAFETY SMART RESTART PLAN

Hope Christian Academy Families,

It has been a challenge for our entire community since March, but we pray you have found confidence in Christ to embrace every challenge we are facing.

Thank you to the students, staff, and parents, who have helped us succeed in these difficult times. The 2019-2020 school year was challenging, but we are proud of our students and thankful for all your help and support.



Our task now is planning for what school will look like during the 2020-2021 school year. This is a difficult undertaking as we all realize how the impact and response to COVID-19 has changed rapidly over the past four months. This plan will try to address these challenges, while providing a flexible framework to guide our response over the next school year.

For many reasons, we are returning to an in-person model. Yet, we cannot disregard that the health and safety concerns associated with the virus remain. HCA is considering all practical steps to keep our school from contributing to virus spread in our community.

We realize that this plan may not address every question you have. We also recognize some concepts and actions may ignite strong opinions about what the school should or should not do. Please remain open to what is possible and consider all the options as we move forward together.

Thank you for your time reviewing this plan. We encourage everyone to ask questions and communicate their concerns as we move forward. HCA can provide quality education to our students in a safe manner, if we work together using biblical principles.

Respectfully,

Shane Bradley  
Administrator

Shane Klitzke  
Board President

## HCA's Guiding Principles

Hope Christian Academy believes we should:

- Honor Jesus Christ as Lord and promote a biblical worldview.
- Ensure the safety and well-being of all students and employees.
- Promote equity and accessibility to learning for all students.
- Provide instructional delivery systems to meet the needs of all students.
- Foster positive relationships and interactions.



### Our Planning Team

The Hope Christian Academy's Smart Restart Plan was crafted and reviewed by a team consisting of the following:

- Educators
- Custodial Staff
- Parents
- Southwest District Health (NDDoH)
- EBC Children's Ministry leaders
- Administrative Assistants
- School Board members
- EBC Building Administrator
- School Leadership Staff

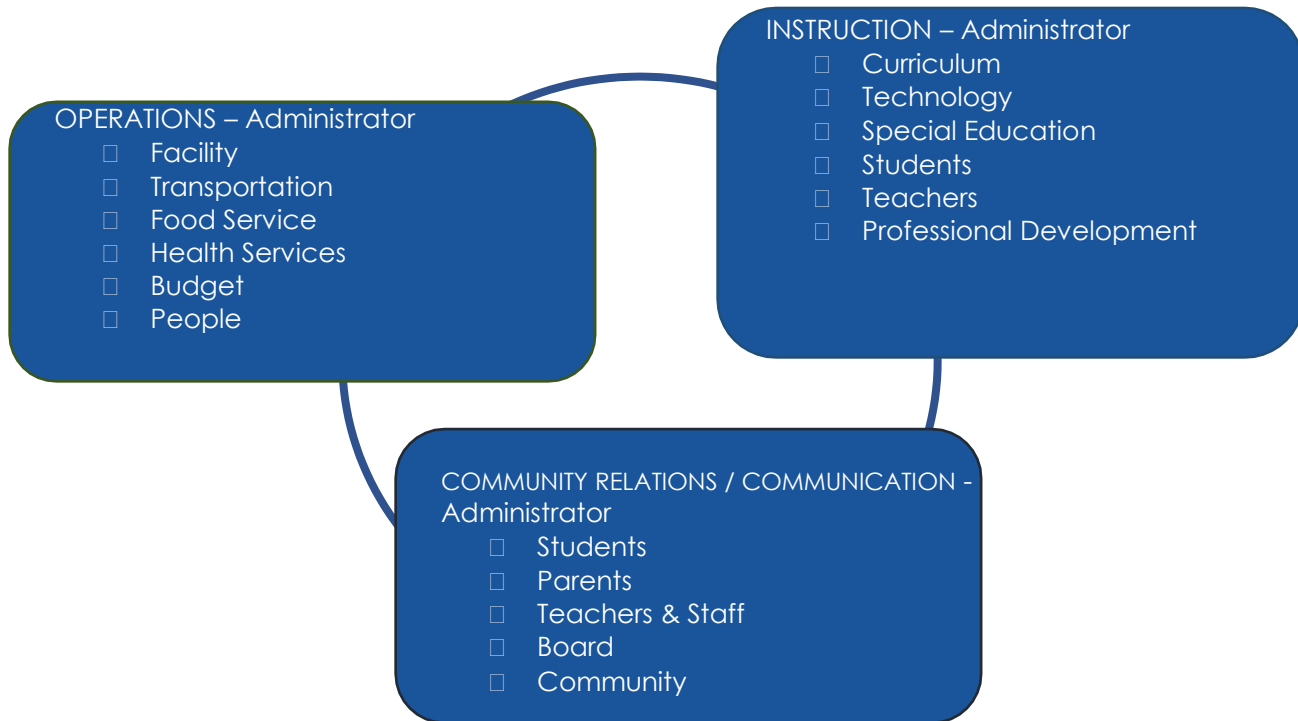
Input will be gathered by various means to allow for a wide range of input.

### Anticipated Timeline

July	Work with SMART RESTART team to refine and develop plan for submission to HCA School Board.
End of July	Conduct surveys and consolidate feedback from stakeholders.
August 3, 2020	Present plan to HCA Board for review.
August 18	Approved by HCA School Board.

# COVID-19 Response Team & Coordinators

This organizational structure was crafted to assist in the development and monitoring of the school return to learning plan. This structure identifies leaders and guiding team members that will serve as a voice in how the school responds to COVID-19 during the school year. This plan is designed to address the issues of reopening as well as provide a nimble and responsive process to address issues that may not be recognized today.



The three components have been identified as key operational teams that consist of multiple departments. Each operational team will work to implement the return to learn plan and address challenges as they arise.

## COVID-19 Building Level Coordinators

HCA will have an identified COVID-19 Coordinator who will be responsible for the health and safety preparedness and response planning. The coordinator will make themselves available to the NDDoH 24 hours a day / 7 days a week to respond to phone calls from public health. This position will assist public health in identifying and notifying close contacts in the school setting. The coordinator will report cases of COVID-19, found in the school setting, to health officials and the State Superintendent's office.



The HCA Administrator will assume the role of building level coordinator. If the coordinator is unable to be reached, the secondary contact will be the secondary principal.

# Phases

The following phases will be used to define the community risk level associated with COVID-19. These phases align with the color-coded guidance in the ND Smart Restart Plan. Each level is reported to schools by the NDDoH after rigorous testing and assessment of cases in the community. [ND Smart Restart Plan](#)



# Instructional Models

The instructional models used by the school will be guided, in part, by the risk level of COVID-19 in the community as defined within the phases above.



### **Traditional Daily Instruction- Blue/Green and Yellow/Orange Phases**

Instruction is delivered in-person with some building and group modifications. Instruction will include online components. Teachers and students maintain a normal daily schedule. Safety precautions are implemented to enhance staff and student safety.



### **Modified On-Campus (HCA not considering this option at this time.)**

Students report to school on a modified schedule. Student schedules may be varied to meet the learning needs of each child. Multiple hybrid models of instructional delivery may be appropriate. Instruction would be conducted in person and online.



### **Distance Learning- Red Phase**

All instruction is provided off-campus using distance learning resources, suited to the unique needs of the student. **This instructional model will also be used in all color phases for students being asked to quarantine, being kept home as a precaution, or other circumstances in which students are not able to attend school in the building.**



### **Virtual Academy- All color phases for students in a high-risk health category**

A virtual educational opportunity for K-12 students will be provided as an option for students/families with underlying health conditions. This will be instructed and monitored by Hope Christian Academy teachers.

# Health and Safety Guidance

HCA strives to provide a healthy and safe environment for all who occupy our school. The following guidelines are intended to provide a framework for our response to COVID-19.

## Resources

ND Department of Public Instruction -

<https://www.nd.gov/dpi/parentscommunity/nddpi-updates-and-guidance-covid-19>

ND Department of Health - <https://www.health.nd.gov/diseases-conditions/coronavirus>

Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

## Best Intentions

Despite taking every reasonable precaution, there are not guarantees that our school will be without risk as it relates to COVID-19. The virus may be present in transportation vehicles, in our classrooms, and at our activities. In certain situations, social distancing is not possible in a school setting. Our actions, as outlined in this plan, will not prevent any student or staff member from possibly being in contact with the virus.

## Protect Yourself and Others

### Wash your hands often



- Wash with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing.
- Wash hands before eating, after using the restroom, after recess/gym/music or after using areas where students have shared materials.
- If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Students are encouraged to wash their hands often throughout the day.

### Avoid close contact



- Keep social distance from others. This is especially important for people who are at a higher risk of getting sick.
- Alternate or modified schedules, adjustments to use of common areas, use of outdoor spaces, and other actions that increase physical separation may be considered.
- The sharing of instructional materials should be limited as much as possible.
- Physical separation on trips with vehicles, one student per seat, will be recommended but cannot be guaranteed.
- **Entry to school buildings, by visitors, shall be restricted to essential visitors only. No one will be allowed by the front office, without the permission of the administrator.**
- **Parents/Guardians may accompany their student to the school but are encouraged to not enter classrooms without the permission of the teacher. Parents/guardians should remain in common areas.**



## Monitor your health daily



- Be alert for symptoms. Watch for a fever, cough, or shortness of breath.
- Parents are asked to screen their students each day before sending them to school. Use the screening guidance provided in this document.
- Staff and students who are sick should stay home.
- Temperatures of symptomatic students or staff may be taken at the school office.
  - Symptomatic students will be isolated, and their guardians contacted.

## Cover coughs and sneezes



- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw tissues away and wash hands or use hand sanitizer to prevent spread.

## Clean and disinfect



- School staff and students will clean and disinfect frequently touched surfaces daily.
- Shared materials (not recommended) should be cleaned.
- Classrooms will be cleaned daily.

## The use of cloth face coverings or masks.



- Hope Christian Academy will provide masks for students and staff. However, students and staff will not be required to wear them.
- Masks are recommended especially when social distancing is not possible

# Health & Safety Protocols

## Student & Staff Health



Monitoring the health of students and staff will be an important component of a safe and healthy educational environment. Hope Christian Academy will take the following measures to ensure all students and staff are healthy while they are at school.

### Identifying Students & Staff at Higher Risk

- Back to school and enrollment processes will include questions asking families to identify if their student is at-risk, based on a health professionals' diagnosis. This information will be provided to the administrator (COVID-19 Coordinator) who will contact the family and discuss instructional model options.
- The HCA Office will inquire of all employees if they are at-risk, based on a health professionals' diagnosis. The HCA office will work in partnership with the building administrator and the employee to coordinate adjustments to the work schedule or workplace.
- When the NDDoH or Southwest District Health inform the district of a student or staff member that is COVID-19 positive, the information will be passed on to the office and school administrator as allowable within school policy and law.

### Isolation & Quarantine

- Definitions (see appendix for more information).
  - Isolation – For people who are already sick from the virus. A prevention strategy used to separate people who are sick with the virus from healthy people.
  - Quarantine – For people who are not sick but have been exposed to the virus. A prevention strategy used to monitor people who were exposed for a period of time.
- Hope Christian Academy will follow isolation and quarantine guidelines and directives as set by NDDOH and Southwest District Health.

### If a student or staff member becomes sick at school or a school event

- Student
  - Direct / escort the student to the office.
  - The student shall be isolated in the building sick room.
  - Parent / guardian will be contacted to pick up their student.
- Staff
  - Inform your supervisor immediately.
  - Leave the school building/grounds and consult with a health care professional.

### Return to School

- When a student or staff member has been isolated or quarantined as directed by NDDoH or Southwest District Health, they will be allowed to return to school after being cleared by the NDDoH



# Guidance for Grade Level & School Building Level Closure

This is intended as guidance for COVID-19 Coordinators and school leaders on when to close classrooms, grades, and buildings.

- Close contact is defined as being within 6 ft. of another individual for 15 min or greater.
- If the school is closed for any length of time, HCA will determine which mode of instruction will resume.
- The Administrator will meet with Southwest District Health representatives every other week to discuss the present phase of the community and seek advisement on building or school transitions between instructional models.
- NDDoH may close a school at their discretion.
- Our current plan is not to shift in and out of models of learning throughout the colors that are represented for community risk. We plan to offer face-to-face instruction from the blue to the orange levels, unless we are shut down by a direct order from the governor or the Southwestern District Health Unit. It is most likely all schools would be shut down if our county or entire state is in the red level of risk.
- We plan to function the best we can by maintaining segregation between classes. PE, music, recess, chapel, and lunch will be separated by grade level as much as possible or separated by social distancing when in large enough spaces. This will allow us to avoid exposure between classes and avoid schoolwide shut down when a case is present in our school. Afterschool dismissal will happen from the classrooms and not from one area. When students enter the building from drop off, they will enter their designated classroom.

[https://www.health.nd.gov/sites/www/files/documents/Files/MSS/coronavirus/School%20Resources/NDDoH\\_COVID-19\\_Recommendations\\_for\\_Schools.pdf](https://www.health.nd.gov/sites/www/files/documents/Files/MSS/coronavirus/School%20Resources/NDDoH_COVID-19_Recommendations_for_Schools.pdf)

[https://www.health.nd.gov/sites/www/files/documents/Files/MSS/coronavirus/School%20Resources/Close\\_Contacts\\_in\\_School\\_Child\\_Care\\_Settings.pdf](https://www.health.nd.gov/sites/www/files/documents/Files/MSS/coronavirus/School%20Resources/Close_Contacts_in_School_Child_Care_Settings.pdf)

## Operational Guidance

A COVID-19 committee will be established to handle situations as they arise and work together to provide solutions as different unforeseen scenarios arise during the school year.

Our plan is to have our bathrooms and entryways washed and disinfected three times a day. Our classrooms and frequently used spaces will be cleaned daily. Our staff and students will wash their hands before and after PE and lunch and upon re-entry into the classroom. They will also follow the individual plan each teacher provides for their own classroom. Each teacher will have individual plans to meet the circumstances of their specific situation.

Individual desks (rather than communal tables) will be used whenever possible. Desks will be spaced at least 6 feet apart when possible and will face the same direction, rather than towards each other or the center of the classroom.

Classrooms will be encouraged to incorporate outdoor learning when possible and relevant

Plexiglass will be installed in the reception area at the school entry.

We will be installing touchless water/beverage faucets and water fountains, where the users' mouth is in close proximity to the beverage source, will not be used. Students will be asked to bring their own water bottles to school.

**Air Quality and Ventilation**

- We will ensure classrooms and common areas are equipped with fresh air by opening windows whenever possible and filters changed regularly.
- The use of ceiling fans will be minimized.

**Lunch**

Lunch will take place in the gym, secondary lunch area, and lobby. Assigned seating will be used with limited students per table. Lunch will be staggered in time to avoid long lines and minimal traffic. Students will be required to wash hands before and after lunch.

**Library**

We will have 15 to 20 minutes set up for each class to go through for Library. Students will go through in small groups to maintain distance. When books are dropped off, they will be stored for a time period before being used again.

Blue / Green	
Priorities:	<input type="checkbox"/> Ensure students and staff who are symptomatic stay at home. <input type="checkbox"/> Implement reasonable accommodations to reduce school-wide and community spread.
General Practices:	<input type="checkbox"/> Social distancing where possible and reasonable. <input type="checkbox"/> Building routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. <input type="checkbox"/> Handwashing integrated throughout the day. <input type="checkbox"/> Hand sanitizer available throughout the building. <input type="checkbox"/> Support and train parents on the use of technology tools and online curricular resources.
School:	<input type="checkbox"/> Protective measures will be implemented in office spaces. <input type="checkbox"/> Some school events, assemblies and gatherings may be changed or cancelled. <input type="checkbox"/> Access to campus may be limited, with new protocols.

Classrooms:	<input type="checkbox"/> Students issued laptops and trained on how to access online learning resources. <input type="checkbox"/> Limited use of shared materials and supplies. <input type="checkbox"/> Desks or tables arranged to allow for cohort/class groups and social distancing where possible and reasonable.
Common Areas:	<input type="checkbox"/> Students, when moving around the building, will move by class/cohort groups and reasonably try to limit exposure to other groups. <input type="checkbox"/> Schedules may be altered to reduce class/cohort groups passing in common areas. <input type="checkbox"/> Lunch times and location may be altered to reduce the number of students in the cafeteria at any one time.
Extracurricular & Activities:	<input type="checkbox"/> Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<input type="checkbox"/> Share information about how to stop the spread of COVID-19.

Yellow	
Priorities:	<input type="checkbox"/> Ensure students and staff who are symptomatic stay at home. <input type="checkbox"/> Maximize social distancing class groups where possible.
General Practices:	<input type="checkbox"/> Based on identified COVID cases of students and staff targeted closures may be implemented (class, grade, department, etc.), while other parts of the school remain open and meeting with students in person. <input type="checkbox"/> Social distancing where possible and reasonable. <input type="checkbox"/> Building routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. <input type="checkbox"/> Handwashing integrated throughout the day. <input type="checkbox"/> Hand sanitizer available throughout the building. <input type="checkbox"/> Support and train parents on use of technology tools and online curricular resources. <input type="checkbox"/> Implement technology support line.

School:	<input type="checkbox"/> Protective measures will be maintained in office spaces. <input type="checkbox"/> Some school events, assemblies and gatherings may be changed or cancelled. <input type="checkbox"/> Access to campus may be additionally limited, with new protocols.
Classrooms:	<input type="checkbox"/> Students will be expected to engage in learning opportunities online on the days they are not in school. <input type="checkbox"/> Teachers are expected to make direct student/family contact at least one time per week. <input type="checkbox"/> Limited use of shared materials and supplies when students are in school. <input type="checkbox"/> Desks or tables arranged to allow for class/cohort groups and social distancing where possible and reasonable.
Common Areas:	<input type="checkbox"/> Students when moving around the building will move in class/cohort groups and reasonably try to limit exposure to other groups. <input type="checkbox"/> Schedules may be altered to reduce class/cohorts passing in common areas. <input type="checkbox"/> Lunch times and location may be altered to reduce number of students in the cafeteria at any one time.
Extracurricular & Activities:	<input type="checkbox"/> Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<input type="checkbox"/> Share information about how to stop the spread of COVID-19. <input type="checkbox"/> Share technology support resources for parents.

## Orange / Red

Priorities:	<input type="checkbox"/> Reduce the risk of community spread by closing schools.
General Practices:	<input type="checkbox"/> Online instruction will be used school wide in all courses at all grade level. <input type="checkbox"/> Instruction will focus on essential learning targets. <input type="checkbox"/> Attendance and academic progress will be expected. <input type="checkbox"/> Grading policies will not be suspended. <input type="checkbox"/> Families with technology needs and/or internet access will be helped, if needed.
School:	<input type="checkbox"/> Closed to the general public except by special arrangement with the HCA office. <input type="checkbox"/> Small group meetings or instruction may be allowed, particularly for special needs students or academic interventions.
Classrooms:	<input type="checkbox"/> Students will be expected to engage in learning opportunities online. <input type="checkbox"/> Teachers are expected to make direct student/family contact at least one time per week.
Extracurricular & Activities:	<input type="checkbox"/> Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities. <input type="checkbox"/> Athletic and other extra/co-curricular activities likely suspended.



# BEFORE SCHOOL!

Parents are asked to review this daily health checklist by answering these questions before sending their child to school.  
(Parents do not need to send the questionnaire to school.)

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Has your child had close contact with a confirmed case of COVID-19 in the past 14 days?  
Yes\_\_\_No\_\_\_

Does your child have **new** or **worsening** shortness of breath?  
Yes\_\_\_No\_\_\_

Does your child have a **new** or **worsening** cough?  
Yes\_\_\_No\_\_\_

Does your child have a fever of 100.4 or greater?  
Yes\_\_\_No\_\_\_

Does your child have chills?  
Yes\_\_\_No\_\_\_

Does your child have a visibly red, swollen sore throat or a throat with white on the tonsils?  
Yes\_\_\_No\_\_\_

Does your child have abnormal body aches or muscle aches and fatigue not related to sports related activities?  
Yes\_\_ No\_\_

Does your child have a new loss of taste or smell?  
Yes\_\_\_No\_\_\_



If **YES** to any of the questions **STOP!**

Do not send your child to school.  
Contact your healthcare provider.  
Contact the school to inform them of your child's absence.



If you are able to answer **NO** to all questions, go to school.

# Appendix



## COVID-19: What's the Difference Between Physical Distancing, Quarantine and Isolation?

	PHYSICAL DISTANCING	QUARANTINE	ISOLATION
<b>Who is it for?</b>	People who haven't been exposed to the virus or are not aware of exposure to the virus.	People who don't currently have symptoms of the virus but were exposed to the virus.	People who are already sick from the virus.
<b>What is it?</b>	A precautionary measure used to help prevent the spread of the virus.	A prevention strategy used to monitor people who were exposed to the virus for a period of time to see if they become ill.	A prevention strategy used to separate people who are sick with the virus from healthy people.
<b>Where does it take place?</b>	Takes place outside the home in public places like grocery stores and work environments.	Takes place in a home setting.	Can take place in a home when medical attention is not required. Takes place in a hospital when medical care is required.
<b>When do I use it?</b>	At all times until further directed by the ND Department of Health.	If you have recently traveled internationally or have known exposure to the virus.	If you have tested positive or have symptoms and have not yet obtained a test.
<b>How long is it for?</b>	At all times until further directed by the ND Department of Health.	14 days after your last exposure. Once your quarantine period has ended, if you do not have symptoms, you may return to your normal routine.	A minimum of 10 days from the beginning of symptoms and 72 hours after your fever is gone without the use of fever-reducing medicine and other symptoms Have significantly improved.

<p>What does this mean for my daily life?</p>	<p>Avoid large gatherings. Stay 6-feet away from people. If you are unable to stay 6-feet away from other people, wear a cloth face covering. Call or video-chat with friends or loved ones, particularly those that are elderly or have underlying health conditions that place them at high risk. If possible, work from home. Practice good hygiene and avoid shaking hands or touching your face.</p> <p>If you become ill and need medical attention, call your health care provider.</p>	<p>Stay at home and avoid close contact with others. Do not attend school, work or any other setting where you cannot maintain a 6-foot distance from other people. Call or video-chat loved ones. For food, medication and other necessities, obtain through friends or family or use a contactless delivery service. Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often. Monitor your symptoms. If you become ill and need medical attention, call your health care provider.</p>	<p>Do not leave your home unless it is in an emergency. If you are in a home with others, stay in a "sick" room by yourself and, if possible, do not share a bathroom. If you have a pet and live with others, do not touch your pet. For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service. Try to stock up for the duration of the isolation. Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often. If a caregiver cleans your room or bathroom, they should wear a mask and wait as long as possible after you've used the bathroom. Contact your health care provider immediately if you experience severe symptoms.</p>
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