

Reopening of School

First Baptist Brandon Christian Academy

Safety and Health Plan (Infants-8th Grade)

August 5, 2020

Dear Parents and Faculty:

It is hoped that each of you are enjoying the summer with your family and are staying safe and healthy. I want you to know that you have been missed over these months. I personally look forward to the beginning of school just to see your precious children back in action, live and in person on our campus, and seeing their minds and hearts learn and be nurtured for the joy of Christ.

Our goal as school soon begins for 2020-2021 is to open traditionally with students on campus. **Our first day for students will be Monday, August 17.** With the opening of school, we will be implementing safety and health precautions as suggested by the Florida Department of Education, CDC, and our accreditation agencies. These measures are designed to keep our students and employees well and healthy while on campus.

The following plan is based on a healthy reopening for the Academy in the most normal way possible given guidelines and standards we must put in place to keep all our stakeholders healthy. This plan requires parents and employees to ensure that only healthy individuals are permitted on campus. Your partnership in this matter is of great importance.

Please read our reopening of school plans very carefully. You will also want to discuss this plan with your family. It is hoped you will see that we have attempted to be thorough and thoughtful with the variety of components that are identified. This plan will also be fluid. Changes and adjustments will be made based on current information and data that comes to us as we move forward toward the start of the school year.

CHOICES TO CONSIDER

K-8th Grade: Students in these grades may opt for the on-site learning of a classroom or our eCampus model. This model is being offered as an alternative for the first 9 weeks of school. The goal of this option is to link the eCampus student with the on-site teacher and classroom to create a seamless transition as they return to on site learning. It is our hope that at the end of the first 9 weeks, the current health risks will be reduced and all our students can be with us on campus. We will continue to evaluate the need for this model on a 9-week basis. If you are interested in this eCampus model for your child contact kristal.medlin@fbcbrandonacademy.org no later than July 24th. Parents who wish to have their child on campus do not need to contact us. **Note: A student enrolled in our eCampus program may fuse into the classroom on a regular (full-time) basis at any time within the 9 weeks. We would ask a three-day notification be given to the office and teacher.**

Infants-3's: Parents will be given the option to have their child start school with us in person on August 17th, or if they desire, they may start at a later date as they feel more comfortable. Payment of monthly tuition ensures that child's spot is held until parents are ready for them to return.

VPK: Both Licensing and The Early Learning Coalition overseeing VPK are recommending in-person classes beginning in the fall. In fact, in-person classes for Infants-VPK have been occurring over the summer since June in many daycare settings. Also, VPK has been in session during the month of July in the Public Schools. At this time VPK students would be expected to begin classes on August 17th. If you have any questions, please contact julie.hamilton@fbcbrandon.org

REOPENING OF SCHOOL PLANS (IN PERSON ON CAMPUS)

Personal

- It is recommended that any person who has traveled out of the country or to a Covid-19 hotspot self-quarantine for no less than 10 days with no symptoms appearing, prior to returning to school.
- If a student is sent home sick, parents may be asked to provide a doctor's note in order for the student to return.
- Anyone may feel free to wear gloves as they see fit when on campus.
- Face coverings are recommended as the school year begins especially at certain times in the day in which physical distancing may not be possible in a school setting. Important details on face coverings are listed later in this plan. Licensing is not recommending face coverings for young children in Infants-VPK.
- We will emphasize the on-going importance of personal hygiene such as washing your hands as often as possible and remaining home when sick. Parents are asked to review this daily with your children as well.
- Students and employees with a temperature of 100.4+ will be isolated and asked to go home.
- All personal items brought to the school by a student or employee must be cleaned / disinfected daily prior to being introduced to the campus.
- Students will be asked to bring their own reusable water bottles labeled with their name since our water fountains will not be operational. Parents will also want to provide their child with 2 backup water bottles in their lunchbox or bookbag.

Facilities

- Classrooms and common areas have been cleaned and disinfected over the summer months.
- Ensure ventilation systems are functioning to potential. Scheduling all air filters to be checked and replaced on a scheduled basis.
- An additional employee will be hired to our custodial staff just for the purpose of disinfecting tables, desks, chairs, counters, door knobs, toilets, faucets, sinks, soap dispensers, handrails, light switches, and the like.
- Our custodial staff will collect classroom trash at mid-day and then again after school each day. In the past we did this once a day.
- The school has purchased several non-contact thermometers to be used as needed for student and employee temperature checks throughout the school day.
- Water fountains will not be operational. Students will be asked to bring their own water bottles labeled with their name.
- Reminders will be displayed throughout the school (classrooms, hallways, bathroom, administrative offices) for students and staff:
 - DO THE FIVE
 - Hands – Wash them often!
 - Elbow – Cough into it!
 - Face – Don't touch it!
 - Feet – Stay apart from others!
 - Feel – Sick? Stay at home!
- Students may not touch or use another student's locker, cubbies, backpack, or any other item without first disinfecting the item.
- Clinic: We will have two clinics to serve students. One clinic will serve well students needing a band-aid, place to rest for minor issues, and needing to visit the nurse for medication. The second clinic will be for sick students. Both clinic areas will be located in the office, have privacy for students, and will be disinfected throughout the day and between student usage. Nurse Becky will continue to be our school nurse on a fulltime basis.

- Outdoor space will be utilized to its full potential for some instruction, certain programs, and social purposes.

Classrooms (Infants-8th Grade)

- Classroom ratios will be at or less than licensing / accreditation standards. Classes will be taught in pods of 10-15 students. Infant class numbers will be lower.
- Faculty will be provided a “Checklist” of items to be considered in the classroom to be cleaned and disinfected throughout the day.
- Each classroom will be provided with additional cleaning supplies readily available for the teacher to use prior to nightly custodial cleaning services. Sanitizing will take place throughout the day in the classrooms in a safe and cautious manner.
- Upon entering the classroom each morning and throughout the day as students leave and return to the classroom they will be directed to wash or sanitize their hands. Also, handwashing breaks will be scheduled throughout the day as students are within the room.
- Students will be instructed not to share items with their classmates unless first disinfected.
- Students will be asked to walk on the right side of the hallway spacing themselves from each other.
- Implementation of physical distancing as it relates to reasonable expectations for children. The American Academy of Pediatrics recommends children’s desks be spaced a minimum of 3-6 feet between desks or across from each other on tables. We will put this practice into place as much as possible.
- Additional items such as beanbag chairs, fabric curtains for the windows, seat cushions, and the like will not be allowed in classrooms this year.
- As the school year begins class schedules will be developed in which students have minimal movement in the building and exposed less to students in other groups. A concerted effort on everyone’s part to limit cross contamination and excessive touch points will help ensure our students, employees, and building remain healthy. Examples of this include:
 - Preschool/ Elementary: Specials will come to the classroom. This includes: Music, Art, Computer, and Spanish. PE classes will meet outside. Rainy Day PE will be in the classroom.
 - Middle School: Teachers will change classes rather than students changing classes. This will be done with as minimal movement of students as possible Student will not be given a classroom locker to start the year.
 - Sometimes students come to the office for one reason or another. Now, as the teacher/student may have a need involving the office, an office staff member will come to the classroom to help as needed. Of course, clinic services will be readily available.

Arrival and Dismissal

- Continue to stagger arrival and dismissal times for students.
 - Preschool (8:45 / 1:30)
 - Elementary (8:45 / 3:15)
 - Middle School (8:25 / 4:00)
 - Extended Care (Times vary based on family needs.)
- Temperature checks upon arrival to school. Three stations will be set up to take temperature checks each morning.
 - Station1: Preschool (Entrance to A Building at drive through. Moon Av. and Sadie St.)
 - Station 2: Elementary (Glass doors at Sanctuary Parking Lot. Sadie St. and Parson Av.) You may park in the lot for this purpose.
 - Station 3: Middle School (Sidewalk gate near flagpole near C Building entrance.)
Note: Parent will select the station that is most convenient for you and your family. Siblings of different age groups may report to the station best for the family.

- Monitor and begin some new procedures when parents drop off and pick up children in order to manage the amount of people in the hallways at a given time. This particularly will be the case for the preschool area.
- All parents are requested to wear a face covering when on campus during arrival and dismissal times to avoid the potential transmission of droplets during times when physical distancing may be difficult to maintain with additional individuals in the hallways. It is imperative that all parents comply with this request as this is a time when most ages of our student population may come in contact with each other. Each age group has different standards, licensing, and recommendations we are required to adhere to.

Functions Where Large Groups May Gather

- Lunch, chapels, and assemblies will all take place; however, spacing guidelines will be implemented. Scheduling these functions will include breaking down numbers in one spot at a given time to provide for smaller groups.
- Lunch (K-8th) in the Dining Hall:
 - We will continue to schedule three lunch periods with no more than three classes at a time in the Dining Hall.
 - Classes will be spaced apart from each other when going through the lunch counter.
 - Classes and students at tables will be spaced apart from each other when eating their lunches.
 - Lunches will be served in a carry-to-the-table carton to each student by lunchroom personnel. Students will still get to choose the items they wish to eat.
 - One additional lunchroom crew member will be added on the serving line to better serve the students in a reasonable amount of time.
 - Lunchroom personnel will wear gloves and face coverings when cooking and serving food.
 - Students and adult lunchroom personnel serving food will be separated by a sneeze guard.
 - Additional time between lunch periods will be scheduled for a longer period to disinfect.
- Lunch (Babies-Two's): Brought from home and eaten in the classroom.
- Lunch (Pre-K 3's-VPK): Brought from home and eaten in the classroom. Option: Hot lunch brought to the classroom daily from the lunchroom in individual cartons per child.
- Programs where children perform in which parents, grandparents, and the community are invited will be redesigned or scheduled for a later time period in the year.

Recess, Physical Education and Athletics

- Classes will be scheduled one at a time for recess in order to control the number of children on the playground at one given time. Rainy Day Plan: Classroom.
- Handwashing stations have been installed on the playground, both on the large lot and also on the Tot-Lot. Students will be asked to wash their hands before and after recess. Soap to be available.
- Elementary PE classes will be held outside instead of the MAC (gym) to start the year. Rainy Day Plan: Classroom.
- Middle School PE classes will be held outside instead of the MAC (gym) to start the year. Rainy Day Plan: Lunchroom. Middle School student will not be given a gym locker to start the year. Middle School students will not dress out to start the year.
- Contact sports will not be permitted during physical education classes or recess times.
- Recreational and sports equipment will be regularly cleaned and sanitized.
- There must be no shared personal athletic items between students (towels, clothing, shoes). This applies mainly to middle school PE and afternoon sports league.
- Individual drills requiring the use of athletic equipment is permissible, but the equipment must be cleaned prior to use by the next individual.
- League Sports **will be on hold at this time**. League, district, and state agencies are meeting and determining many factors before the opening of the fall season.

School Transportation

- Field trips will not be scheduled initially as the school year begins. Once it seems safe to mix our students and teachers with others at field trip venues then we will participate on field trips.
- Buses will be disinfected after each use on trips.
- Hand sanitizer will be provided and used by each student prior to boarding buses.
- Students should sit with as much distance as possible while on the bus.

FACE COVERING INFORMATION

Comment from Pastor Paul

Our goal at the Academy is to keep our students, employees, and all of our families, safe and healthy both while at school and church and even what we can suggest when you may be away from the campus. It is with the most prayerful heart that I ask each of you to endorse and support the “Face Covering Policy” we have carefully and thoughtfully put together for the start of the year. As situations may change regarding the spread of Covid-19, our policy will be modified and adjusted.

Face Covering Policy

- Face coverings are recommended for faculty, students in K-8th grade, and visitors to use when on campus. Licensing is not recommending face coverings for young children in Infants-VPK.
- Face coverings should be worn at all times by students, employees, parents, and visitors when in the hallways to help prevent the spread of Covid. Remember, it would become very difficult to implement a total plan for social distancing in the hallways (common areas we all share) for children. Therefore, in order to prevent the spread of Covid, we feel wearing face coverings while in the hallways is a safety and health precaution that will ensure our children and employees are safe while on campus. At present we are able to achieve social distancing in the classroom and during most on campus activities.

Hallway Times Include

- Arrival and dismissal times.
- When classes leave the classroom and walk in the hallways to events such as lunch, PE, and chapel.

When Will Face Coverings Be Optional

- Classroom: Due to our small class sizes, large rooms, and physical distancing between desks and tables that will be established in each classroom, face coverings become optional. Even with this said, there could be a class situation in which students are asked to work in a small group where social distancing could not be honored. In this situation, the teacher will direct students to put on their face coverings.
- Recess: This year we will closely control the number of classes and children on the playground at one time. For recess, classes will be scheduled one at a time. With this being the case, face coverings are optional. The same hold true for PE and Athletics.

- Lunch and Snacks: Face coverings will not be worn during eating times. Students may feel free to put on their face covering after eating as they see fit.

Face Covering: General and Purchasing

- Face covering means a covering of the nose and mouth that is secured to the head with ties, straps, or loop over the ears or is wrapped around the lower face. A face covering can be made of a variety of synthetic or natural fabrics. Face coverings may be factory-made or sewn by hand. Face coverings may be solid in color, clear, or with age appropriate designs such as flowers, hearts, camouflage, stripes, or the like. Refrain from face coverings that include logos, slogans, wording, or graphics that violate our school dress code policy. For example, skulls, cross bones, or guns would not be appropriate.
- It will be each person's responsibility to have a face covering. We suggest each person have at least three reusable face coverings. Children are to bring three face coverings to school. One for wearing and two extras in Ziploc bags. Label each mask and Ziploc bag with the child's first and last name.
- The Academy will provide a disposal face covering to a student or adult if an emergency occurs where you do not have a covering on hand.
- Each adult and student will want to label their face covering with their first and last name.
- K-5th Grade: As the students enter their classroom each day the teacher will provide students with a clean and secure place to store their face covering until needed. If a student prefers to keep the face covering on their person they may feel free to do so. Middle School: Students in this age bracket will want to keep their face coverings with them since some class changes will take place on a limited basis

Exemption to Face Coverings

- Parents will be asked to notify the school office if wearing a face covering would cause an impairment due to an existing medical condition.

WILL VISITORS BE ALLOWED ON CAMPUS

Visitor access will be limited to specific meetings, conferences, and the like. Temperature checks will be conducted upon entry to the front office before a visitor may proceed in the building. Some meetings and conferences will need to be held via telephone, Zoom, or messaging app, during this time.

COULD SCHOOL BE PUSHED BACK TO START AT A LATER DATE

Any decision about moving the in-person school start date will be made by the Florida Department of Education. Currently, there has been no directive from the State level that we must delay the start of the school year. Our goal is to begin school for students on August 17 with in-person learning in the classroom with an eCampus option for K-8th grade families.

BACK UP PROVISIONS

Provision 1: Should it become necessary to provide for even a greater level of wellness for our students and employees, a hybrid schedule could be established in which students are on campus for a certain amount of days; then rotate to eCampus for a certain amount of days. This type of schedule would rotate between the two models of learning for as long as needed. This schedule will allow for deep cleaning when students are off campus.

Provision 2: Should schools be ordered to close all together, we will be prepared to teach using our “eCampus model” for kindergarten-8th grade; and “Home Learning Assignments” for 2’s, 3’s and VPK.

PLAN OF ACTION IF A SUSPECTED CASE OF COVID-19 OCCURS AT THE ACADEMY

1. Remove individual from classroom into a private and isolated area.
2. The school nurse will provide a health assessment.
3. If student: parent will be contacted for pick up.
If employee: individual will be released from duty and asked to go home.
4. Report to the Department of Health for contract tracing.
5. Prior to returning to school, individuals with Covid will need to self-quarantine for no less than 10 days.
6. Should a student be out of school due to Covid for a period of time, we will provide that student with a school contact person in order to ensure our “eCampus Instructional Model” will be implemented so school academic credit and attendance can be achieved. Once the student is able to return to school in accordance to our “Return to School/Work Policy;” then, that student, will be able to return to campus.

First Baptist Church of Brandon COVID-19 Return to Work/School Policy (Church / MAC / Academy)

As you know, responding to COVID-19 has been, and continues to be, a very fluid situation. We are continuing to evaluate the situation and consider how to both protect our church members, staff, and students, and at the same time continue to minister to our church/school family and community.

Let’s follow these guidelines as we move forward. Other guidelines will be added as the need arises.

1. If you, or someone living in your home, is experiencing symptoms such as fever, chills, cough, headache, muscle or body aches, shortness of breath or difficulty breathing, etc. stay at home and seek medical attention.
2. Let your supervisor/principal know if you schedule a COVID-19 test.
3. Let your supervisor/principal know the results of the test as soon as you know them.

Potential Exposure Policy

Per CDC guidelines, we will take these steps when any of our staff/students have been potentially exposed to someone(s) with known or suspected COVID-19...

Potential exposure is defined as...any individual who has had close contact, which is less than six feet apart, for more than fifteen minutes.

- As soon as supervisors/principal are made aware of potential COVID cases, any individuals who may have been exposed, will be notified.
- Upon notification, a plan of action will be designed on an individual basis.

Return to Work Policy After You Had, or Likely Had, COVID-19

If you think, or know, you had COVID-19, and had symptoms...

You can return to work/school on campus after: • 3 days with no fever and... • Respiratory symptoms have improved (e.g. cough, shortness of breath) and... • **10 days since symptoms first appeared**

If you tested positive for COVID-19 but had no symptoms...

If you continue to have no symptoms, you can return to the work/school after... • **10 days have passed since your test.**

If you develop symptoms after testing positive...

You can return to work/school on campus after: • 3 days with no fever and... • Respiratory symptoms have improved (e.g. cough, shortness of breath) and... • **10 days since symptoms first appeared**

If a Possible COVID Case is Suspected in the School, What will Occur at that Time

1. The particular room that the suspected case has been identified in will be closed for 2-5 days. This means staff and students in that room will be asked to remain home for the 2-5 day period.
2. The Department of Health will be immediately contacted for next steps and guidance.
3. Employees and parents having students within that classroom will be notified immediately. It is suggested that each person within that classroom schedule for a COVID test and/or contact your doctor's office for advice.

What Will Occur When a Room is Closed for 2-5 Days

1. Within the 2-5 days of a room closure, deep cleanings and disinfecting of the room will take place by our contacted cleaning service.
2. Parents and teachers in the room will be notified as to what next steps are being recommended by the Department of Health.
3. In the case of K-8th grade, eCampus could be implemented for a period of time. Likewise, in the case of 2's-VPK, Home Learning Instruction could be established.
4. Duration of closure will be made on a case-by-case basis based on the most up-to-date information about COVID available. Students and staff should be prepared for durations that could last for several days. The Academy administration team will work with all our health and educational agencies to determine the duration of the closure and provide you with frequent communication. Those agencies include: The Health Department, Licensing, VPK Office, and ACSI (our accreditation council).

How to Register for a COVID Test

Contact your doctor for advice.

Contact Hillsborough County COVID Testing and Information Hotline at (888) 513-6321.

Contact the Health Department at: hcflgov.net/covidtesting

Nearby Testing Sites

Suncoast Community Health Center
313 S. Lakewood Drive (**Brandon**)

Plant City Community Resource Center
307 N. Michigan Ave. (**Plant City**)

SOURCE: CENTERS FOR DISEASE CONTROL [HTTPS://WWW.CDC.GOV/CORONAVIRUS/2019-NCOV/IF-YOU-ARE-SICK/END-HOMEISOLATION.HTML](https://www.cdc.gov/coronavirus/2019-nCoV/if-you-are-sick/end-homeisolation.html)

Reopening of School Communication Timeline

Communication #1 June 17

Communication #2 July 9

Communication #3 July 22

Communication #4 August 5

Also, as needed communications will be sent to parents and faculty.

Blessings in Christ,

Pastor Paul

Minister to the Academy

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