



## Health & Safety Plan (1/7/2021)

(Note: the following is subject to change via new guidelines and current data at any time.)

The current plan is based on a “Healthy Only” framework for reopening the CCS campus. This framework requires parents and employees to ensure that **only healthy individuals are permitted on campus**. The school facilities will receive increased levels of cleaning and sanitizing, while ensuring a minimal disruption to typical classroom routines. Parents will be required to sign a 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**. Individuals who fail to adhere to the CCS Health and Safety Plan, or do not complete and return the attached waiver may lose their privilege to return to either campus for the duration of the COVID-19 pandemic.

Due to limitations with regard to both financial and human resources, CCS will only offer the option to fully return to school with the necessary precautions and safety guidelines in place. Should Governor DeWine, the Ohio Department of Education, or the state/local Health Departments determine that a closure is necessary, CCS will transition into a distance education model.

Specific Area or Action	Protocols
<b>Athletics</b>	<ul style="list-style-type: none"> <li>• CCS will comply with all guidelines provided by the Ohio Department of Health, Ohio Department of Education (ODE) and the Ohio High School Athletic Association (OHSAA).</li> <li>• It is strongly recommended that athletes, coaches, staff, and participants wear a cloth face covering when not actively engaged in physical activity or when they may be within 6 ft. of other people.</li> <li>• <b>Pre-Work Screening:</b></li> </ul>

<p><b>Athletics</b></p>	<ul style="list-style-type: none"> <li>○ All coaches and students must be screened for signs/symptoms of COVID-19 prior to each workout.</li> <li>○ Responses to screening questions for each person must be recorded and stored so that there is a record of everyone present in the event a student develops COVID-19. Any person with positive symptoms reported will not be allowed to take part in workouts and must immediately contact their primary care provider or other appropriate health care professional.</li> <li>● There must be no shared athletic equipment (towels, clothing, shoes, or sports-specific equipment) between students.</li> <li>● The OHSAA and the ODH have both given permission for contact and non-contact sports to have intra-team competition/scrimmaging.</li> <li>● Students must wear their own appropriate workout clothing (do not share clothing).</li> <li>● Individual clothing/towels must be washed and cleaned after every workout/game.</li> <li>● All athletic equipment including balls must be cleaned after each practice and prior to the next workout/game.</li> <li>● Individual drills requiring the use of athletic equipment are permissible, but the equipment must be cleaned prior to use by the next individual.</li> <li>● Athletes who test positive with Covid-19 must present a “cardiac clearance” from a licensed physician to return to practice or competition. The forms for this clearance are in the Athletic Office.</li> </ul>
<p><b>Cafeteria/ Food Service</b></p>	<ul style="list-style-type: none"> <li>● Lunches will still be provided at each campus, but any self-service food or beverage distribution choices will be discontinued. <ul style="list-style-type: none"> <li>○ Meals, snacks &amp; beverages must be individually packaged and served directly to the student.</li> <li>○ Silverware/Napkins will be prepackaged.</li> </ul> </li> <li>● Food from restaurants must be pre-packaged in individual servings.</li> <li>● Classes will split time between eating in the cafeteria and classrooms to accommodate physical distancing. This will be determined by each building principal.</li> <li>● Teachers will wipe down desks after lunch in the classroom.</li> <li>● Students in after school care will need to provide their own disposable water bottles and snacks.</li> </ul>
<p><b>Classroom and Facilities</b></p>	<ul style="list-style-type: none"> <li>● All classrooms will be equipped with the appropriate cleaning supplies.</li> <li>● Common areas including the cafeteria will be cleaned &amp; sanitized by maintenance and office staff throughout the day.</li> <li>● JH/SH teachers will have access to appropriate cleaning wipes to wipe down students’ desks prior to the beginning of class.</li> <li>● Evening cleaning crews will be responsible for cleaning and disinfecting the entire facility.</li> <li>● Cleaning crews will be required to disinfect and wipe down all surfaces in the classrooms at the end of the day.</li> </ul>

<p><b>Classroom and Facilities</b></p>	<ul style="list-style-type: none"> <li>• All filters will be upgraded to a MERV 13 filter throughout the HVAC system.</li> <li>• Electro-static disinfection will be done weekly throughout each building.</li> <li>• Classroom doors, as well as non-fire hallway doors, will be kept open as much as possible to allow ventilation and airflow and minimize contact with the door handles by multiple people.</li> <li>• Water fountains will not be operational, but there are two water bottle refilling stations at each campus</li> <li>• Students will bring their own water bottles. Water bottles must be clear and labeled with the student’s name.</li> <li>• Hand sanitizing stations will be available in each classroom. Stationary units will be placed near common areas at both campuses.</li> <li>• Students may only touch or handle their own learning materials (e.g., textbooks, pens).</li> <li>• Students may not touch or use another student’s locker, backpack, or any other item without first disinfecting the item.</li> <li>• School library resources will be available for checking out. Materials will undergo a 72-hour quarantine prior to being made available again.</li> <li>• Regular and frequent handwashing is encouraged as a method to minimize the risk of transmission of COVID-19 or other school-related viruses. <ul style="list-style-type: none"> <li>○ Pre-School Students and Employees must: <ul style="list-style-type: none"> <li>▪ Employees must wash their hands upon entering a classroom and prior to leaving for the day.</li> <li>▪ Students must wash their hands upon arrival to the classroom and prior to leaving for the day.</li> </ul> </li> </ul> </li> </ul>
<p><b>Parents, Visitors, Volunteers, and Guests</b></p>	<ul style="list-style-type: none"> <li>• All guests, parents, and visitors are required to enter at the main office entrance. Temperatures and health screening questions will be taken and asked upon arrival.</li> <li>• All guests, parents, and visitors are required to wear a mask.</li> <li>• Grade 1-12 parents are not permitted to enter the building during drop-off or pick-up.</li> <li>• Pre-School and Kindergarten parents, wearing masks, will be permitted to accompany their child to their classroom during the first week of school (or longer as emotionally required).</li> </ul>
<p><b>Health Screening and Waiver Agreement</b></p>	<ul style="list-style-type: none"> <li>• Parents and employees must complete a waiver at the beginning of the school year with required signatures and notarization releasing CCS of any liability in regards to Covid-19.</li> <li>• Parents and employees must sign a Health Screening Agreement that states they will neither send a student nor enter the campus themselves if they are exhibiting any of the symptoms listed here: <a href="#">Symptoms of COVID-19.</a></li> </ul>

## Health Screening and Waiver Agreement

- It is recommended that any person who has traveled out of the country to self-quarantine for no less than 14 days in their home with no symptoms appearing, prior to returning to school.
- Any child that exhibits a fever of 100.4 degrees or higher will be held in the nurse's office and the parents will be notified to pick up their child as soon as possible. Employees who are sick will be directed to leave campus immediately.
- Temperature screening has ceased because of new guideline for exposure and quarantine by the CDC and Butler County Health Department.
- If a student/staff presents any possible COVID-19 symptoms, the nurse will complete the assessment to determine if the individual must be sent home. The nurse and health aide will use guidelines provided by the Butler County Health Department to make the assessment.
- If a student/staff has a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines for 24 hours.
- In order for a student/staff who tested positive for COVID-19 to be allowed to return to campus they must:
  - Be at least 10 days since the individual first had symptoms.
  - Be at least 24 hours since the individual had a fever (without using fever-reducing medicine).
  - Be at least 72 hours since the individual's respiratory symptoms have improved including cough and/or shortness of breath.
  - Individuals infected with SARS-CoV-2 who never develop COVID-19 symptoms (asymptomatic) may discontinue isolation and other precautions 10 days after the date of their first positive COVID-19 test.
- Quarantine
  - Students and adults in PS-12 schools may continue to attend in-person school, even during a normal quarantine period, if the following conditions are met:
    - The school has a documented Covid-19 prevention policies that include universal mask wearing, social distancing, hand-washing, environmental cleaning, and contact tracing protocols.
    - The exposure occurs within the classroom environment or while on school transportation.
    - The person with Covid-19 and any contacts were properly wearing a mask. If during lunch, a minimum of six-feet must be maintained.
    - If in the classroom, a minimum of three feet distance must be maintained.
  - Extracurricular or afterschool activities:
    - Quarantine for individuals exposed during extracurricular activities, including sports will

<p><b>Health Screening and Waiver Agreement</b></p>	<p>continue to be enforced- 10 day quarantine after the last exposure.</p> <ul style="list-style-type: none"> <li>▪ Stay at home for seven days, but present a negative test result on day five or later of the quarantine. The negative test result must be presented to the school nurse to return to school after seven days.</li> </ul> <ul style="list-style-type: none"> <li>• Clearance to return to school for someone who was exposed to COVID-19 and must quarantine does not necessarily require a visit to the doctor, but the student will need to present evidence of clearance to the school health office.</li> <li>• “Exposure” is defined as close contact to someone who was within 6 feet of an infected person for at least 15 minutes (total/cumulative time) starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated. Additionally, a person would be considered a close contact if they provided care in the home to someone who is sick with COVID-19, had direct physical contact with them (e.g., hugged or kissed them), shared eating or drinking utensils, or had unprotected direct contact with infectious secretions or excretions of the infected person (e.g., was coughed/sneezed on, touched used tissues with a bare hand). Data are limited to precisely define prolonged exposure to determine “close contact”, however 15 minutes of close exposure can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk) and whether the individual has symptoms (e.g., coughing likely increases exposure risk). At this time, differential determination of close contact for those using cloth face coverings or barriers (e.g., plastic dividers) is not recommended.</li> <li>• Absences due to Health Screening restrictions will not be counted as school day absences.</li> <li>• Students who are sick and do not come to school must contact the school by 9 a.m. and report the reason for the absence.</li> </ul>
<p><b>Instructional Transition</b></p>	<p><b>Closure:</b></p> <ul style="list-style-type: none"> <li>• If a case of Covid-19 appears on either campus, the administration will meet to determine the appropriate course of action. This decision will involve the superintendent, principal, nurse, a representative from the Butler County Health Department.</li> <li>• Protocols and practices ensuring a high level of engagement in learning will be in place to support distance learning, if and when needed.</li> </ul> <p><b>Software:</b></p> <ul style="list-style-type: none"> <li>• In order to ensure a smooth transition from on-campus to remote instruction, all teachers will be proficient in the use of the following online tools:</li> </ul>

<p><b>Instructional Transition</b></p>	<ul style="list-style-type: none"> <li>○ <b>LMS - PowerSchool:</b> This Learning Management System (LMS) will be utilized for posting all assignments, communications regarding assignments, and grades.</li> <li>○ <b>SeeSaw:</b> This virtual platform permits teachers to record and deliver content and instruction to students and receive and collect information from students.</li> <li>○ <b>Google Meet/ Zoom:</b> This will enable teachers to virtually connect with their class for individual or group discussions and interaction.</li> </ul> <p><b>Computers:</b></p> <ul style="list-style-type: none"> <li>• In Elementary school, we are increasing the number of computer carts available for use by teachers, along with a protocol for continual surface cleaning.</li> <li>• In the case of transitioning to remote learning, a device will be provided for all elementary students to take home.</li> <li>• For the Junior and Senior High School students, each student will receive a new iPad with a keyboard as their new device to be used at school and home.</li> <li>• Shared equipment in computer labs will be maintained with a protocol of surface cleaning between every use.</li> </ul>
<p><b>Lost and Found</b></p>	<ul style="list-style-type: none"> <li>• It will be very important that all personal items brought to school are clearly labeled with the student's first and last name.</li> <li>• All lost items will be secured in the Nurse's office where the items will be sanitized and held for only one week.</li> <li>• After one week, items will be donated to a local charity.</li> </ul>
<p><b>Masks</b></p>	<ul style="list-style-type: none"> <li>• Per the directive by Governor DeWine, all school personnel will be required to wear masks or face coverings in the presence of other faculty, staff, and students.</li> <li>• We recognize that the wearing of masks has become a hot-button issue in our society today. It is the position of CCS that we desire to have school, in person. Our State Director of Health issued an order on August 14<sup>th</sup> that masks are mandatory for all K-12 students, which was preceded by a statement by the Governor on August 4<sup>th</sup> that mask would be required by all students. We will comply with this order because we want to see that our students are able to attend class and benefit from a CCS education. Our compliance is not a concession or vacation of belief, rather it is the submission to the authority that we are under so we can open our school for your children.</li> <li>• Pre-K students are not mandated to wear a mask per the Director's order.</li> <li>• All masks worn by employees or students are to be neutral in sentiment and not of any political nature. The administration has the right to exchange a mask that is deemed inappropriate. Parental cooperation and assistance are greatly appreciated.</li> </ul>

<p><b>Masks</b></p>	<ul style="list-style-type: none"> <li>• Students and employees are required to wear masks during times of transition from one location to another, when physical distancing is not able to be maintained (e.g., moving from classroom to classroom, arrival and dismissal).</li> <li>• Our desire is to be an environment where all can truly be part of this community, embraced through the love of Christ, regardless of outer appearance. This emphasis we have already established as a school culture, will align with this new aspect of school life quite fluidly for those who choose to daily wear masks.</li> <li>• Students and employees may opt out of the mandatory mask policy if a legitimate medical excuse, written by a medical doctor (MD or DO), is provided to the school.</li> <li>• CCS students with a medical exemption are encouraged to wear a face shield while on campus, as long as it does not interfere with the student’s health and well-being.</li> <li>• Employees with a medical exemption will be expected to wear a face shield while in either building.</li> <li>• In the event of a medical exemption, or a face shield is used, the individual must maintain the appropriate social distance when possible. Though face shields are not considered to be effective barriers for the transmission of COVID-19, they do provide some level of a barrier for those who have a medical condition.</li> </ul>
<p><b>Personal Items</b></p>	<ul style="list-style-type: none"> <li>• All personal items brought to the school by a student or employee must be disinfected daily prior to being introduced to the campus.</li> <li>• No personal items may be shared (e.g., backpacks, clothing).</li> <li>• Learning materials may be shared only once disinfected (e.g., textbooks, tablets).</li> <li>• All personal items (including textbooks) must be labeled with the student’s name (e.g., water bottles, notebooks, backpacks).</li> </ul>
<p><b>Physical Distancing and Minimizing Exposure</b></p>	<p><b>Drop Off:</b></p> <ul style="list-style-type: none"> <li>• Student drop-off at both campuses begins at 7:30 AM. Students are required to proceed directly to the designated areas.</li> <li>• Elementary students will report directly to the gymnasium and proceed to their classrooms at 7:55 am.</li> <li>• Junior/Senior High students will report directly to the gymnasium and sit in the bleachers, adhering to the recommended social distance guidelines. At 7:40 am, students will proceed to their first period class.</li> <li>• Students checking in after 8:00 AM are to go directly to the office to check in.</li> <li>• Face masks are encouraged to be worn during arrival, dismissal, and any time of movement between classrooms or campus areas to avoid the potential transmission of droplets during times when physical distancing may be difficult to maintain.</li> <li>• Clear plexiglass dividers will be installed where needed in the school offices.</li> </ul>

<p><b>Physical Distancing and Minimizing Exposure</b></p>	<p><b>Dismissal Procedures:</b></p> <ul style="list-style-type: none"> <li>• Elementary students will follow the same dismissal procedures with the appropriate social distance maintained.</li> <li>• Junior/Senior High students will follow the same dismissal procedures. Parents are to park in the open spaces in the parking lot while waiting for their student(s).</li> </ul> <p><b>Classroom:</b></p> <ul style="list-style-type: none"> <li>• Upon entering the classroom students will sanitize their hands.</li> <li>• 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.</li> </ul> <p><b>P.E. &amp; Recess:</b></p> <ul style="list-style-type: none"> <li>• Contact sports will not be permitted during Physical Education classes or Recess times.</li> <li>• Recreational and sports equipment will be regularly cleaned and sanitized.</li> </ul> <p><b>Facilities:</b></p> <ul style="list-style-type: none"> <li>• Reminders will be displayed throughout the school (classrooms, hallways, bathrooms, welcome center, administrative offices) for students and staff: <ul style="list-style-type: none"> <li>○ Stay 6’ apart when possible</li> <li>○ Proper and frequent handwashing</li> <li>○ How to stop the spread of germs</li> </ul> </li> <li>• Fire drills, tornado drills, and lockdown drills will be modified to maintain proper physical distancing to the greatest extent possible.</li> <li>• Chapel services will continue to be held but the chapel service will either be pre-recorded or streamed with a limited number of students with physical distancing in place.</li> <li>• Chapel seating will be sanitized between each chapel group.</li> </ul>
<p><b>Transportation</b></p>	<ul style="list-style-type: none"> <li>• The Shuttle service to each campus will continue. Students will be socially distanced as far as possible.</li> <li>• School vehicles will be disinfected after each morning and afternoon shuttle route.</li> <li>• Hand sanitizer will be provided and used by each student prior to boarding.</li> <li>• Larger vehicles will be used to accommodate a larger number of students and allow for physical distancing to the greatest extent possible.</li> <li>• The Athletic Department will be responsible to ensure all vehicles are properly disinfected after each use by a team.</li> </ul>

**References**

- [State of Ohio COVID-19 Guidance for Schools](#)



- [American Academy of Pediatrics Guidance for School Re-Entry](#)
- [University of Toronto Pediatric Hospital School Opening Recommendations](#)
- [CDC Coronavirus Fact Page](#)
- [Battelle Research on Library Materials](#)
- [Reset and Restart Planning Guide for Ohio Schools and Districts](#)
- [COVID-19 Update: Face Coverings to be Required in High-Risk Counties](#)
- [COVID-19 \(coronavirus\) in babies and children](#)
- [Transmission Rate Data in the US](#)
- [The Importance of Reopening America's Schools this Fall](#)
- [COVID-19 Dashboard](#)
- [Face Shields as Substitute for Mask Exemptions](#)
- [What Constitutes Exposure?](#)