



MVC Safe Reopening Plan

Introduction

While we have made the decision to open our campus for on-site learning, we do not take this responsibility lightly. Mr. Kelly (district President), the other principals and myself have studied and taken into consideration the information provided by the CDC, county and state Health Departments, as well as other national resources to come up with this set of procedures and protocols. While no defense is absolute, careful adherence to this plan should help keep our students and our staff as safe as possible.

This document will cover how we are deciding the number of kids that can be admitted into each classroom, our plans for teachers to start the year, and what safety protocols are being put in place for the typical day. Finally, I present the plan for the situation that arises should a positive test case occur.

Enrollment by Room

There are three organizations that can close our school. Those are the county health department, the state health department and the Governor. To stay open, we need to make sure we are following protocols and logistics as set forth by these organizations. This will define the look and functionality of each classroom.

Each student must remain a social distance of at least 6 feet from all others in the classroom. This will define the layout of each class based on its size. In addition, for the younger grades, this will affect circle time and centers. Teachers will be rethinking how to provide change and motion within each class.

Based on our general classroom size, the maximum class size will be 12, and in some cases that number will be lower. I have a tool that will help define the maximum space allowed for each classroom based on square footage and desk layouts. I will set each class up for the maximum number of students.

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First Weeks of School

The first few weeks of school will be different from previous years. Normally, teachers would assume some level of completion of the previous grade, then begin the review and teaching process. This year, we are taking the emphasis off this process and focusing on the following four areas:

1. *Teaching and upholding COVID-19 based rules and protocols*

We must make our COVID-safe practices habit from the start of school, including masks, social distancing, restroom etiquette and other items herein. The sooner we can ingrain these procedures in the kid's minds, the sooner they become second nature and we are not spending our days fighting their will.

2. *Current learning status per child.*

We are seeing a large influx of students from outside our school last year. In some cases, we will have more new students than returning ones. As we know, many schools last year were not as diligent in continuing the learning process as we were. Determining how far the students got last year will be non-trivial, and should not just be determined by a battery of multitudinous tests. We will want to find creative ways to determine the starting point that works for all. It may include borrowing texts from the previous grade until all are ready for the current grade.

3. *Building teacher/student and student/student relationships*

Quickly building a sense of trust and appreciation between teachers and students will be an important part of the first few weeks of class. Relationships can be built in many ways, many of which include tasks and projects designed to get to know one another on a deeper level. While the weather is good, this may include hikes around the facilities or other fun events. If we have to go to online learning, having a firm trust relationship in place will be essential to keeping students in line and engaged. Remember, last year we had 3 quarters of relationships built, and it was still difficult at times to keep the students engaged.

4. *Learning the tools require for online learning*

Last year, both teachers and students were learning as they went on everything from videography to classroom tools. This year, I want us to spend significant time in class teaching, learning and using tools that will be useful if we go online, like Google Classroom, the online parts of our new ELA program and more.

Even to the level of the youngest of us, I want them to already know how to use what they will need to use at home. For this reason, you should consider using those tools on a regular basis in the classroom, including interactivity with videos and such. You can make it a game and have it help with building relationships as well.

Towards that end, I have not ordered any paper versions of a daily student workbook that we would normally provide to all students. Instead, I want us to use Google Classroom for assigning and tracking all assignments, even if you don't require that they be turned in online. This will be beneficial as well for parents, as they can log in and see assignments made and due at any time in their day as well.

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Daily Arrival Protocols

To maintain social distancing, we will need to alter our morning protocols, as well. If we are able to maintain cohorts in separate buildings, then this will be greatly simplified by having one cohort in the upper building (K-2) and the other in the lower building (3-5). Doors should be locked all day, with no propping of the doors, except after the first recess, if at all.

Staff

Staff are still expected to report by 7:30, with devotions starting at 7:40. Devotions will be in the 6th grade room unless changes are made. This will allow for social distancing to be maintained. Upon arrival, teachers must be checked for temperature and other symptoms.

Once devotions are done, teachers will go to their classrooms and prepare for students. Students should line up outside the classroom, six feet apart, to be processed for entry into the class. A student exhibiting flu-like symptoms, whether they have a fever or not will be sent home. If the parent is gone, the student will be asked to wait outside while the teacher calls the office. The office will send someone up to escort the student to our sick room and call home. We are transforming the current copy room into a nurse's station.

Students

We will be changing to morning and afternoon car lines. In the morning, parents will be asked to follow the directions given on the attached page marked "Morning Car line". No elementary student's vehicles should be driving into the upper parking lot. Students will be asked to arrive and remain in the car line from 8:15 to 8:30am.

Students not in BASC are required to stay in their cars until they are Health-Scanned by a staff member of the school, which shall begin at 8:15am. Temps will be recorded on a sheet and sent to the office to provide a daily report for the school. Once the student(s) has been approved and their hand has been stamped, they can get out of the car and head towards their respective classrooms, remembering to mask-up and socially distance from friends. The stamp on the hand is the ticket into the classroom. Students will not be admitted without the hand stamp pass.

We will implement a light system which will be green when it is time to line up (8:15-8:30) and red after 8:30. When the light turns red, a staff member will put a cone at the end of the line. Any parent that drives up afterwards need to take their student to the office for their health check and pass into class. Students will not be allowed into the class without either the health-check or the pass.

Late Arrivals

If a student arrives when the light is red, their parents will need to bring them to the office first. At the office, they will queue up six feet apart out the door if necessary. They will be health-verified in the Office, then given a stamp or pass to show their teachers.

Teachers will not allow anyone in the class without the appropriate stamp or pass which proves they have been health-checked.

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If light is red, go to office

Rainier Christian Schools
Maple Valley Elementary

Morning Car Line

If light is green,
drop off this way.
All Elementary
Students

Stay in car until
health screened
by staff member
here.

Preschool

only





Guests and Volunteers

We will not be allowing any student guests on campus for the time being.

All parents or other guests that have a **pre-arranged** reason to be on campus must visit the office for a health verification check and pass. Pre-arranged means that the office has been notified in advance when and why the person has been asked to come to the campus, either via written paper or email. Verbal notices from teachers are not sufficient. The guest will be checked against a list, and if they are there and they've passed the health check, they will be given a pass and sent to the appropriate classroom. **No visitors will be allowed into a classroom without a pass.**

Daily School Openings

We will not be meeting as a group in front or in the gym for openings for the foreseeable future. Instead, at 8:40 I will arrive at the class that is responsible for pledges, where we will use the intercom system to connect to all classes. All classes will stand and perform the pledges with the student leaders, then I will offer a short devotion as before followed by announcements.

Classroom

The following will be true of all classrooms:

- All students must wear masks or face shields while in indoors
- All teachers must wear masks or approved face shields while indoors
- All desks, door knobs, light switches and other tables must be sanitized at the beginning of the day and after lunch. The initial cleansing can be scheduled between the 8:30 start and the 8:40 opening. If more time is needed we can adjust the schedule.
- Table locations: Unfortunately, this is not changeable without pre-approval by me. As mentioned, it will require teachers to re-think how they use their classroom, yet still provide as dynamic and interesting an environment as possible.

Cohort Tracking

It will be very important for us to be able to track student-groups should an infection in the school be known. By carefully choosing and tracking these student-groups, or cohorts, we will be able to insulate cohorts from each other.

For this reason, the elementary will be splitting into two cohorts:

- Kindergarten through 2nd grade
- 3rd grade through 6th grade

Students will interact within these cohorts exclusively, with some infrequent exceptions, that will also be tracked carefully.

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The benefit of cohort tracking is that if an infection is determined within one cohort, and it needs to be quarantined, the other cohort has remained relatively independent and continue in school (see Positive Test Case section below).

Recess

Recess will be the primary interaction between the students of the cohorts. While social distancing will still be the rule, the reality is that this will be the closest contact the students will have with each other. Being outdoors will help, however, it will also be a time for the students to have a mask-break.

The Kinder-2nd cohort will have 3 recesses; the 3rd-6th cohort will have 2.

Lunch

For the foreseeable future, students will eat lunch within their classes in their desks that are 6' apart. This will also be a mask-break time.

Restrooms

We will be implementing restroom scheduling, as we share the restrooms with preschool. This restroom scheduling will include time for each class to have a bathroom break in the morning and afternoon.

The bathrooms will be limited to cohorts. In other words, the upper bathrooms will only be open to the K-2 cohort, and the lower bathrooms only open to the 3-6 cohort, even during recesses. Students will be required to check with a Recess Monitor before heading to the bathrooms. Failure to do so will result in disciplinary action.

We are currently advertising for a part time custodian who, among other things, will clean the bathrooms in between scheduled usage times.

Special Connections

Before this pandemic took root in our plans, we had discussed a "Buddies" program in which older students interacted (read to, helped with learning) with younger students. Currently, this program will be on hold. If we do decide that we can move forward with it, the interactions will be at least three weeks apart, and it will be tracked and noted. That way if there is an outbreak in one cohort, we can quickly see if the interaction was within 2 weeks of the last Buddy connection and act accordingly.

Chapels

Chapels will be another cohort-based activity. On any given week, one cohort will take their chairs and travel to the gym, sit six feet apart for chapel. The other cohort will view chapel via video online in their respective classrooms.

Chapel speakers, when not from the school, will go through the same protocol as a guest or volunteer, stopping in at the office for a health check and a pass before coming to the gym. Obviously, ill speakers will be turned away.

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Office Protocols

We will no longer have students coming down to the office to get printed or copied items. Instead, teachers will use email or the intercom to let Traci know you have/need something off the copier. When possible, we will send someone to deliver or pick up the item. This means that teachers will need to plan ahead for such services and try to take care of them when they have time to come to the office themselves.

We will require social distancing at all times within the office, which can be difficult given the space. This will require removing some or all of the chairs, and marking the floor. We have purchased a plexiglass barrier for Traci's desk.

Classroom Disinfecting

Twice during the day, the teacher and students will disinfect their classrooms. This will be first thing before flags/devotions, and after lunch. During this time, all desks/surfaces will be wiped down, as well as light switches, door knobs and other high touch traffic areas.

Daily Departure/Pick Up Protocols

Pick up protocols will be markedly different this year.

First of all, a Student Pickup Pass will be required to pick up a student. These will be delivered to home on the first day of school, one for each official pickup person on your list. This pass will hang from your car mirror, and will tell us from a distance that the driver is authorized by you the parent to pick up their child. You are welcome to share your pass with another person if you have a special pickup need, but if the car does not have a pass, they will be instructed to head to the office to be personally checked against the allowed pickup people or to see a note from the parent allowing such a pickup. If none of these exist, we will need to call the family for approval before we allow the child to go home with them.

If you have students in grades 3 through 6, the "upper grades", you will use a car line in the same manner as the morning drop off line see "PM Car Line, 3rd – 6th Grades". Once your pass is seen, we will call the appropriate student from their classroom (if the weather is bad). Drivers may also park in the lower parking lot and wait in their car for the student to come to them as well. If you also have younger students, you would then merge in with the younger student car line, which will enter the parking upper parking lot.

The younger student car line (see attached page marked "PM Car Line, Kinder through 2nd") will travel as shown. It will loop all the way through the lot, passing by the Kinder pick up point, then the 2nd grade pickup point, and finally the 1st grade pickup point. **For the safety of the students being picked up, it is important that you do not pass another stopped car. Leap frogging is not allowed.** Rather, wait for each car to pick up their students and move on. It will not take long. Please note drivers should not exit their cars at any time.

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PM Car Line, Kinder - 2nd

Kinder
Stop

1st and 2nd
grade stop

If you have children from both cohorts, pick up older ones first.
If you do not have a pickup pass, you must visit the office before getting in pickup line.

May Park, but must have Pickup Pass

Rainier Christian Schools
Maple Valley Elementary

PM Car Line, 3rd to 6th grades

Follow K-2
directions, if
necessary

Exit left if only
grades 3-6

If you have children from
both cohorts, pick up older
ones first.

If you do not have a pickup
pass, you must visit
the office before getting in
pickup line.



If you have an appointment to meet with a teacher, you can park in the outer lot (outside of the car line area), and walk to the classroom after all students have been released or sent to BASC. All visitors will need to be health-screened by the teacher before entering the classroom.

Keep in mind that these procedures—as new and perhaps cumbersome as they seem—are designed to keep your child as safe as possible. We appreciate your adherence to these plans.

BASC

BASC plans to maintain the cohort division in the elementary between the hours of 7am and 5pm. Before and after that time out of necessity the students will need to merge with children from the preschool, increasing their exposure during that time.

Online Options

It is possible for those concerned with the exposure of their student to others in their cohort, yet still desire the high-quality education provided by Rainier Christian Schools, to choose an online alternative, even as we provide in-class teaching. For parents interested in this option, please contact me as soon as possible, as it will necessitate additional technology in the classroom and require the teacher to augment their plans to support the off-site student.

Preschool Interaction

It will be our intent to minimize interaction between Preschool and Elementary students *and staff*. The goal is that if one organization has a positive infection, only that organization, and perhaps cohort within that organization needs to be home-quarantined.

This means that usage of classrooms, the gym, and restrooms needs to be well thought out and protocols followed.

It also means that interactions between teachers from different organizations needs to be kept at a minimum, including usage of the break room and office areas.

Positive Test Case Scenarios

Infections may come from staff members or students themselves. In each case, confidentiality is important. Parents can be told in which cohort the positive test case occurred, but keeping the identity of the person or persons is important.

In all cases, messages will be sent out to all parents, staff, and administration, though we will not name the person or persons who have tested positive for the sake of confidentiality. This document will include the CDC guidelines for quarantine and protection, including a mandatory two-week cohort-site closure. The message will also contain information as to whether we intend to provide on-line schooling during that quarantine period, and which cohort(s) are required to participate in the cohort-site closure.

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Staff Case

Staff cases could come from classroom teachers, specialists or office personnel. The protocols will be different depending on their cohort-reach.

Classroom Teacher

If a classroom teacher tests positive, all students within the affected cohort will receive additional notification of the required quarantine period, starting immediately, which will end after 14 days of the last on-site interaction with the infected teacher. Online schooling will be considered and communicated as to the plan. If online learning is approved, the class in question will receive a substitute for the online period and thereafter, until the teacher has been cleared to return.

Specialist Teacher

If a specialist teacher tests positive, all students in the elementary school will be notified of the required quarantine period, starting immediately, which will end after 14 days of the last on-site interaction with the infected teacher. Online schooling will likely be approved and communicated as to the plan. If online learning is approved, the specialty classes taught by that teacher will *not* be offered online, and—once the quarantine period is over—a sub will be provided until the teacher has been cleared to return.

Office Personnel

If the person testing positive is from the office, we will determine the extent of the interaction of that person. However, in general the response will be similar to the specialist teacher.

Student Case

If a student tests positive, all students within the affected cohort will receive additional notification of the required quarantine period, starting immediately, which will end after 14 days of the last on-site interaction with the infected child. Online schooling will likely be approved and communicated as to the plan. After the 14-day quarantine, students and staff of that cohort may return; the student(s) that tested positive may return as per CDC guidelines.

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