

School Opening 2020 - 2021



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Pilgrim Christian Day School (MSDE Certificate of Approval No. 2831)

7200 Liberty Road

Baltimore, MD 21207

<http://www.pc-ds.org>

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Introduction

This document is a general guide for staff, parents/guardians, and Pilgrim Christian Day School students as school opens for the 2020 – 2021 school year. It applies only to our Plan for onsite face to face classroom instructions and not distance learning instructions.

The need for a Plan such as described in this document is to address safety issues associated with reopening school with the 2020 COVID – 19 Pandemic constraints. The Plan addresses the main safety issues identified in the paper: “MARYLAND'S RECOVERY PLAN FOR EDUCATION JUNE 2020 COVID-19 RESPONSE AND THE PATH FORWARD, -MARYLAND.”

While the benefit of returning to onsite versus online education is recognized and valued, this document's primary goal is to ensure the safety of students, staff, and parents as onsite school opens in the wake of the Covid-19 Pandemic.

The Plan includes procedures, practices, and methods to be followed by staff, students, parents, and others related to teaching or attendings classes at Pilgrim Christian Day School (PCDS), visiting PCDS, or doing business at PCDS. The primary goal is to protect staff, students, parents, and visitors from the COVID-19 hazard. The COVID-19 risk defined by the Centers for Disease Control (CDC) is contracting COVID-19 through exposure to the virus. The CDC recommended practices to follow by anyone who may contact a person who has the virus or a surface exposed to the virus. The practices are:

- Social distancing
- Wear an appropriate face mask or shield
- Frequent hand washing/sanitizing
- Do not touch your face/eyes/nose, etc.

Health and Safety Plan

The US government agency responsible for workplace health and safety, the Occupational Safety and Health Administration (OSHA) defines four essential elements of a safety plan:

- Management Commitment and Employee Involvement.
- Worksite Analysis and Preparation
- Hazard Prevention and Control.
- Training for Employees, Managers.

The OSHA defined essential elements of a safety program are used to organize the information in this Plan.

Management Commitment and Employee Involvement (Safety Culture)

This element is often referred to as “Safety Culture” and is often a key factor for success. The safety culture is defined by the so-called "buy-in" by stakeholders (staff, parents, others) of whatever program is in place. In other words, is there a firm commitment to become familiar with the safety program and implement the Plan. The opposite of "buy-in" is to "tolerate." To reopen the school as safe as possible in the COVID-19 environment is a huge undertaking and will require a "buy-in" by all involved if it is to be successful. One way to look at this is that if you consider a procedure inadequate or otherwise inappropriate, do not ignore the method but identify where the process is insufficient.

An equally important element of “Safety Culture” that is important to our meeting the challenge, open school in the COVID-19 environment, is parents/guardians' commitment to our safety program. Parents/guardians will also need to help ensure an adequate supply of personal protective equipment (PPE) -mask, hand sanitizer etc., as required. Equally important task for parent/guardians are:

- To keep the school apprised of any changes or indications of changes in their child's health.
- Manage their child’s activities to reduce the child’s exposure profile.
- Ensure all immunizations are up to date

Workplace Analysis and Preparation

The first level of safety is to reduce students', and staff's opportunities to interact with each other and or share/contact items.

Change Procedures

- Class size will be limited to 10 students (unless otherwise explicitly evaluated to accommodate a higher number of students),
- Arrange classes in a cohort fashion (Same teacher, students, and facilities)
- There will not be before-care and after-care for the first quarter,
- Students will not bring backpacks to school (Only a lunchbox and wrap -if needed).
- Students will not transport books, notebooks, other classroom items between school and home.
- Students will not share books, notebooks, teaching aids, games, etc.,

Classroom Furniture

- Arrange student desk to accommodate CDC guidelines for social distancing,
- Unclutter classroom furniture so that it is easy to wipe-down, and can support social distancing.

Modify Classroom Activities

- Group projects will generally not be used unless under special supervision,
- Suspend weekly chapel service in the sanctuary,
- Suspend Specials (Music, Art, etc.),
- Explore Use of Outside Classes, and
- Designate time-out locations within the classroom.

Install Classroom Safety Related Equipment

Each classroom will be equipped with the following items to enhance safety

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- Essential personal protection equipment (PPE) items (mask, sanitizing wipes, face shields for each student -if needed)
- No-touch digital thermometer
- No-touch hand sanitizing unit
- Room air purifier unit, with MERV 11 or higher HEPA filter
- Window fan to improve fresh airflow
- Portable AC unit
- Handheld UV sanitizing unit
- Special staff is employed to assist with routinely wiping -down frequently used items/surfaces including lavatory facilities

Example Desk Placement



Hazard Prevention and Control

General Guidelines Regarding PPE and Social Distancing

Staff

- All staff must have test results for Corona-19 no earlier than three weeks before school starts.
- All staff must wear masks while in the school building, and other people (parents, students, or visitors) are present.
- Consider imposing testing protocol.

Parent/Guardians

- Parents/guardians will wear a mask when dropping-off or picking -up students.
- Parents will not enter the school building when dropping-off and picking up students.
- Unless required for exceptional circumstances, parents/guardians will plan conferences with teachers and school administration so that the meeting can be a virtual conference (Skype, ZOOM).

Students

- Each student must wear a mask while at school (inside the school building or on the school playground). The parent/guardian must provide a student mask. However, a back-up mask for each student must be kept in each classroom.
- Each student must bring-in on Monday or Friday a container of hand sanitizer.
- Students will only be allowed to bring a lunchbox and not a backpack to school.
- Students will not transport books, notebooks, and pencils between home and school,
- A periodic hand washing routine will be established by the classroom teacher for their students,
- An assistant will be available to assist the teacher with ensuring proper control during handwashing,

See Appendix A "Guidance for the use of Face Mask."

General Guidelines for Drop-Off

Arrival time for students
is from 8:00 am – 8:30 am

- There is no before-care or after-care,
- The parent/guardian will walk student(s) to the designated outdoor check-in station,
- The staff will check the student's temperature,
- Staff will evaluate the student's overall sense of well being,
- Staff will ask parent/guardian screening questions (See Appendix A)
- The student will receive hand sanitizer sprayed on hands,
- The student will be directed by staff to the designated door and into the building,
- Shoe sanitizing pads will be in-place at each entry door,
- Student(s) will be directed by staff to store lunchbox, coat/jacket, and take a ,designated seat,
- Students will wear a mask and observe social distancing *while in the classroom and outside while on school property*

Guidelines for School Visitors

General Requirement

Must be checked-in by school office staff (Identification recorded for contact tracing),
Must wear a mask and must observe social distancing requirements,
Must wash hands with hand sanitizer if entering the building,
Must answer screening questions related to COVID-19 exposure if entering the building.

Parents/guardians

Must observe the general guidelines for visitors,
Make an appointment,
Only meet with a student in a designated area - not in the classroom.

Prospective Parents

Must observe the general guidelines for visitors,
Must meet in a designated area,
Must be escorted for any tour of the school and cannot enter classrooms while, students are present.

Supply Deliveries

A designated area outside of the school building will be set-up as a receiving area for all mail, packages, equipment, or other deliveries. Delivered items are sanitized before being brought into the building, or kept segregated in the designated area for a specified period.

Pilgrim Lutheran Church Members

Same as Prospective Parents

Classroom Routine

- Opening Activity
- Morning Class Sequence
- Lunch Students will have lunch in their classroom
- Recess
- Afternoon Class Sequence
- Dismissal

Other Considerations

- Classroom teachers will make use of opportunities to conduct classes outside where possible.
- Students will not use water fountains but will use bottled water.
- Handwashing and mask breaks will be a salient part of the

Actions/Protocol Suspected Sick Student or Staff Member

Designate a separate room equipped with appropriate personal protective equipment as a reception room for any student, staff member, or visitor who displays any flu-like symptoms or has a fever over 100.4 degrees Fahrenheit. Supervise any student(s) under seven years old in the reception room. See Appendix C for detailed protocol reference.

Parents/guardians, and staff are mandated by school policy to report to the school administrative office any COVID -19 positive results for students, staff, or family members of same. The above report shall be made both by telephone (410 484-9240) and email: pcds001@gmail.com, Attention: Mr. Pettijohn. This information will be expeditiously reported in writing to Baltimore County Department of Health.

The school administrative office will maintain a written record of reports received of positive or suspected positive COVID -19 results presented by parents/guardians and staff. The school administrative office will maintain a written record of reports made to Baltimore County Department of Health of positive or suspected positive COVID-19 results.

For additional and detailed information regarding school response requirements click on the link shown below.

<http://marylandpublicschools.org/Pages/default.aspx>

Training for Staff and Administration

Pilgrim Christian Day School teaching and administrative staff, and parents will receive a copy of the Safety Plan and are required to become familiar with all aspects of the plan.

Teaching staff will supervise practice with students regarding social distancing, proper wearing of mask and hand washing.

Appendix A Screening Questions

Have you had contact with anyone with confirmed COVID-19 in the last 14 days?

Have you had any of these symptoms in the last 14 days?

1. Fever greater than 100 F / 38 C
2. Difficulty breathing or shortness of breath
3. Cough
4. Sore throat

Are you currently experiencing fever over 100, difficulty breathing, shortness of breath, or cough?

Appendix B Guidance for the use of Face Mask

Guidance for the use of Cloth Face Coverings in Schools August 4, 2020

This guidance is being provided by the Maryland Department of Health (MDH) and Maryland State Department of Education (MSDE) to help schools develop and implement a policy regarding the use of cloth face coverings in the school setting. The use of cloth face coverings is not a substitute for other SARS-CoV-2 mitigation strategies such as physical distancing, frequent handwashing, and cleaning of frequently touched surfaces within the school setting.

Cloth face coverings protect others if the wearer is infected with SARS CoV-2, the virus that causes COVID-19, and is not aware. Cloth face coverings may offer some level of protection for the wearer. Evidence continues to mount on the importance of universal face coverings in interrupting the spread of SARS-CoV-2. To prevent the spread of SARS CoV-2, the CDC recommends using cloth face coverings in schools when feasible.

Use of Cloth Face Coverings in Staff and Students

MDH/MSDE requires the following:

- School staff must wear cloth face coverings while in the school building, on school grounds when not contraindicated due to a medical condition, intellectual or developmental disabilities, or other conditions or safety concerns;
- All students age five years and above, school staff, and bus drivers must wear a cloth face covering while on a school bus when not contraindicated due to a medical condition or developmental or safety considerations;
- Other adults must wear cloth face coverings when they must enter the school building or grounds for essential functions;

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- Students age five years and above, especially students in middle and high school, must wear cloth face coverings in the school building and on school grounds when not contraindicated due to a medical condition or developmental or safety considerations;
- The use of cloth face coverings is recommended for pre-kindergarten students below age five years on the school bus, in the school building and on school grounds when not contraindicated due to a medical condition or developmental or safety considerations and should be guided by the "Guidance for the use of Cloth Face Coverings in Child Care Programs." The use of cloth face coverings is most important when physical distancing measures are not used;
- Local education agencies should examine the structure and schedule of the education program to identify when physical distancing may be a challenge;
- Children should not wear cloth face coverings under two years, and anyone who has trouble breathing or is unconscious, injured, or unable to remove a face covering without assistance.

Communication

- School systems should provide resources to families regarding the importance and expectation for the use of cloth face-covering in school;
- Provide information to staff, students and students' families regarding the school system expectation of parents to offer cloth face covering or whether the school will provide them;
- School staff and families should teach and reinforce proper use and removal of cloth face coverings, including the use of behavioral strategies as necessary to assist students with becoming comfortable wearing cloth face coverings; and
- Provide information to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.

Appendix C Response for Suspected/Confirmed Covid-19

Please refer to the paper below for a procedures to follow.

“Response to a Laboratory Case of Covid-19 and Persons with COVID -19 like Illness in Schools, Child Care Programs and Youth Camps”, Maryland Department of Health,

Appendix D -Ancillary Personnel

Additional Staff Employed to support student check-in and environment sanitizing.

- Morning Student Check-in – Assistant teacher
- Daily Housekeeping/Sanitizing- onsite cleaning personnel
- Medical Consultation- On call

Appendix E - Engineering Considerations

AC and window fan to maintain humidity (30 – 50%)

Increase % room fresh air to reduce Co2 concentration (600-800 PPM Co2)

Portable room air purifier (Room size, 600 square feet) with MERV 11 filter

Appendix D – Enrollment

Grade	# of Students	Teacher
PK	8	
K	10	
1 st	8	
2 nd /3 rd	10	
4 th /5 th	10	