



**PORTLAND**  
CHRISTIAN SCHOOL



# “HEALTHY ONLY” Back to School Plan

The current Plan A, outlined in this document, is based on a “Healthy Only” framework for reopening the Portland Christian School campus.

This framework requires parents and employees to ensure that **only healthy individuals are entering the campus**. To support and enforce this approach, parents will be required to sign a legally-binding waiver of liability and health screening agreement.\* A “Healthy Only” framework provides the greatest level of “normalcy” but depends on students and employees to remain at home if they display any flu-like symptoms or have been in contact with others who are symptomatic.

The school facilities will receive increased levels of cleaning and sanitizing, as well as increased containment of groupings of students for the purposes of contact tracing and creating a healthy as possible environment. We are hoping to minimize the disruption to typical classroom routines to the greatest extent possible in order to support student and staff socio-emotional health, as well as best-practices of instruction.

Parents were asked about their desire to begin the year in person or remotely for their child. We are verifying remote learners with a registration request. We will work to serve those families with a remote start to the school year. Thus, a parent may elect to begin the school year at home via remote instruction (for a 9 week quarter), monitor the status of the pandemic and the health and safety of the school, and make a determination (in coordination with the admissions office and their principal) as to when their child would return to campus-based learning.

**Please note:** Components of the plan are built around current recommendations from the CDC, KY Department of Health and our local, Louisville Metro Health Department. As recommendations, mandates, etc. are added or lifted, our policies could be impacted. PCS Administration will communicate to families any updates to our Healthy at School Plan.

\*Possibly at the beginning of a new quarter.

## Athletics



- PCS will comply with all guidelines provided by the Kentucky High School Athletic Association (KHSAA), Kentucky Board of Education, Ky Department of Health and Human Services, Louisville Metro Health Dept. and Executive Orders from the Governor’s Office.
- It is strongly recommended that athletes, coaches, staff, and at any event participants wear a cloth face covering when not actively engaged in physical activity or when they may be near other people (e.g., less than 6 feet)
- Pre-Practice/Event/Game/Match Participant Screening:
  - All coaches and students must be screened for signs/symptoms of illness prior. Screening includes a temperature check.
  - Attendance, as usual, will be taken by coaches.
  - Any person, with positive symptoms reported, will not be allowed to take part and expected to follow school steps of notification.
  - If a positive case of COVID-19 is identified, school steps of notification will be followed.
  - There must be no shared athletic equipment (towels, clothing, shoes) between students.
- There must be no shared athletic equipment (towels, clothing, shoes) between students.
- Students must wear their own workout clothing (practices/conditioning).
- Individual clothing/towels should be washed and cleaned after every workout/game.
- All athletic equipment, including balls, should be cleaned after each use and prior to the next workout/game.
- Individual drills requiring the use of athletic equipment are permissible, but the equipment must be cleaned prior to the next workout.
- Regarding game/match/event staff and fans, KHSAA guidelines will be the guiding governance and followed protocol.

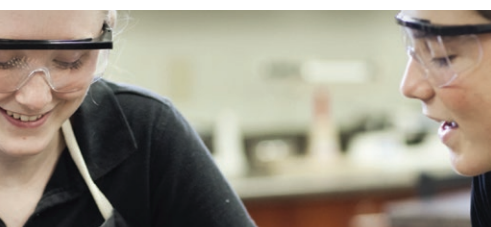
## Cafeteria



**We are still reviewing our cafeteria and food service policy. Our current considerations are as follows:**

- Silverware/Napkins will be prepackaged.
- Classes will split time between eating in the cafeteria and classrooms to accommodate physical distancing – if possible.
- Most lunches will likely take place in classrooms and/or outside during the first semester.
- There will be no self serve items (drinks, etc..).
- Students in after school supervision will need to provide their own disposable water bottles and snacks.

## Classrooms



- All classrooms will be equipped with hand sanitizer, disinfectant spray, wipes, and paper towels.
- Common areas including the cafeteria will be cleaned & sanitized throughout the day.
- Evening janitorial staff will be responsible for cleaning and disinfecting the entire facility.
- Hand sanitizing stations will be placed in common areas.
- Students may only touch or handle their own materials (e.g., textbooks, pens).
- Students may not touch or use another student’s backpack, or any other personal item.
- Directional signs for social distancing and entry, etc. will be placed throughout the campus/building.

## Guests, Parents, & Visitors



- Visitors are discouraged and must be approved by the building principal.
- All guests, parents, and visitors are required to complete a health screening form.
- Guests, parents and visitors will only be allowed in building in the case of an emergency or approval from the building principal or director.
- All guests, parents, and visitors are required to wear a mask when on campus and unable to be socially distant.
- All are expected to wear a mask when moving.
- Grades K-12 students will be dismissed to parent through the main office. School personnel will receive permission through a phone and visual contact to dismiss. As needed, school personnel will walk with students to the car, etc. and make note of their release.
- Kindergarten parents, wearing masks or face shields, will be permitted to accompany their child to their classroom during the first week of school. A special entry area has been created next to the Kindergarten rooms. You will receive instructions from the elementary office.

## Health Screening on Campus, & Home Health Screening Agreement



- Health screenings should be completed for everyone entering campus. Temperature Screenings of all persons (e.g., students, employees, parents) is a part of a daily screening. Parents will be given a health screening agreement and are expected to screen their child(ren) daily for symptoms, including any temperature over 100, as a part of a healthy campus agreement. Employees will have daily temperature checks on campus, upon arrival, with the expectation that they have also completed the screening as well.
- Temperature checks will be taken upon arrival of students, employees and guests.
- Temperature checks will be taken of students that are in the morning carline. All students in a car will be screened and if none have a temperature higher than 100 degrees, all may enter. If one student in the car has a temp higher than 100 degrees, this will require all in the car to leave campus and go home.
- It is recommended that any person who has traveled out of the country or to a COVID-19 “hot spot” (as identified by the local health department) will self-quarantine for no less than 14 days back within their community with no symptoms appearing prior to returning to school.
- Any student that exhibits a fever of 100+ during the school day, will be held in the sick room and parents will be notified to pick up their child.
- Any employee that exhibits a fever of 100+ will be directed to leave campus immediately.
- If a student/staff presents any possible COVID-19 symptoms, the nurse will complete an assessment and notify parents/staff to be sent home.
- In order for a student/staff who tested positive for COVID-19 to be allowed to return to campus they must be able to answer YES to the following questions:
  - Has it been at least 10 days since the individual first had symptoms?
  - Has it been at least 24 hours since the individual had a fever (without using fever-reducing medicine)?
  - Has experienced an improvement in symptoms.
  - Has received and can provide written clearance from the health dept./health provider to return to school/work.
- Absences due to Health Screening restrictions will not be counted as school day absences.
- If a student, PCS Faculty, or Staff member is diagnosed with COVID-19, or is suspicious of being exposed or is in the process of waiting for COVID-19 testing results or is under quarantine for exposure or potential exposure, the parent/guardian MUST notify PCS by email or by phone (502-429-3727) to both the school nurse and their student’s principal. *Mike.Shanks@portlandchristian.org (K-6), Gary.Mounce@portlandchristian.org (7-12), Paula.Tucker@portlandchristian.org (School Nurse).*

# Management



## Closure and Notification:

- If a case of COVID-19 appears on the campus, PCS will close the division or area affected (if directed to do so by our local Health Department) (e.g., Preschool class, Elementary Class, Middle and/or High School Class or Classes) for 2-5 days to conduct a deep cleaning and use remote instruction during those days.
- Positive COVID-19 cases are reported to the Local Health Department. Those that are exposed will be contacted by PCS and the local health department. Privacy of individuals will be protected.
- It is likely that classes will experience times when students and teachers must manage "rolling quarantines" (multiple times that students/staff may be off campus due to quarantine recommendations but will still be learning from home).
- Protocols and practices to ensure a high level of engagement in learning will be in place to support remote learning.
- Training and professional development will be on-going for students, families and school personnel, to better utilize technology in and out of the traditional classroom to better educate.

## Software:

- In order to ensure a smooth transition at any time in the future that the school may need to shift from campus-based to remote instruction, all teachers will be working toward proficiency in the use of the following online tools:
  - **LMS - Google Classroom:** This Learning Management System (LMS) will be utilized for posting all assignments and communications regarding assignments. Google Meets will be used for many classroom experiences.
  - **SIS - FACTS/RenWeb:** This Student Information System (SIS) will host all grade-book information and support parent/student/teacher communication.
  - **Video conferencing** / synchronous and asynchronous learning can promote meaningful relationships through live lecturing sessions. Teachers can also use pre-recorded videos. Thus, teachers can offer both live or asynchronous support to students and faculty. In addition, teachers can utilize face-to-face interaction to understand a student's thought process around their assessment answer(s). Discussion threads, breakout sessions, and open forums can be used to promote student support and connectivity.
  - **ZOOM calls** may also be utilized for conferencing, etc..

## Computers:

- In Elementary school, we are increasing the number of chromebooks to allow for each child to have a device. Sanitization would follow daily use if remaining in the classroom. Parents would be requested to sanitize if a device is used at home, before returning it to school.
- In the case of remote learning, a plan is in place to make Chromebooks accessible to all students. Back orders do exist for some devices - but are in process.
- For the Middle and High School students, we are going to a one-to-one program in which every student will utilize a Chromebook. Chromebooks will be signed out to each student along with an agreement use form signed by parent and student.
- If and when there is any use of shared equipment in computer labs all devices will be maintained with a protocol of surface cleaning between every use. Students will be assigned to a station, so as to limit the exposure of the student.
- PCS has invested in updating laptops and devices for our teachers.
- Fiber Optic Cable is being installed in order to increase bandwidth and enable students to participate in synchronous remote learning.

## Lost & Found

- This year, it will be very important for all school items, including other items of clothing, to be labeled with the first and last name of the student.
- All lost items will be secured by the school office where the items will be sanitized and held for only one week.
- After one week, items will be donated to a local charity.

## Masks



- Students, Employees and any person on campus will be expected to wear a mask when "moving" on campus or if unable to be socially distant (6 feet) from others. Example: hallways, office areas, etc..
- The wearing of masks is recommended by our local public health department for students in grades 1 - 12. Kentucky has now issued a mask "mandate" and this will be in effect at the start of school. All will be expected to wear them when "moving" or unable to be socially distant from others. This expectation will be in place during the school day and during events hosted or participated in by Portland Christian School.
- Parents, it would be a good idea for your child to practice wearing a mask at home for comfort, that will make it a much easier transition to "moving" at school.
- All Kindergarten through Sixth Grade classes will be designed to allow for social distancing within the classroom. When students are socially distanced within the classroom, they will be allowed to remove their masks. Teachers will manage this within their individual classrooms. However, students may wear a mask at all times, if the parent and child choose to do so. Elementary classrooms will be able to close their doors and conduct class. Teachers may remove their masks for instruction within the classroom. Elementary classes will function as individual groups(cohorts), and work to observe social distancing while in and out of the classroom.
- Most classrooms in grades 7-12 are set up to maintain 6 feet distance.
- We acknowledge the benefits of utilizing masks and face shields to prevent the spread of disease, and any family/student is welcomed to and encouraged to maximize this safety precaution if they desire to do so. We will work to model and support the wearing of masks, PCS cannot assure that all people, at all times, will have masks on and worn properly. Although this will be strongly encouraged and modeled by our faculty, staff, and students, we cannot promise compliance by everyone at all times. Currently, wearing a mask when not socially distant is a state mandate and PCS policy and practice will support this. Mask wearing will be an expectation in place for everyone when "moving" or not socially distant. This expectation is in place for all, unless an exemption is in place.
- There are circumstances when a mask is not an option due to medical conditions. If needed please notify your child's principal and provide documentation from your physician, etc..
- Students and employees will be asked to wear masks during times of transition from one location to another when physical distancing is challenging to maintain (e.g., moving from classroom to classroom, arrival, and dismissal).
- Each staff and faculty member will be required to have a mask with them to utilize when not able to be socially distant (6 feet.).

## Personal Items

- 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 (including textbooks) must be labeled with the student's name (e.g., water bottles, notebooks, backpacks).

## Physical Distancing & Minimizing Exposure



### Drop Off / Dismissal / Welcome Center:

- **Student drop-off begins at 7:00 a.m., if reserved, at the east gymnasium door. Cost will be \$3.00 if before 7:30 a.m.**
- Student drop off, beginning at 7:40 a.m., will be through Elementary Door #7 for grades K-6. Door #13 for Grades 7-12. High School Drivers (students) and their passengers will enter through Door #14.
- Grades K-12 will report directly to their classroom/first period after 7:40 a.m. Any student whose 1<sup>st</sup> period teacher is not at school – should report to the auditorium.
- Students checking in after 8:00 a.m. are to be dropped off at Door #5.
- **After school supervision will be available by reservation only. There is a charge of \$3.95 an hour or any portion of an hour after 3:30 p.m.**
- Clear plexiglass dividers will be installed at the Front Office Reception area and at other employee workstations where students, guests will be served.
- Physical distancing of 6 feet will be encouraged throughout the campus, when possible.
- Parents will call the Front Reception Desk to arrange early release for their students. Students will be brought out to parents, and dismissal noted in a daily log.
- Upon entering the classroom/building, students will sanitize their hands.
- Students will be instructed not to share items with their classmates.
- Recess schedules will be modified to only allow one class at a time on the playground. Equipment will be assigned to each individual elementary classroom to be maintained and sanitized after use. Playground balls, jump ropes and other equipment will not be shared from class to class.

### P.E. & Recess:

- Contact sports will not be planned during Physical Education classes or recess times.
- Recreational activities will be a combination of planned activities and free play. Individual classrooms will have equipment assigned only to them. Grades K-6 will have recess with their class and hopefully, move to both sections playing together as restrictions are lifted.
- Recreational and sports equipment will be regularly cleaned and sanitized..

### Facilities:

- Reminders will be displayed throughout the school (classrooms, hallways, bathrooms, front office, administrative offices) for students and staff:
  - Stay 6 feet apart when possible
  - Proper and frequent handwashing
  - How to stop the spread of germs
  - Wear masks especially when "moving" (class changes, etc..)

- Fire drills, tornado drills, and lockdown drills will be modified to maintain proper physical distancing to the greatest extent possible.
- Chapel services will begin by being viewed as an online event and eventually, some in person with physical distancing observed.
- Chapel seating will be sanitized between each chapel group, once multiple groups are allowed to come into a common area.
- Motion detector faucets will be installed in the elementary and gymnasium restrooms.
- Outside classroom space, with distancing in place, may be used by teachers for instruction and supervised lunch.

### School Health Office:

Any need for PPE (personal protective equipment) should be expressed to the school nurse. The Health office will work to maintain the supply that is needed. We are working to maintain a supply of: infrared thermometers, masks, gloves, gowns, goggles, face shields, bonnets, shoe covers, etc. – as are required.

## Transportation



- School vehicles will be disinfected after each morning and afternoon routes.
- Students riding school sponsored transportation will be asked to wear a mask if unable to be 6 feet apart. All riders must bring a mask to board any form of school transportation. Temperatures will be taken before boarding morning routes.
- Hand sanitizer will be provided and used by each student prior to boarding any school authorized van/bus.

## Water



- Our current water fountains **will not** be operational. We are in the process of converting our fountains into **water bottle-filling stations**. The new stations have been ordered and we are waiting for them to arrive to be installed.\*
- Students will bring their own water bottles labeled with their name. Grades 7-12 are to have clear water bottles.



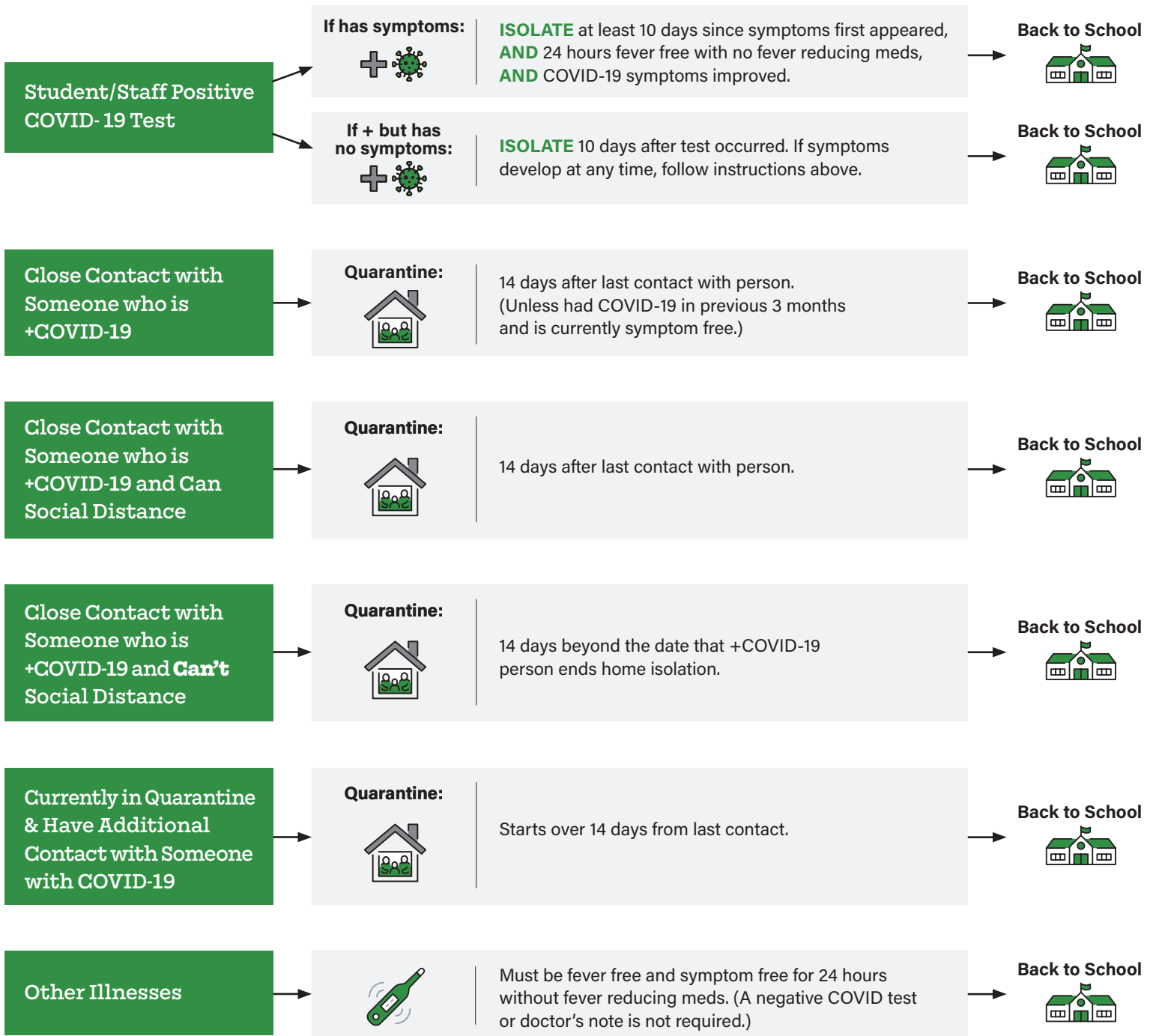
**PORTLAND**  
CHRISTIAN SCHOOL

Thank you for helping to make our school a “Healthy Only” place to learn.

502.429.3727 | 8509 Westport Rd, Louisville, KY 40242

©2020 Portland Christian School. All Rights Reserved.

# Decision Tree for COVID-19 Response for Students/Staff



## COVID-19 Symptoms

- Fever > 100.4°
- New or Worsening Cough
- Vomiting/Diarrhea
- New Rash
- Shortness of Breath
- Fatigue,
- Muscle or Body Aches

## Definitions

**QUARANTINE:** used to keep someone who might have been exposed to COVID-19 away from others. Stay home, separate self and monitor health.

**ISOLATION:** Separates sick people from people that are not sick. Stay home and social distance within your home.

**CLOSE CONTACT:** Within 6 feet for 15 minutes or longer of a positive individual within 2 days before first symptom started or 2 days before the test date (if asymptomatic).



## Screening for Campus/Event Entry



Please complete this short checklist before you enter PCS or any PCS event.

Consider these symptoms:\*

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Temperature greater than 100 degrees
<input type="checkbox"/>	<input type="checkbox"/>	A new cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
<input type="checkbox"/>	<input type="checkbox"/>	Sore throat
<input type="checkbox"/>	<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	<input type="checkbox"/>	New onset of severe headache, especially with a fever
<input type="checkbox"/>	<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19

**\*If any of these symptoms are present, I agree to not enter Portland Christian School Campus/property or sponsored event.**

I am symptom free!

---

First and Last Name

---

Date