



A ministry of Latham Bible Baptist Church  
K3 -12th Grades, Est. 1979

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## COVID-19 Re-Opening Plan

Revised July 29, 2020

The goal of Latham Bible Baptist Church and its educational ministry of Latham Christian Academy is to offer in-person distinctively Christian education to all families who desire it. Our ministry can never ensure 100% safety in any area. As our state, nation, and world continue to fight a virulent pandemic in which children may be carriers, we need to take more precautions than ever before, however. Students cannot learn when they are not as safe and as healthy as possible. While physicians and public health officials can guide us in the safest possible methods, we also recognize that these preventative measures are not always practical (or even possible) in a school setting, especially in a small school like LCA.

Throughout the 2020-2021 school year, Latham Christian Academy will remain healthy, connected, and engaged in receiving high-quality, academic, spiritual, social, and physical instruction. We are committed to Christ and committed to excellence.

It is the goal of LCA administration to keep students and staff safe and healthy, to maintain a continuity of instruction, and to communicate effectively with all stakeholders. We will strive to prevent the spread of COVID-19 on campus, to maintain a healthy student body and staff through the use of enhanced hygiene and sanitization procedures and to prepare to manage any illness on campus or in our community while maintaining continuity of instruction.

As our administrative team prepares to re-open for full-time in-person education on September 9, 2020, we are establishing the following guidelines, procedures, and policies.

### **Communication/Family and Community Engagement**

The following reopening plan has been established by the administration and school board of Latham Christian Academy in July 2020. It will be submitted to parents and other community stakeholders in August 2020.

- Staff members will be trained on all new COVID-19 protocols during the regularly scheduled in-service training on September 1-4, 2020.
- Most communication regarding the COVID-19 protocols will be done via email through Sycamore, the established school management system used by LCA.
- Signs will be placed around the building reminding individuals to stay home when they feel sick, cover their mouths and noses, adhere to social distancing regulations, report symptoms of COVID-19, and follow hand and respiratory hygiene guidelines.

### **Health and Safety**

#### *Health Checks:*

- Health checks are primarily the responsibility of parents. Students should not be sent to school with any COVID-19 related symptoms or a temperature over 100°. Teachers will check temperatures as a part of their morning routine each day.

**Bryan J. Fry, Administrator**     **Betty Mein, Assistant Administrator**

Member of American Association of Christian Schools and New York Association of Christian Schools  
Determined to be Substantially Equivalent by the North Colonie School District

- Staff members and students will have their temperatures checked regularly. Any person whose temperature is over 100.0°F will be sent home. In addition, any person demonstrating any symptom of COVID-19 will be sent home until the symptom(s) clears and/or a COVID-19 test is returned negative. Students or staff members who have travelled to any area under a New York State Travel Advisory must complete the required quarantine before entering the school.
  - Any person who receives a positive COVID-19 test will be not be allowed to return to the building for two weeks. All recommendations from local health departments and the person’s physician will also be followed, including those regarding siblings and other family members of the person who tested positive.
  - Complete confidentiality will be maintained and any individual’s positive test results will not be shared, except as required by law.
  - If a person tests positive for COVID-19, the school constituency will be notified of a positive test and actions taken based on health department recommendations and relevant state and local laws.
  - If a building closure is deemed necessary by the local health department, LCA’s education will temporarily shift to remote learning, and staff will be prepared for this shift with one day’s notice.

*Healthy Hygiene Practices:*

- An adequate supply of hand sanitizer will be placed in each classroom. Students will be encouraged to use hand sanitizer regularly and will be instructed in its proper use.
- Teachers will setup a regular hand washing schedule during the day. At the prescribed times, students will be required to wash their hands with soap and water. Teachers will provide instruction for younger students in proper handwashing procedures.

*PPE and Face Coverings:*

- Parents and other visitors to the school building will be asked to wear a mask or face shield inside the building.
- Teachers will wear masks or face shields when interacting within 6 feet of students, parents, or other visitors, but not necessarily when giving instruction.
  - Masks will be provided by the school. Face shields may be used as an alternative, but must be purchased by the individual teacher.
- All students will be allowed to (and encouraged to) wear masks properly during the school day. Masks must be supplied by parents. No student will be forced to wear a mask, even when requested by parents to do so.

*Social Distancing:*

- After the first day of school, parents will not be allowed into their child’s classrooms. Before the opening bell, parents must drop their children off outside the classroom door. After the opening bell, a teacher or other staff member will escort students to their classrooms.
- Students being picked up from extended session (when held in classrooms or the gym) must wait in the hallway for the assigned teacher to check the student out and bring the student to the parent. The parent should not enter the classroom or the gym.
- Most classrooms will be limited to 16 students or fewer.
- Student desks will be arranged to be at least 6 feet apart whenever possible. When this is not possible, student desks will be arranged to give the maximum possible distance between students.
- Teachers will be discouraged from creating long lines of students in the hallway. When lines are necessary, students will be expected to maintain as much physical distancing as possible and not hold hands with a partner.

- Students will not trade papers or books with one another for grading purposes. Teachers will do all grading themselves, using gloves at their own discretion. Gloves for teachers will be provided by the school.
- In kindergarten classrooms, no more than four students will be placed at each table, with the maximum possible distance between them and between students at other tables.
- During nap time, cots will be placed so that students' faces are at least 6 feet from each other.
  - Cots will be cleaned daily.
  - Student blankets will be sent home each day.
- Teachers may continue to have student activities such as circle time and reading circles. Students should be spaced apart as much as is reasonable and the teacher must be at least six feet from the students or wearing a face covering during these activities.
- At dismissal, students will be encouraged and reminded to remain approximately 6 feet apart while waiting for a ride or bus transportation by the two staff members on duty.

#### *Cleaning and Disinfecting:*

- When possible, computer keyboards and mice will not be shared between students (grades 7-12). The computer lab keyboards, mice, and desks will be disinfected between each class using common equipment.
- Other special classrooms (such as a music room) will be disinfected (commonly touched areas only) between each group of students.
- Disinfecting supplies will not be provided to kindergarten or elementary students, and those younger students will not be physically present when cleaners are used.
- Each teacher will create and follow a schedule for cleaning toys touched by multiple students and common areas regularly throughout the day.
- Any toys or books used in the classroom should be cleaned daily by the classroom teacher. Extended session staff may need to help with this in the classrooms they use when not outside.
- Toys that cannot be cleaned easily should be set aside until the end of the pandemic.
- All bathrooms and common areas throughout the school will be cleaned regularly by Mr. Fry, Mrs. Mein, and Mrs. Kettlewood. A schedule for this cleaning will be created prior to the first day of school.
- Classrooms will be cleaned each day by the classroom teacher (or by the final staff member in each room) using disinfectant cleaner on all appropriate surfaces. The floor must be cleaned with a disinfecting cleaner each day as well.

#### **Facilities Guidance**

- Classroom windows will be opened whenever possible during the school day. All classroom windows will be opened for 15-30 minutes at the end of each school day unless prevented by cold temperatures.
- Fire drills and lockdown drills will be held with social distancing policies in place.
- An adequate supply of hand sanitizer will be placed in each classroom. Students will be encouraged to use hand sanitizer regularly and will be instructed in its proper use.
- Classrooms should be completely free of unnecessary clutter. Because all nonporous surfaces will need to be cleaned daily, those materials should be eliminated whenever possible.

#### **Child Nutrition**

- Any snacks or meals for students will be supplied by parents or by trusted outside vendors. (Snacks may not be sent from home for an entire class, even for birthday celebrations.)
- The senior hot lunch fundraiser program will be temporarily suspended.

- Lunches will be consumed in classrooms, and students will not be permitted to share any lunch items.

### **Transportation Guidance**

- Off-campus field trips will not be scheduled during the first marking period or until the pandemic emergency has ended.

### **Social Emotional Well-Being**

- Teachers and administrators should present a calm manner to students at all times, regardless of the latest news or even of any infection in our building. We must all be prepared, however, to counsel students who are afraid of what they hear and see around them.
- Staff members will be alert to students who may have had stressful or traumatic experiences while isolated from schools.
- Staff members will refer any concerns to the Administrator who will determine the best response, in conjunction with the Senior Pastor.

### **Religious and Independent School Schedules**

- All instruction will be provided by in-person instructional methods unless the school building is ordered to be closed by civil authorities.
- If a building closure is deemed necessary by the local health department, LCA's education will temporarily shift to remote learning, and staff will be prepared for this shift with one day's notice.
  - Parents will be notified by letter and email. (Parents who request a voice call will also be notified by automated telephone message.)
  - No extended session or physical office hours will be available during any closure.
  - During any building closures, faculty and staff will be expected to work at least 7:30 AM – 3:30 PM from home and be available for phone calls and emails during those hours.
- From the start of in-service training in September, teachers will work with our administrative team to develop plans and methodologies for remote learning appropriate for each grade. Secondary students will continue to rely on Ignitia-based curriculum, elementary teachers will use Google Classroom-based adaptations, and kindergarten (K4-K5) teachers will rely on A Beka Book ProTeach materials. Each teacher will be prepared to implement up to ten days of remote learning on one day's notice.

### **Attendance**

- During regular in-person instruction, attendance will be taken as detailed in our Family Handbook according to standard policy.
- If temporary remote learning is deemed necessary, attendance will be determined by work submitted through the asynchronous learning platforms specified.
- Any allegations of educational neglect by parents will be referred to the Administrator. The Administrator will work with the parents to avoid the need of contacting a local department of the social services.

### **Teaching and Learning**

As much as is possible, students in each classroom will avoid interacting with students from other classrooms, forming a "cohort" throughout the day.

- Morning staff meetings will be suspended for the duration of the pandemic emergency so that teachers can be in their classrooms to receive students starting at 7:30 AM.
- Lunches will be consumed in classrooms and students will not be permitted to share any lunch items.
- Teachers will be expected to honor a schedule of hallway use to avoid students crossing paths in the hallway. Administrators will create a conflict-free schedule for the hallway.
- While kindergarten extended session rooms may not be able to maintain the same cohorts as during the morning kindergarten classes, every effort will be made to keep the same group of students together in the afternoons.
- PE classes and recess times will be scheduled by school administration so that no classes use the playground or gym at the same time.
- Chapels and other all-school gatherings will be minimized. No kindergarten or elementary chapels will be held during the pandemic emergency. When assemblies are necessary, students will leave at least one empty seat and one empty row between each student.
- Because of the difficulty in physically distancing during rehearsals and performances, no school programs (such as Thanksgiving or Christmas programs) will be held during the pandemic emergency.

### Arts

- Art supplies such as markers, crayons, pencils, etc., will not be shared among students.
- Each teacher needs a large enough supply so that students may have their own during art time. (Supplies may be re-used by another student if they have been untouched for at least three days.)
- Art teachers are encouraged to wear gloves when collecting and distributing art supplies to students. Gloves will be supplied by the school.

### Physical Education

- PE classes, extended session, and recess will be held outside whenever possible and safe to do so. The PE specials teacher (or another staff member) will be responsible to sanitize playground surfaces after any group uses it. Cleaning supplies will be stored near each playground.
  - Students may share balls and other playground equipment while in PE class, recess, or extended session.
  - Teachers will remind students not to touch their faces.
  - All students will be expected to wash their hands upon returning from PE class, recess, or extended session times. (Parents of young children will be asked to have their children wash their hands after pickup from extended session.)
- Priority will be given to games and activities that require no or little physical contact.
- The status of secondary inter-scholastic sports will be determined based upon the pandemic status.
  - Volleyball will be evaluated in August.
  - Basketball will be evaluated in October.

### Grading

- Grading policies will continue to follow those established policies in the LCA Family Handbook.
- If a temporary shift to remote learning is necessary, during that time, grading will focus more on projects that can be completed independently and less on tests and quizzes.

## **Library**

- Library time will be implemented for students in all grades.
- The librarian will travel to the kindergarten rooms for reading times.
- Elementary students will be given time in the library for research and pleasure reading. Students will practice social distancing in the library.
- All books touched by students will be separated and wiped down by the librarian before they are returned to the bookshelves.

## **Athletics and Extracurricular Activities / Interscholastic Athletics**

- The status of secondary interscholastic sports will be determined based upon the pandemic status.
  - Volleyball will be evaluated in August.
  - Basketball will be evaluated in October.
- Off-campus field trips will not be scheduled during the first marking period or until the pandemic emergency has ended.

## **Bilingual Education and World Languages**

*Not applicable*