



Lakewood Christian Schools COVID-19 Safety Plan (CSP) ON CAMPUS PLAN - 2020/2021 - Status: **Yellow - V2**

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Introduction to the LCS COVID-19 Safety Plan (CSP) On Campus “Yellow Plan”

This CSP is in addition to our COVID-19 Prevention Program (CPP), pursuant to CalOSHA requirements, and our CDPH COVID-19 Guidance Checklist and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#).

Goal

The goal is for Lakewood Christian Schools to return to safe on campus teaching conditions for the 2020-2021 school year as soon as possible in accordance with the public health guidance and safety protocols. Despite global uncertainty, one certainty remains: students learn best in a community of caring adults who know them and understand their needs. The mission of LCS will not change even as we do school a bit differently. As a result, we have studied guidelines and will continue to apply them to our campus and our students. We are not a district of thousands. We can easily modify our physical surroundings and practices to reach our goals.

Our students have been home for a long period of time. It is expected for some children to have a difficult time transitioning back to school, while others can't wait to return. Your child will look to you for assurance. If you choose to return your child to school, please continue to remind them that he/she is safe at school and that the teachers will be taking good care of him/her. Additionally, this situation provides each of us the opportunity to follow the call of scripture in Philippians 2:4, “Let each of you look not only to his own interests, but also to the interests of others.”

Covid-19 Compliance Team

The Covid-19 Compliance Team has been established with medical professionals, parents, and leaders with experience in administration. This team will provide ongoing review of the COVID-19 Safety Plan (CSP) “Yellow Plan” to ensure it meets updated guidance from CDPH. They will audit the implementation of the plan through site visits. Additionally they will compile monthly reports throughout the 2020/2021 school year. The team will select a single compliance officer for our site.

Please contact school principals and/or email csp_compliance@lcsbears.org with compliance reporting or questions. (subject to change via input and updates and current data at any time. STAFF & PARENTS will receive an updated guidance directly via email.)



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Covid-19 Education & Training

Teachers and parents have been consulted and surveyed regarding these plans. Staff will be trained on the application and enforcement of the plan through meetings, publications, and conversations. Students and parents will be educated on the application and enforcement of the plan through our website, emails, and conversations.

LCS- K-8 Policies for Being on Campus

This policy outlines practices regarding social and physical distancing to prevent exposure to COVID-19 while providing an on campus education for LCS students. This plan requires parents and employees to ensure that only healthy individuals are entering the campus.

The original Task Force took guidelines from California Department of Social Services (CDSS), California Department of Education (CDE), and the California Dept of Public Health (CDPH), Los Angeles Department of Public Health (LADPH) as well as the American Academy of Pediatrics to develop policies and procedures to which LCS will adhere and which are described below as we are committed to continue to provide quality education and care. As a private school, our situation is not the same as government run public schools.

As you choose to have your child on campus at school LCS encourages you to continue to physically distance yourselves from the elderly and other vulnerable individuals as much as possible.

1. Social and Physical Distancing - Stable Groups

- a. LCS will intentionally create physical space between students and all individuals
- b. LCS will postpone regular all-school gatherings and group activities, reducing group sizes to meet the guidance for religious services. When possible accommodations will be made for social gatherings to take place outside.
- c. LCS will maintain six feet of distance between every individual, as much as possible and to the best of our ability.
- d. We will rearrange classroom furniture, desks, and play spaces to maintain 6-foot separation from face to face. All desks will face forward in the same direction and have a plexiglass shield.
- e. Children will remain in stable class groups and will not mingle with other classes as much as possible.
- f. The same children and teacher will remain within the same group throughout the day as much as possible for the age or grades of the child.
- g. When possible, we will extend the indoor environment to outdoors, and bring the class outside, weather permitting as frequently as possible.
- h. Doors and windows will be opened to ventilate facilities before and after children arrive for a period of time as possible.

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- i. There will be no hugging and limited touching (i.e. ankle bump, elbow bump)
- j. Chapels and assemblies will be livestreamed to the classrooms.
- k. Fire drills will be modified to maintain proper physical distancing to the greatest extent possible.
- l. Hot lunch will not be provided.

2. Face Coverings

- a. All students and employees are required to wear a [face covering](#) at all times including times of transition from one location to another while in common areas. The individual school plans will provide any further details specific to the age and grade of students.
- b. Staff and children must have a face covering available at all times and wear them properly. This is required for all students K-8.
- c. All staff will wear a face covering while on campus including in the halls, break rooms, and other common areas. Teachers may add a face shield anytime and are encouraged when instruction necessitates being less than six feet from a student.
- d. Teachers may wear a face shield when teaching students (while maintaining six feet of distance). Teachers are permitted to temporarily lower face covering while keeping a face shield on only to allow for phonemic awareness, enunciation, and other clarity of subject matter.
- e. Staff may remove face coverings only when alone in a room.
- f. Students with medical issues that keep them from wearing a face covering will be required to bring a doctor's note with that designation, and must have at least six feet around them at all times.
- g. All staff will undergo professional training that educates the use of face coverings.
- h. We acknowledge the benefits of utilizing face coverings and face shields to prevent the spread of illness, and every individual on campus is welcomed to *maximize* this safety precaution if he/she desires to do so.
- i. LCS will have guidance for parents and students that will educate about proper use of face coverings.
- j. Exemptions include:
 - i. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
 - ii. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

3. Screening & Exclusions

Please contact school principals and/or email csp_compliance@lcsbears.org with compliance reporting or questions. (subject to change via input and updates and current data at any time. STAFF & PARENTS will receive an updated guidance directly via email.)



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LCS will limit adults on campus and exclude from our facility any child, parent, caregiver, or staff member showing symptoms of COVID-19 as per our regular policies. All LCS staff and administrators will be specifically trained in how to screen for daily entry to the facility.

4. School Exposure Management Plan

- a. The School Exposure Management will be updated regularly by the Covid-19 Compliance Team in accordance with the [LADPH Guidance](#) and available online.
- b. Staff will be trained on the [LBPH Decision Tree](#) and can consult the [LADPH decision tree](#) for further guidance.

5. Self Quarantine

- c. Students or staff will be encouraged to stay home prior to returning to LCS if they or a household member have traveled to an area identified by the CDC as high risk.
- d. Students or staff will be required to quarantine for a 14-day period (after the last infectious individual's symptoms appeared) prior to returning to LCS if a household member has tested positive for COVID-19. Asymptomatic close contacts may discontinue quarantine after Day 10 from date of last exposure with or without testing, while monitoring for symptoms and wearing masks.

6. Daily Screening Prior to Entry at Staff Arrival and Child Drop Off :

LCS will implement screening procedures for all staff and students that include the following:

- a. Each day prior to entry to the campus, an LCS representative will ask parents to reveal if they or their child have experienced any symptoms (primarily fever, cough, difficulty breathing, or other signs of illness within the last twenty-four hours), or if someone in their home might have any of these symptoms within the last twenty-four hours, or have administered any fever reducing medications in the prior twenty-four hours.
- b. Each day prior to entry to the campus, each staff member will complete a symptom screening document and have their temperature checked.
- c. Each day prior to entry to the classrooms, an independent LCS representative under the supervision of LCS staff will take the temperature of each child. The staff will maintain a log to document and track all reported symptoms and/or temperatures before a student is sent home for illness.

7. Screening Guests, Parents, and Visitors

- a. All K-8 guests, parents, and visitors are required to complete the health screening form and have their temperature checked at the safety booth before entering campus.



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- b. All guests, parents, and visitors are required to wear a face covering while on campus.
- c. Kindergarten parents wearing face coverings will be permitted to accompany their child to their classroom during the first few weeks of school (or longer as required).

8. Presence of Illness Procedures

- a. Following a confirmed case of a student who was at school during his or her infectious period, other exposed students and staff should be quarantined for fourteen days. Asymptomatic close contacts may discontinue quarantine after Day 10 from date of last exposure with or without testing, while monitoring for symptoms and wearing masks. The school should revert to distance learning when multiple cohorts have cases or five percent of students and staff test positive within a fourteen-day period.
 - b. If any individual presents with symptoms of COVID-19, then isolation, dismissal from campus, and cleaning procedures will be implemented as set forth by directives of the California Department of Public Health.
 - c. Staff and children will be monitored throughout the day including a temperature check before lunch and assessment for signs of COVID-19 with each individual's health history being taken into consideration; results will be logged on a health screening form. COVID-19 symptoms are defined by the California Department of Public Health as the following:
 - i. Fever (100.4/38°C or higher)
 - ii. Cough
 - iii. Shortness of breath or difficulty breathing
 - iv. Chills
 - v. Repeated shaking with chills
 - vi. Fatigue
 - vii. Muscle pain
 - viii. Headache
 - ix. Sore throat
 - x. Congestion or runny nose
 - xi. Nausea or vomiting
 - xii. Diarrhea
 - xiii. New loss of taste or smell
1. *Seek immediate medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.*
 2. If anyone has a temperature of 100.4°F/38°C or higher they must be excluded from the facility.



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3. If staff exhibit signs of illness, they will be directed to go home or to a medical facility by administration.
4. If a child exhibits signs of illness, that child will be isolated in a room separate from other individuals, and the adult(s) designated for pick up will be immediately contacted and directed to pick up the child within thirty minutes. LCS will Investigate any COVID-19 on campus exposures
 - a. If you disagree with the school's decision to send your child home, you must pick-up your child regardless and may return the following day with a doctor's note clearly stating your child has been seen by the doctor and may safely return to school without the risk of infecting others with COVID-19.
5. Sick staff members and students may not return until they have met [CDC criteria](#) to discontinue home isolation, including 24 hours with no fever, symptoms have improved and ten days since symptoms first appeared. Asymptomatic close contacts may discontinue quarantine after Day 10 from date of last exposure with or without testing, while monitoring for symptoms and wearing masks. We will use [this decision tree](#), provided by Long Beach Health & Human Services as a tool for determining a safe date for returning to campus.
6. See school-specific plans for continuing education at home.
 - a. Teachers will provide students with options for continuing work at home.
 - b. Absences due to Health Screening restrictions will not be counted as school day absences as students will continue to work from home.
 - c. If family members are home with COVID-19 or flu-like symptoms, every child in that family should be considered "high risk," and self quarantine at home, joining the class virtually.
7. The LCS principals will notify local health officials immediately of any staff or student who tested with a positive case of COVID-19 and was on campus during their infectious period as defined by Long Beach Public Health. Reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with CDPH [Reporting Requirements](#).
8. LCS will close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and will not use the area before [cleaning](#) and disinfection according to CDPH guidelines. To reduce risk of exposure, we will wait twenty-four hours before cleaning and disinfecting. If it is not possible to wait twenty-four hours, we will wait as long as practical. We will ensure a safe and correct application of disinfectants by using personal protective equipment and ventilation recommended for cleaning. We will keep disinfectant products away from students.
9. The LCS administration will document incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive



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case of COVID-19 at school while maintaining confidentiality, as required under FERPA, HIPAA, and state law related to privacy of educational records.

- a. [CDC defines](#) “exposure” by saying: contact with possible exposure is defined as being less than 6 feet apart and longer than 15 minutes within a 24 hour period of time.

9. The Environment: LCS staff will continue to adhere to best practice procedures for maintaining a clean and healthy environment for children including but not limited to the following:

1. Daily wiping down of all touched surfaces, including desks, pencil boxes, games, and electronic devices with cleaning wipes and products specified by the CDPH guidelines. When students are out of the classroom, staff will wipe down door handles, soap dispensers, light switches, desks, chairs, keyboards, headphones and anything else that is frequently handled.
2. Restricting sharing of play things and school supplies without previously wiping down that item.
3. Provide play activities that do not require close physical contact between children.
4. Outdoor play: to reduce the number of children in the same area, children will rotate “stations” of the playground with appropriate cleaning between rotations.
5. No personal items may be shared (e.g., backpacks, clothing).
6. Learning materials may be shared only once disinfected (e.g., textbooks, tablets, Chromebooks).
7. All personal items (including textbooks) must be labeled with the student’s name (e.g., water bottles, notebooks, backpacks).
8. School drinking fountains will be for filling water bottles only. The mouthpiece will be turned off and may not be used anywhere on campus. If a student does not bring a water bottle, a disposable cup will be provided.

10. Healthy Operations: In keeping with standard health and safety policies set forth and implemented by LCS administration and staff, as directed by the LA County Dept of Health guidelines, LCS will maintain a clean and safe environment through the following:

1. Cleaning

- a. Continue to implement and enforce strict handwashing guidelines for all staff and children.
- b. Wipe down doors, knobs, desks, surfaces, and other frequently touched areas each recess or time children leave the room.
- c. Post signs in restrooms and near sinks that convey proper handwashing techniques.



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- d. Review and share with staff and parents important guidance related to prevention and social and physical distancing.
 - e. Implement strategies to model and reinforce social and physical distancing. Specifically staff will create children's stories and lessons around social distancing, handwashing, healthy etiquette for sneezes, coughs, etc.
- 2. Hand washing at sinks and Hand-washing Stations**
- a. Students and Staff will wash their hands for twenty seconds anytime they are entering the classroom from somewhere else (home, playground, art, chapel, computer, etc.).
 - b. LCS staff will teach all students about proper hand washing technique.
 - i. *Activate paper towel dispenser, if automatic.*
 - ii. *Turn on water.*
 - iii. *Wet hands.*
 - iv. *Apply soap on hands.*
 - v. *Rub hands together thoroughly for twenty to thirty seconds, rinsing the soap off.*
 - vi. *Dry hands with a paper towel.*
 - vii. *Use a paper towel to turn off water. (This is something the last student in line can do, otherwise consider leaving water running.)*
 - viii. *In the bathroom, use the paper towel to turn off the sink and open the door.*
 - c. Hand sanitizer will be used when no sink or hand washing station is available or after handwashing to be extra thorough with consideration for the age of the students. Hand sanitizer will be placed in classrooms, throughout campus, and will be readily available to all on campus.
- 3. Hygiene:** LCS staff will continue to best ensure the development of healthy hygiene by doing the following:
- a. Teach, model, and reinforce healthy habits and social skills.
 - b. Explain to children why it's not healthy to share drinks or food, particularly when sick.
 - c. Practice frequent handwashing by singing the happy birthday song or counting to twenty (hand washing should last twenty seconds).
 - d. Teach children to use tissue to wipe their nose and to cough into their arm crease at the elbow.
 - e. Model and practice handwashing before and after coughing or sneezing, after playing outside, and after using the restroom.
- 4. Bathroom Hygiene:** In addition to LCS hygiene practices and regular surface wipe down practices, all facilities including bathrooms will be cleaned regularly, and as often as possible, by a custodial crew and making notes on a log sheet. In addition to these practices, staff will



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- a. Heighten vigilance of healthy bathroom habits during this time as an opportunity to reinforce hygiene and monitor proper handwashing.
- b. Staff will sanitize the sink and toilet handles multiple times during the day
- c. Teach children to use a tissue when using the handle to flush the toilet.
- d. Ensure children wash hands with soap and water for twenty seconds and use paper towels to dry hands thoroughly.

11. Record-Keeping: LCS teachers will complete a [Daily Narrative Form](#) to keep record of the day.

12. Drop off & Pick Up Procedures during Social Distancing and Cohort Groups

1. Face coverings must be worn by all persons during drop-off and dismissal times.
2. **Drop off** in the morning will be by drop off loop only, and children will walk in through their appropriate, grade-marked entrance to have their temperature taken by a staff member at the classroom door. Elementary teachers will be ready to receive students in their classroom starting at 8:00 a.m.
3. **Stagger Drop Off in the Morning:**
 - a. MS: 7:45-8:15 a.m.
 - b. 3-5: 8:15-8:25 a.m.
 - c. K-2: 8:20-8:30 a.m.
 - d. Parents of multiple students can drop off at any one of the times.
4. **Late Arrivals:** Students checking in after school starts need to check in at the security booth (K-8)
5. **Pick up** at the end of the day:
 - a. K-5 Parents will utilize the drop off loop.
 - b. MS parents will use Arbor Road Plaza while teachers and staff walk children to the car.
 - c. Interactions with the teacher are to be as brief as possible, and parents agree to adhere to social distancing policies by remaining in the car and at least six feet away from staff.
6. **Early Dismissal:** Parents will need to call the office to request early dismissal for their child. Student(s) will be released when the parent is visible outside the office. Upon return to school, each student will need to perform the same check in procedure they complete each morning.
7. **ES Small Learning Cohorts/Stable Groups:**
 - a. Cohorts are not mandatory
 - b. Cohorts are Monday/Wednesday or Tuesday/Thursday from 1:30-3:00 during the Orange Plan
 - c. Cohorts have the possibility of meeting on Flex Fridays as needed
 - d. Cohorts may be 5-10 students but must remain within the same class and grade



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- e. K-3rd grade students will be walked to the classroom door by the parent at 1:30
- f. 4th-5th grade students will meet their teacher at the drop off loop and walk up together
- g. K-3rd grade students will be picked up at the classroom by the parent at 3:00
- h. 4th-5th grade students will meet their parents at the parking lot at 3:00

8. MS Small Learning Cohorts/Stable Groups:

- a. Cohorts times are not mandatory
- b. Cohorts may be no more than 14 students and students must remain within the same group throughout the day including at lunch.
- c. House, Physical activity, assemblies, and electives have all been altered to prevent mixing of cohorts.

13. Morning and Afternoon Daycare/ Bear Club:

Daycare/Bear Club/Cub Club will follow all the same procedures as the school. K-8 students whose parents choose to send them to Day Care will be in groups of similarly aged students, still following school protocols for distancing.

14. Lunch Times: LCS staff will adjust the procedures for lunch time to accommodate social distancing policies. Elementary School & Middle School will utilize the playground tables and beach towels from home to spread children out. Once it is deemed appropriate, lunch will move to other areas. Specifically, staff will do the following:

- 1. Continue to ensure the practice of proper hand washing before and after eating.
- 2. Immediately clean and disinfect tables/areas after each lunch meal (students pick up their own trash to throw away).
- 3. On rainy days, students will eat in their classrooms.
- 4. No cupcakes, cake, snacks, or lunch from home for birthday celebrations will be permitted until further notice.
- 5. Individual hand sanitizer from home is highly recommended in the lunch box.
- 6. Students will place their face covering in their lunch bag/box while eating.

15. School Office

- 1. School office hours will remain in place, however, we ask parents to resolve matters via telephone, video conference, and/or email whenever possible.
 - a. Elementary & Middle School: 7:30 a.m. – 4:00 p.m.
- 2. Parent meetings may be conducted via telephone or Zoom, when needed.
- 3. Person to person meetings may take place if absolutely necessary, as long as the following precautions are taken: all participants must wear a face covering, and physical distancing of a minimum of six feet will be required.
- 4. Some of these meetings may take place outdoors instead of the office.
- 5. Necessary paperwork and payments may be dropped off at the Safety Booth.



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16. Student Campus Health Acknowledgement Form

1. In addition to other annual documents for the start of school, parents will submit a Health Acknowledgement Form that confirms that they have read school plans and policies and commit to following them.



ES- ITEMS SPECIFIC TO ELEMENTARY SCHOOL

Learning from Home Option:

1. If families wish to keep their children at home during this time, they may. All classes will include a Zoom session set up so that students from home may watch/participate live from home.

ES Afternoon Small Learning Cohorts/ Stable Groups

(if necessary during all-school distance learning):

1. Cohorts are not mandatory
2. Cohorts are Monday/Wednesday or Tuesday/Thursday from 1:30-3:00 under the Orange Plan
3. Cohorts have the possibility of meeting on Flex Fridays as needed
4. Cohorts may be 5-10 students but must remain within the same class and grade
5. K-3rd grade students will be walked to the classroom door by the parent at 1:30pm
6. 4th-5th grade students will meet their teacher at the drop off loop and walk up together
7. K-3rd grade students will be picked up at the classroom by the parent at 3:00
8. 4th-5th grade students will meet their parents at the parking lot at 3:00

First day of school, Back to school night, and New family Orientations:

1. These important events will all be done by video.

Learning On Campus Option

In class:

1. All Kindergarten - fifth grade classrooms will be set for social distancing.
2. All students will sit at single desks.
3. All students will have their own school supplies.
4. Face coverings:
 - a. All students in Kindergarten - 5th grade will wear face coverings all day
 - i. Face coverings must be worn on the playground.
 - b. All teachers will wear a face covering or a face shield at all times.



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- c. Teachers will wear a face shield when teaching students. No face covering will be worn then to allow for phonemic awareness, enunciation, and other clarity of subject matter.

Electives:

1. The music program (band, choir, classroom music, and private lessons) will be augmented to meet all requirements. These programs may be held outdoors or in an appropriately large room with physical distancing. There will be no afterschool ES Choir.
2. Art and computer classes will have half the class attend at a time to allow for greater physical distancing.
3. We will continue to provide opportunities for individual play and solo activities, such as fine motor skill lessons or games (i.e., drawing, coloring, cutting, puzzles, and other manipulatives) both in and out of class.

P.E. & Recess:

1. Contact sports will not be permitted during Physical Education classes or recess times.
2. Recreational and sports equipment will be regularly cleaned and sanitized.
3. Recess: Due to minutes in the day, we cannot schedule multiple recesses. Classes will utilize *areas* of the playground as a class to be rotated through the futsal field, playground, and the Big Toy.
 - a. The Big Toy will be sprayed down between recesses after a class has played on it.
 - b. Jackets that are taken off may NOT be placed on the ground; they must be tied around the waist.
 - c. Handwashing will take place on the way to and on the way back from recess.

Library/ Book Handling:

1. Students will use hand sanitizer on the way into the library. Books on the shelves may not be touched unless the book will be taken by the student. Any touched book will go into a bin for quarantine.
2. Once books are read and returned to the library, they will go into a bin for a 24 hour quarantine before being returned to a shelf.
3. **Classroom library:** Teachers will select books for each student to keep for one week. The books are then set aside to be quarantined before moving on to another student's book bin.



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Attendance:

1. Students may attend in person or by Zoom. Absences will be marked only if students are not present during instruction. Parents will choose the method of instruction, at home or at school, for a quarter/nine weeks at a time.

Hours/Drop off/Pick up:

1. Masks must be worn by all persons during drop-off and dismissal times.
2. **Drop off** will be by drop off loop only for 4th-8th grades, and children will all walk through their appropriate, grade-marked entrance to have their temperature taken by a staff member at the classroom door or where they meet their teacher. Elementary teachers will be ready to receive students in their classroom starting at 8:00 a.m.
3. **Stagger Drop Off in the Morning:**
 - a. MS: 7:45-8:15 a.m.
 - b. 3-5: 8:15-8:25 a.m.
 - c. K-2: 8:20-8:30 a.m.
 - d. Parents of multiple students can drop off at any one of the times.
4. **Late Arrivals:** Students checking in after school starts need to check in at the security booth (K-8) for a health screening.
5. **Pick up** at the end of the day:
 - a. K-5 parents will utilize the drop off loop
 - b. MS parents will use Arbor Road while teachers and staff walk children to the car.
 - c. Interactions with the teacher are to be as brief as possible and parents agree to adhere to social distancing policies by remaining in the car and at least six feet away from staff.
6. **Early Dismissal:** Parents will need to call the office to request early dismissal for their child. Student(s) will be released when the parent is visible outside the office. Upon return to school, each student will need to perform the same check in procedure they complete each morning.
7. **Morning and Afternoon Day Care/ Bear Club:**
 - a. Day Care/Bear Club/Cub Club will follow all the same procedures as the school. K-8 students whose parents choose to send them to Day Care will be in groups of similarly aged students, still following school protocols for distancing.

Social & Physical Distancing Strategies:

Social distancing with young children is a challenging effort. However, the recommendations



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set forth aim to keep children and providers safe and healthy, while ensuring children are in a nurturing and responsive environment.

1. We will intentionally create physical space between individuals.
2. We will postpone large gatherings and group activities until further notice.
3. We will reduce group sizes, and maintain six feet of distance between every individual, as much as possible and to the best of our ability.
4. We will rearrange classroom furniture, tables, and play spaces to maintain six-foot separation (or as much distance as possible in each room).
5. Each classroom will be their own “family” and classes will have minimal interaction with other classes.
6. Whenever possible, our classes will include the same group each day, and the same teachers will remain with the same group each day.

Cleaning & Sanitizing

1. Children are discouraged from bringing toys, stuffed animals and any personal belongings from home.
2. Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures but will be set aside for 24 hours to quarantine.
3. We will introduce fresh outdoor air as much as possible, for example by opening windows or doors.
4. When cleaning, we will air out the space before children arrive and plan to do thorough cleaning when children are not present.
5. Toys, tables, chairs, doorknobs, and high traffic areas inside and outside will be thoroughly cleaned/disinfected throughout the day and every evening.
6. We will have multiple toys and manipulatives accessible that are easy to clean and disinfect throughout the day or provide individually labeled bins with belongings for each child.
7. Classroom sinks, hand washing stations, and hand sanitizer will be used throughout the day.



MS- ITEMS SPECIFIC TO MIDDLE SCHOOL

Morning Routine (7:30-8:00)

1. All LCS staff and administrators will be specifically trained in how to screen for daily entry to the facility.
2. Students will be temperature scanned before entering school
3. Students will be dropped off in the loop and go directly to their class through the Arbor Road Plaza Doors.

Lockers

1. For the time being, lockers will not be used.

Room Setup

1. Individual desks will be used to increase physical distance to six feet in all classrooms where possible. Where it is not possible, we will either form a barrier between desks, or relocate to a classroom where social distancing is practical.
2. Plexiglass shields will be used on all student desks
3. Larger desks can be used effectively in rooms with large enough footprints.
4. Doors will remain open to allow airflow.
5. Air purifiers will be utilized in rooms where extra airflow is needed
6. Textbooks and grade-specific materials will be placed in different areas of the room to help expedite the retrieval of these materials at the start of class.
7. Students will not share textbooks.

Scheduling

1. Students will follow the most current Learning Schedule for On-Campus Small Cohorts
2. **Lunch**
 - a. Lunch will be held in individual classrooms or outside and students must remain in their cohorts.
 - b. Hot lunch will not be provided

PE & Sports

1. When PE is offered, aspects of "high contact" sports can be taught without the contact portion (passing, dribbling, sports skills, etc.)



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- a. Warm ups may happen as long students are properly distanced from each other.
- b. Higher focus will be placed on physical fitness and Crossfit type activities.
- c. Proper hygiene explanations are now part of every class warm up (not touching eyes, mouth, or face)
- d. Face coverings are required during PE.

Bathroom Use

1. Bathrooms will be assigned by cohort to the best of our ability.
 - a. Signs for how to properly wash hands will be placed in the bathroom.

Electives

1. Electives will be augmented to meet requirements to the best of our ability.
2. Band and Choir will be augmented.

Field Trips

1. Each field trip will be discussed and evaluated based on the current and most up to date information we have at the time.

House

1. House time will be augmented to meet guidelines.
2. Students will remain socially distant and in stable cohorts within their House room.
3. Signage for the following items will be displayed in each MS Classroom:
 - a. How to report sickness throughout the day.
 - b. Confidentiality, privacy, and respect of those who are sick

MS Staff

1. Teachers will have a questionnaire to fill out each morning before entering school.

Face Coverings

1. Face coverings are required for middle school students in class and on the playground.
2. Exemptions include:
 - a. Persons with a doctor's note for a medical condition, mental health condition,



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or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.

- b. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
3. Students are responsible to bring their own face covering.
4. Face coverings should have the student's name written inside but otherwise should not have anything written on them.
5. For any student who does not have a face covering, a face covering will be provided.
6. For health safety, no one is to touch another person's face covering.

Healthy Operations

1. All LCS staff and administrators will be specifically trained in how to screen for daily entry to the facility.
2. If class sizes grow, new classroom footprints will need to be acquired to accommodate the larger student population.
3. Teachers will provide students with options for continuing work at home.
4. Absences due to Health Screening restrictions will not be counted as school day absences as long as students continue to work from home.
5. If family members are home with COVID-19 or flu-like symptoms, every child in that family should be considered "high risk," and self-quarantine at home, joining the class virtually.