

CHRIST CHAPEL ACADEMY

# FALL 2020 REOPENING GUIDE



**ENGAGING LEARNERS.  
UNLEASHING LEADERS.**

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# CHRIST CHAPEL ACADEMY REOPENING GUIDE

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**\*Updated 8/18/20**

CCA is dedicated to returning to school following all necessary precautions to provide our students with quality instruction while also ensuring appropriate health and safety measures are in place for the well-being of our students, staff, and CCA community.

This plan is based on a “Healthy Only” framework for reopening CCA’s campus. This framework requires parents and employees to ensure that only healthy individuals are permitted on campus. Parents demonstrate agreement with compliance with all health and safety measure by arriving on campus each day. A “Healthy Only” framework provides the greatest level of “normalcy” but depends on students and employees to remain at home if they display any COVID-like symptoms or have been in contact with others who are symptomatic.

Working together to keep our students, staff, and CCA community as safe as possible is a priority; therefore, non-compliance with these policies will result in loss of the privilege to return to campus for the duration of the pandemic.

**\*Note: This guide is intended as a living document and will be periodically updated in order to ensure the most current guidelines are in place. This plan follows current Phase III expectations.**

2020  
REOPENING  
GUIDE  
**APPROACH**

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IN ADDITION TO OUR FOCUS ON THE HEALTH AND SAFETY OF OUR ENTIRE CHRIST CHAPEL ACADEMY COMMUNITY, WE WILL EXPECT AND ENCOURAGE PERSONAL RESPONSIBILITY FOR YOUR OWN HEALTH AND THAT OF OTHERS WHO ARE MOST VULNERABLE. THE FOLLOWING PROTOCOLS AND PROCEDURES ARE CURRENTLY IN PLACE FOR SUMMER AND ARE BEING PUT IN PLACE FOR THE SAFE RETURN OF STUDENTS FOR THE NEW ACADEMIC YEAR. BEFORE AND AFTER CARE WILL ALSO HAVE A SAFETY PLAN.

2020  
REOPENING  
GUIDE  
**SOCIAL  
DISTANCING**

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LOWER & UPPER  
PREK - 12TH  
GRADE

- All desks will be spaced 6 feet apart in the classroom- anytime 6ft of distance cannot be maintained (ex. arrival/dismissal, hallway passing, common areas) masks will be required.
- While students are seated in the classroom at 6 feet apart, masks are not required. However, if a student is moving around the room for any reason (activity, sharpen pencil, etc.) a mask must be worn.
- All lunches will be served in classrooms.
- No parent volunteers. We are a closed campus for the school year.
- Reminders will be displayed throughout the school for students and staff to stay 6 feet apart, maintain proper and frequent hand washing, and tips for stopping the spread of germs, as well as floor markers to indicate appropriate spacing and student movement direction.
- Fire drills, tornado drills, and lockdown drills will be modified to maintain proper physical distancing to the greatest extent possible.
- All fall field trips are canceled (virtual tours are encouraged).
- The number of people in the restroom at one time will be limited and monitored.
- In addition to the established cleaning routines, bathrooms will be cleaned even more frequently throughout the day.

2020  
REOPENING  
GUIDE  
**SOCIAL  
DISTANCING**

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Please note the grade specific and shared Social Distancing Guidelines

LOWER SCHOOL  
PRE-K-5TH  
GRADE

- Weather permitting, recess will be on the hill outside by class. Lower School playground is closed.
- Bathrooms and hallways will be monitored.
- Student numbers will be limited in bathrooms.
- Each class in lower school will be self contained.

UPPER SCHOOL  
6TH-12TH  
GRADE

- Students will have a modified schedule to support limited textbooks needed throughout the day and hallway transitions.
- Students will not be issued, nor will they have access to, lockers (including athletic lockers).
- Bathrooms and hallways will be monitored.
- Student numbers will be limited in bathrooms and congregating in hallways will not be permitted.

# 2020 REOPENING GUIDE ARRIVAL AND DISMISSAL

IF YOU HAVE MORE THAN ONE CHILD ATTENDING CCA, PLEASE FOLLOW THE ARRIVAL AND DISMISSAL PLAN FOR THE OLDEST CHILD.



## Pre-K - 1st Grade

- **Arrival for lower school will begin at 8:15.**
- Parents will enter the parking lot from Smoketown Road and turn **right**.
- Parents will pull to the designated spot in front of the Pre-school entry door.
- **No one will exit the car at any time unless instructed to do so by a staff member, other than Pre-K parents who will assist their child in getting out of the car.**
- A staff member will take the temperature of all CCA students that are being dropped off for school. Students will remain in the car for the temperature check. Any student with a fever of 100 degrees or higher will not be allowed to enter the building.
- After temperature checks, students will be escorted from the car to the building where a staff member will escort them directly to class.
- All students must wear a mask upon arrival and dismissal and keep the mask in place until they arrive in the classroom.
- By arriving at school with your child you give implicit agreement and consent to the CCA health and safety agreement. (CCA Health and Safety Agreement found on the last page of the re-opening guide.)

## 2nd Grade - 5th Grade

- Arrival for lower school will begin at 8:15.
- Enter the parking lot from Smoketown Road and turn left, entering the **first lane closest to the building**.
- Pull to the designated spot in front of the CCA school entrance.
- **No one will exit the car at any time unless instructed to do so by a staff member. Parents will remain in their cars at all times.**
- A staff member will take the temperature of all CCA students that are being dropped off for school. Students will remain in the car for temperature checks. Any student with a fever of 100 degrees or higher will not be allowed to enter the building.
- After temperature checks, students will be guided from the car to the cross walk where they will proceed to the building.
- All students must wear a mask upon arrival and dismissal and keep the mask in place until they arrive in the classroom.
- By arriving at school with your child you give implicit agreement and consent to the CCA health and safety agreement. (CCA Health and Safety Agreement found on the last page of the re-opening guide.)

# 2020 REOPENING GUIDE ARRIVAL AND DISMISSAL

CCA COMMUNITY IS VALUABLE  
TO US IN ORDER TO BEST  
PROTECT THE HEALTH OF  
STUDENTS AND STAFF WE WILL  
BE A CLOSED CAMPUS THIS  
YEAR -  
NO PARENTS OR VISITORS  
IN THE BUILDING



## Arrival

### 6th - 8th Grade

- **Upper School Arrival begins at 8:00 am. It is very important for upper school students to arrive on time!**
- Enter the parking lot from Smoketown Road and turn left, entering the **2nd lane from the right.**
- Pull to the designated spot in line with the CCA school entrance.
- **No one will exit the car at any time unless instructed to do so by a staff member. Parents will remain in their cars at all times.**
- A staff member will take the temperature of all CCA students that are being dropped off at school. Students will remain in the car for temperature checks.
- After temperature checks, students will be escorted from the car to the cross walk and students will proceed to the building.
- All students must wear a mask upon arrival and dismissal and keep the mask in place until they arrive in the classroom.
- By arriving at school with your child you give implicit agreement and consent to the CCA health and safety agreement. (CCA Health and Safety Agreement found on the last page of the re-opening guide.)

### 9th - 12th Grade

- **Upper School Arrival begins at 8:00 am. It is very important for upper school students to arrive on time!**
- Enter the parking lot from Smoketown Road and turn left, entering the **3rd lane from the right.**
- Pull to the designated spot in line with the CCA school entrance.
- **No one will exit the car at any time unless instructed to do so by a staff member. Parents will remain in their cars at all times.**
- A staff member will take the temperature of all CCA students that are being dropped off at school. Students will remain in the car for temperature checks.
- After temperature checks, students will be escorted from the car to the cross walk and students will proceed to the building.
- All students must wear a mask upon arrival and dismissal and keep the mask in place until they arrive in the classroom.
- **NOTE: All student drivers will follow the above procedures. Once temperature checks and wellness checks are completed, drivers will be instructed to proceed to student parking.**
- **By arriving at school with your child you give implicit agreement and consent to the CCA health and safety agreement. (CCA Health and Safety Agreement found on the last page of the re-opening guide.)**



# 2020 REOPENING PLAN ARRIVAL AND DISMISSAL

IF YOU HAVE MORE THAN ONE CHILD ATTENDING CCA, PLEASE FOLLOW THE ARRIVAL AND DISMISSAL PLAN FOR THE OLDEST CHILD.



## Dismissal-Upper School

***\*Upper school dismissal will be staggered this year. 6th – 8th grade will be dismissed at 3:15pm and 9th -12th grade will be dismissed at 3:25pm. All students not picked up by 3:30 will be signed into after care and charged through FACTS. Students cannot wait in the lobby or the building for any length of time this school year. This policy applies to all CCA upper school students.***

***Staff members will be outside to help you find the appropriate parking area. We thank you in advance for treating the staff with civility as they assist our students through a safe dismissal process.***

- All parents will enter through the Smoketown Road entrance and turn left into the parking lot.
- All parents will pull into the farthest lane from the building (closest to the tree line) and park as follows:
  - 6th – 8th grade dismissal will take place from 3:15pm – 3:25pm.
  - 6th - 8th grade parents will park in the parking spaces on the left (as you are facing the building) side of the parking lot in the farthest parking spaces from the door.
  - 6th – 8th graders will be exiting the school from the school portico doors.
  - 9th – 12th grade dismissal will take place from 3:25pm – 3:30pm.
  - 9th – 12th grade parents will park in the parking spaces in the right (as you are facing the building) half of the parking lot in the farthest parking spaces from the door.
  - 9th – 12th graders will be exiting the school from the church portico doors.
- All cars will exit through the back entrance (Mall side).
- If you have more than one child in the school, please follow the parking plan for your oldest child.
- **Please note that students will not be allowed to get into a car that is not parked. All parents are expected to park in the assigned areas.**

# 2020 REOPENING PLAN ARRIVAL AND DISMISSAL

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PROTECT THE HEALTH OF  
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YEAR-  
**NO PARENTS OR VISITORS  
IN THE BUILDING**



## Dismissal-Lower School

### **Lower School will dismiss from 3:30 until 3:45**

#### PreK – 1st Grade

- Parents will enter the parking lot from Smoketown Road and turn right.
- Parents will pull to the designated spot in front of the Preschool entry door with the number card that will be provided to you clearly displayed in your car window.
- Your student(s) will be escorted to your car by a staff member.
- Parents of preschool students may be asked to park in designated areas to securely place your student in their car seat.

#### 2nd Grade – 5th Grade

- Parents will enter the parking lot from Smoketown Road and turn left, entering the first lane closet to the building.
- Parents will pull to the designated spot in front of main entrance of the school with the number card that will be provided to you clearly displayed in your car window.
- Your student(s) will be escorted to your car by a staff member.
- All cars will exit through the back entrance (Mall side).
- If you have more than one child in the school, please follow the plan for your oldest child.
- Each Lower School family will be issued a number card that will have one number specifically assigned to your child(ren) for dismissal. It is important the number card be clearly displayed in the car window.
- We thank you in advance for treating the staff with civility as they assist our students through a safe dismissal process, and please remember to be mindful of your speed as you exit the campus.

**EARLY PICKUP- PARENTS ARE REQUIRED TO CALL THE MAIN NUMBER, STUDENTS WILL BE CALLED DOWN, AND WHEN THE PARENT IS VISIBLE TO THE RECEPTIONIST THE STUDENT WILL BE RELEASED TO THE PARENT.**

**LATE ARRIVALS- ALL STUDENTS THAT DO NOT DRIVE THEMSELVES MUST BE ACCOMPANIED BY A PARENT TO THE DOOR WHERE A TEMPERATURE SCREENING WILL BE PERFORMED BEFORE A STUDENT IS ALLOWED TO ENTER THE BUILDING.**

# 2020 REOPENING GUIDE PERSONAL HYGIENE

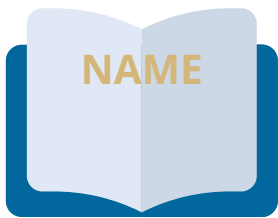
STUDENTS ARE  
ENCOURAGED TO  
AVOID TOUCHING  
THEIR FACES,  
PARTICULARLY EYES,  
NOSE, OR MOUTH TO  
REDUCE RISK OF  
EXPOSURE



- Students are **REQUIRED** to wear a mask, covering their nose and mouth completely, during all class changes, during any movement in the classroom, or in any other common area of the building. Staff are required to wear face shields. **Masks must be school appropriate.**



- Water fountains are closed.
- Students will bring water bottles from home, **labeled** with their name.
- Students are not allowed to share water bottles.



- Students should label all personal supplies. Personal supplies will not be shared between students.



- Students and staff will be encouraged to wash their hands frequently. All lower school classrooms have sinks in the classroom.
- Hand-sanitizer stations will be placed in common areas and entrances.
- All classrooms will have hand-sanitizer available for student use each time they enter or exit the room.

## 2020 REOPENING GUIDE CLEANING

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- Restrooms cleaned frequently during the school day
- Hand sanitizers and wipes in classrooms
- Nightly cleaning of all buildings by our cleaning service
- Frequent cleaning of high touch areas during the day. This includes handrails, doorknobs, keyboards used by multiple persons, phones, light switches, sink faucets, and restroom facilities.
- Supplies of anti-bacterial sanitizing wipes distributed to every classroom



## 2020 REOPENING PLAN ATHLETICS

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CCA will comply with all guidelines provided by VISAA and the state of Virginia Department of Health and Human Services.

**Locker Rooms Are Closed!**

# 2020 REOPENING GUIDE HEALTH AND SAFETY

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PARENTS AND STUDENTS  
CONSENT TO THE TERMS OF  
THE HEALTH AND SAFETY  
PLAN (FOUND ON THE LAST  
PAGE OF RE-OPENING  
GUIDE) BY ARRIVING AT  
SCHOOL EACH DAY.

- Any student who exhibits a fever of 100 degrees or higher will be held in an isolated sick room and parents will be notified to pick their child up immediately. **Parents should develop a contingency plan as students will not be allowed to remain in the isolation sick room for longer than one hour.** Employees exhibiting a fever of a 100 degrees or higher will leave campus immediately.
- Any student or staff exhibiting symptoms of Covid-19 as outlined here:  
<https://www.cdc.gov/coronavirus/2019-ncov/syptoms-testing/symptoms.html>  
will be isolated, sent home and required to visit a primary care physician or health care provider to receive a Covid-19 test.
- 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 and they have felt well for 24 hours. A doctor's note is required upon return.
- IN ORDER FOR A STUDENT/STAFF WHO TESTED POSITIVE FOR COVID-19 TO RETURN TO SCHOOL, THEY MUST MEET WITH THE SCHOOL NURSE TO BE SCREENED PER HEALTH DEPARTMENT GUIDELINES.
- ALL POSITIVE COVID CASES WILL BE REPORTED TO THE HEALTH DEPARTMENT.
- HEALTH DEPARTMENT GUIDELINES AND MANDATES FOR QUARANTINE AND CLOSURE DUE TO POSITIVE COVID CASES WILL BE FOLLOWED.
- HEALTH DEPARTMENT GUIDELINES WILL BE FOLLOWED IN RETURNING STUDENTS TO SCHOOL AFTER RECOVERING FROM COVID.

# 2020 REOPENING GUIDE HEALTH CLINIC



**CCA's nurse, Debbie Hottle, R.N., B.S.N., will be the designated staff person responsible for responding to COVID-19 concerns for staff and families. She will oversee the communication system for staff and families to self-report symptoms and will, with the Main Office, initiate notification of exposures and closures.**

## Health Clinic Procedures



- Disinfect between every client visit
- Mark areas to ensure social distancing of 6 feet inside the Health Clinic
- Have a triage area, outside of the clinic, so that students with flu-like symptoms can be sent to the Isolation Room
- Provide ventilation in the Health Clinic with open windows, fan, and air purifier
- If 911 is called, inform the dispatcher if the patient has COVID-19 symptoms

## Isolation Room



- Provide staffing for the Isolation Room, with separate restroom, for individuals with Covid-like symptoms
- If individuals must go home from the Isolation Room, nurse will make sure the student has a mask on and escort the student to the car of the family, exiting the school from the Preschool doors.
- Clean the Isolation room and bathroom following isolation of a student

## Medications



- Medications will be dropped off at a designated time before school begins.
- Individual plans for daily medication dispensing will be developed.



## Communications



- Maintain clear communication with the Prince William County Health Department, CCA employees, and CCA families about on-going policy adjustments and/or illness outbreaks
- Provide educational materials to staff, students, and families about how to stop the spread of COVID-19, symptoms of COVID-19, and what to do if you feel sick
- Communication protocol in place to report to the Virginia Department of Health (VDH) or Prince William County Health Department all identified cases of Covid 19.
- We will create a daily vehicle for communication with our families about the health status of the school.

# 2020 REOPENING GUIDE INSTRUCTION

INSTRUCTION IS PLANNED FOR FIVE DAYS A WEEK ON CAMPUS WITH ALL SOCIAL DISTANCING PROTOCOLS OUTLINED ABOVE.

## Closure

- If a case of Covid-19 appears on campus, we will report the case and follow the county health department guidelines for quarantine and closure.
- In the case of **state mandated** closure, instruction will continue through online learning.

## 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 home-based online instruction, all teachers will be proficient in the use of Microsoft Teams.
- Students will be given a Microsoft email address and receive training in how to use the Teams platform immediately upon return to school in the Fall.
- SIS-FACTS/RenWeb: This student information system will host all grade-book information as well as all parent communication.

**Additional Notes:** Upper School Schedule has been modified to limit hallway transitions and supplies needed. Ebooks will be used when available.



# 2020 REOPENING GUIDE HOW YOU CAN HELP

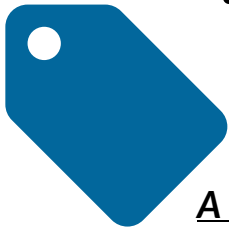
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CONTINUE TO CHECK FOR AND  
DISCUSS COVID RELATED  
SYMPTOMS WITH YOUR FAMILY

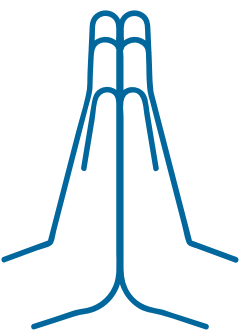
[HTTPS://WWW.CDC.GOV/CORO  
NOVIRUS/2019-NCOV/SYPTOMS-  
TESTING/SYMPTOMS.HTML](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)



- **KEEP STUDENTS WITH FEVER AND COVID SYMPTOMS HOME**
  - ALL STUDENTS WILL BE CHECKED FOR TEMPERATURE UPON ARRIVAL. STUDENTS WITH A TEMP OF 100 DEGREES OR HIGHER CANNOT ENTER THE BUILDING.



- **LABEL ALL ITEMS**
    - UNIFORM ITEMS, BACK PACKS, LUNCHBOXES, TEXTBOOKS, SUPPLY POUCHES, WATER BOTTLES, ELECTRONICS, ETC.
- ALL ITEMS NOT LABELED WILL BE DISCARDED AT THE END OF THE DAY. WE WILL NOT MAINTAIN A LOST AND FOUND.**



- WE COVET YOUR CONTINUING PRAYERS FOR THE HEALTH AND SAFETY OF OUR COMMUNITY, ESPECIALLY FOR OUR STUDENTS AND STAFF AS WE BEGIN A NEW SCHOOL YEAR TOGETHER.

PLEASE CONTINUE TO KEEP COMMUNICATION OPEN BETWEEN YOUR FAMILY AND THE SCHOOL.

## CCA Health and Safety Agreement

**Believing that Christ has called us to care for one another, and knowing that the safety of our students, staff and CCA community is a focused priority, we agree to the following for the 2020-2021 school year:**

- I will assess my child/children daily for Covid-19 symptoms before bringing them to school.
  - For a list of Covid-19 Symptoms, please refer to the following website.  
<https://www.cdc.gov/coronavirus/2019-nco/symptoms-testing/symptoms.html>
- I will assure that my child/children are fever free **without the aid of medication** such as Tylenol or other fever reducers before bringing them to school each day.
- I understand that my child/children will be required to wear a mask upon arrival, dismissal and in the hallways during any class change or at times that social distancing cannot be maintained. I further understand that the school will not supply my child/children with a mask.
  - *\*Please note that CCA supports your family's decision if you chose to have your child/children wear his/her mask for the duration of the school day.*
- I understand that if my child develops a fever of 100 degrees while at school, he/she will be placed in a monitored isolation room. I further understand that a student can only remain in the isolation room for one hour and that I am required to pick my child up within that hour.
  - **Please create a contingency plan for your family. We realize that many of our parents work in D.C. and beyond. We will not be able to keep students with fevers in the isolation room for any reason for more than an hour.**
- I understand that my child/children will not have access to the water fountains and will need to bring a water bottled **labeled with their name** to school each day. I understand that water bottles cannot be shared.
- I understand that CCA will **NOT** keep items in lost and found this year. All labeled items will be returned to students and all items that are not labeled will be donated at the end of the day. **Given this, I understand that it is important to label all of my child/children's uniform pieces, supplies, backpacks, masks, etc. with his/her name for easy identification purposes.**
- I understand that for the safety of staff and students, CCA will be a **closed campus** this year and that **I will not be able to enter the building**. I understand that I will still have consistent contact with teachers and staff through email, phone calls and online formats.
- I have read and understand the full CCA re-opening guide. I agree to support all policies outlined here and in the full re-opening guide, and understand that failure to follow these policies may result in my child/children being withdrawn from CCA.
- As CCA is following all guidelines and policies to keep my child/children safe, I do not hold CCA responsible in the event that my child contracts Covid – 19 or other viruses while at school.
- **I understand that I give my consent to all items on this Health and Safety Plan by bringing my child/children onto the school grounds.**