

PARENT/STUDENT HANDBOOK COVID-19 SUPPLEMENT

(in addition to, not in place of)

Athletics:

This year we are in the probationary year to become a member of the Ohio High School Athletic Association (OHSAA). As a prospective member LCA is required to abide by the direction of the OHSAA. Our athletic director, coaches, and administration are prepared to implement appropriate or mandated protocols for the safety of our athletes, coaches, and fans.

Arrival and Dismissal of Students:

Parents should remain in their cars during arrival and dismissal times.

Students should go directly to the classroom upon arrival without mingling in the hallways, at lockers or in other common areas.

Students should wash hands or use sanitizer upon arrival at school.

Bussing Transportation:

Local school districts providing bussing transportation will dictate policies for transporting students to and from school.

Chapels/Assemblies:

Chapels may take place in the gym with seating that abides by the physical distancing requirement. Chapels may also be done virtually and viewed in the classrooms.

Choir/Band/Drama:

In order to reduce the potential for contact with shared equipment and spaces, elementary art and music classes will be taught in each classroom rather than in the art and music rooms.

Cleaning and Sanitizing Practices:

Daily cleaning and sanitizing will take place with safe disinfectants paying particular attention to high touch surfaces like door handles, desks, etc.

All classrooms and common spaces will have access to cleaning supplies. Classrooms will be disinfected throughout the day as needed.

Restrooms will be cleaned after each class use.

Interior doors will be propped open whenever it is practical to avoid significant touching by multiple people.

Extended Care (morning and afternoon):

Students will need to be pre-registered, and capacity will be limited.

Students in the same family may sit together, but others will maintain physical distancing.

It is recommended that students bring their own play things to avoid sharing common items.

According to the CDC, the virus that causes COVID-19 is thought to spread mainly from person to person, through respiratory droplets produced by an infected person. Risk mitigating strategies are aimed at reducing the likelihood of a person being exposed to respiratory droplets coming from another person. Mitigation strategies during the school day as well as before and after school while on school premises include, but are not limited to:

- 1. Maintaining physical distancing** (with the exception of family members)
- 2. Requiring face coverings** (per the Governor's mandate for K-12 students)
- 3. Reducing or eliminating sharing of common equipment**
- 4. Increasing sanitation**
 - Extended Care tables will be sanitized before and after Extended Care. Toys/equipment will be sanitized before and after use.
 - Temperature checks will be taken upon arrival to the Extended Care session.
 - Students will wash and/or sanitize hands upon entering the Extended Care session.

Ages: LCA students enrolled in Kindergarten through 5th grade will be eligible for Extended Care. In the event that a 6th-12th grade student is placed in Extended Care a fee of \$30 will be charged to their family account.

Drop off/Pick up: Parents dropping off students in the morning and/or picking up students in the afternoon must remain at the front office to sign students in or to sign them out. The students will be brought to meet the parent from the Extended Care location.

Fees: Fees are \$9.00 per session (morning session/afternoon session) per day per family. A late pick-up fee of \$30.00 for each half hour (beginning after 6:00 PM) will be charged to your account. The Extended Care billing month is from the first of the month to the end of the month. The final Extended Care billing of the school year will be billed by June 10th.

Hours: The morning session is 6:00 - 8:00 AM and the afternoon session is 3:30-6:00 PM.

Personal belongings: Each student will keep their belongings with them in their assigned seating area. Students are permitted to bring electronics for their personal use only.

Registration: Students using Extended Care must Pre-register for specific days and whether students will be attending the morning and/or afternoon sessions. No "drop-ins" will be allowed. Please note that registration will be limited to allow for proper social distancing. Registration will be opened up at the beginning of each quarter.

Snacks: Students will have a snack time at the beginning of the afternoon Extended Care session. Students must bring their own snacks from home and there is no sharing of snacks.

We recommend healthy pre-packaged snacks. Students will need to provide their own labeled water bottle that can be refilled at the refillable water station.

Visitors: Visitors will not be permitted into the Extended Care area.

Discipline: Discipline procedures in our Extended Care Program will follow the same standards stated in the handbook. It is the intent of Liberty Christian Academy to make Extended Care an enjoyable experience for your student. We appreciate your cooperation and look forward to a great year!

Face Covering (masking/shielding):

Per the state of Ohio mandate for schools, all faculty and staff will be required to wear a mask or shield during the school day, except when alone in their assigned workspace.

Masks are required for Kindergarten-12th grade students in the classrooms. Families should provide a clean face covering for their students each day. We will have a limited supply of disposable masks available.

LCA is “mask friendly”. Age appropriate instruction will be given to students so that no one is made to feel uncomfortable. Students will be taught to show kindness and respect for the decisions of other people.

Field Trips:

Field trips will not be scheduled for the 2020-2021 school year until future notice.

Food Service and Cafeteria:

We will continue to provide food service to students and staff on a limited basis. The food service staff will follow all recommended safety precautions regarding food preparation and service offered by the local health department.

It is recommended that students pack lunches. Purchased items may be a “boxed lunch” or pre-packaged items.

Elementary students will eat in their classrooms.

Middle School/High School students may eat in the cafeteria, a classroom, multipurpose gym, common spaces throughout the building, or in the courtyard or outdoor pavilion. Physical distancing will be required.

Hand Hygiene:

Students will have regular access to soap and water and alcohol-based hand sanitizers.

All classrooms and common spaces will have hand sanitizer stations available.

Students will be expected to wash their hands or use hand sanitizer upon arrival, before and after lunch, before and after recess, and after using the restroom. Instruction and reminders on handwashing will be provided with signs and other methods used to reinforce the importance of hand hygiene.

Physical/Social Distancing:

Students will be encouraged to maintain distancing.

Student seating will be placed up to 6' apart but no less than 3' apart, and all desks will face the same direction.

The sharing of supplies among students will be avoided. If supplies are shared, they will be sanitized between uses.

Six feet of distancing between adults will be maintained when at all possible. Teachers will use common sense when applying distancing practices between themselves and their students.

Recess:

Recess will be outside whenever the weather allows. It is important for students to dress appropriately for the weather conditions.

Students will remain with their classes and not intermingle on the playground area.

Classes will be assigned locations in the playground area and will rotate on a schedule.

Students will be required to wash/sanitize hands before and after recess. Any playground balls/equipment will be sanitized before and after use.

Screening/Assessments:

Student health must be assessed by parents or guardians before coming to school each day. A log sheet is provided by the Licking County Health Department. [Symptom Checker Log](#)

All school employees and volunteers must be assessed for symptoms each morning.

A person shall not come to school or remain at school under any circumstances if he/she displays any one of the following:

- A body temperature of 100.4 or higher any time in the previous 24 hours.
- Persistent cough
- Shortness of breath or difficulty breathing
- Nausea, vomiting or diarrhea
- Chills
- Loss of taste or smell

Or, any two of the following:

- Body ache
- Headache
- Sore throat
- Runny nose or congestion

Any person determined by a staff person to meet these criteria during the school day will be immediately sent home or placed in a designated isolation area at school.

It is required that parents make arrangements for the child to be picked up from school within 30 minutes. It is wise to have a family member or friend on standby in case you are not able to get to school quickly.

Symptoms, Exposure, and Positive Test Protocol for Return to School:

Anyone exhibiting symptoms of COVID-19 should contact their medical provider as soon as possible and follow their provider's advice regarding treatments and testing.

A student or staff person who tests positive for COVID-19 must do the following before returning to school:

- Notify the school within 24 hours of a positive test.
- Remain out of school for at least 10 calendar days from the onset of symptoms, and
- Remain fever-free for 72 hours without the aid of fever-reducing medication, and
- Demonstrate improved respiratory function, and
- Receive clearance to return to school

A student or staff person exposed to someone who has tested positive for COVID-19 must remain out of school for 14 calendar days from the date of exposure and cleared before returning to school. Distance learning can continue at home during these days.

“Exposure” is defined as being within 6’ of an infected person for more than 15 minutes. Under this definition an entire classroom would likely not be considered exposed to an infected person. Exposure may be limited only to those in immediate proximity of an infected person.

The school nurse and principal have the authority to determine whether students or staff members have been exposed while at school.

We will communicate with the Licking County Health Department (LCHD) when students or staff members have tested positive for COVID-19 and will fully cooperate with their guidance.

All isolation and quarantine periods will be provided in accordance with CDC recommendations.

If a confirmed case of COVID-19 is identified, LCHD will contact the individual and school administration to identify close contacts. LCHD will follow up with all close contacts and provide each with a quarantine order.

References:

[Ohio K-12-Schools-Guidance.pdf](#)

[American Academy of Pediatrics Guidance](#)

[Licking County Health Department Guidance.pdf](#)