



**IMPACT
CHRISTIAN
SCHOOLS**
Transforming Lives to Impact the World

HIGH POINT CHRISTIAN SCHOOL COVID POLICY APPENDIX

2020-2021

Educating the next generation of servant leaders who will impact the world.

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INTRODUCTION

This document is correct to the best of our ability. The Department of Public Health Madison and Dane County gives us guidance as to how to continue. This information will be continuously updated as new information arises.

CLEANING POLICY

High Point Christian School (HPCS) is fully committed to safeguarding the health and safety of all employees, and families. During this time of the COVID-19 pandemic, it is essential that the cleaning frequency of the building is increased.

CLEANING RESPONSIBILITIES


HPCS Is Responsible For:

1. Explaining to all employees the cleaning protocols and cleaning frequency of all common areas.
2. Explaining to all employees the proper use of cleaning supplies and safety concerns of products used.
3. Explaining to all employees how to clean and disinfect after persons suspected/confirmed to have COVID-19 have been in the facility.
4. Ensuring all necessary cleaning supplies for the building and hand washing are stocked.
5. Ensuring that the cleaning schedule is followed.

Madison Campus: Facility Director Is Responsible For:

(Mount Horeb Campus: HPCS Employees are responsible for:)

1. Replenishing cleaning and disinfecting supplies.
2. Developing and maintaining a cleaning checklist.
3. Ensuring restrooms are cleaned and disinfected multiple times a day.
 - toilets
 - urinals
 - sinks
 - faucets
4. Ensuring playground is cleaned and disinfected once daily.
5. Ensuring commonly touched surfaces not in the classroom are disinfected multiple times a day.
 - drinking fountains
 - exterior doors,
 - etc..

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6. Ensuring classrooms are disinfected and cleaned when school is not in session (church use)
 - tables
 - desks
 - chairs
 - door handles
 - light switches
 - cabinet handles
 - other high/touch surfaces
 7. Ensuring appropriate spaces are cleaned and disinfected in the event that a positive COVID-19 case is on site.

HPCS Employees Are Responsible For:

1. Cleaning and disinfecting high touch surfaces in classrooms, copy rooms, and school office when school is in session (school use) multiple times a day.
 - tables
 - desks
 - chairs
 - door handles
 - light switches
 - cabinet handles
 - other high/touch surfaces
 - personal effects
2. Cleaning and disinfecting shared supplies, such as gym equipment, toys, and art supplies. (note: Sharing supplies is discouraged)
3. Cleaning and disinfecting playground equipment daily.
4. Replenishing or letting the maintenance team know when disinfecting and/or cleaning supplies are low.
5. Using proper disinfecting and cleaning supplies.
6. Following proper use of disinfecting and cleaning supplies.

Madison Campus Cleaning Crew Is Responsible For:

(Mount Horeb Campus: HPCS Employees are responsible for:)

This cleaning/disinfecting will be done after school hours by a cleaning crew:

- Vacuuming classrooms.
- Vacuuming hallways.
- Cleaning and disinfecting bathrooms.
- Cleaning and disinfecting high touch surfaces in the building.
- Cleaning and disinfecting classrooms.

GUIDELINES FOR CLEANING AND DISINFECTING FREQUENTLY TOUCHED (HIGH-TOUCH) SURFACES

High-touch surfaces are cleaned daily and disinfected multiple times a day. High-touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc... Only EPA-approved disinfectants that are effective against COVID-19 will be used for disinfecting purposes.

Recommendation:

High touch surfaces should be cleaned every two hours (morning, before and after eating, afternoon).

Hard surface cleaning and disinfecting:

- Cleaning reduces the number of germs, dirt and impurities on the surface.
- If cleaning is necessary, clean surfaces before using disinfectant.
- Disinfecting kills germs on surfaces.
- Wear disposable gloves to clean and disinfect.
- Follow the instructions on the label to ensure safe and effective use of the product.
- Ensure adequate ventilation.
- Use the amount recommended on the label.
- Store and use chemicals out of the reach of children.

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.

Soft surface cleaning and disinfecting:

For soft surfaces such as carpeted floor, rugs, and drapes.

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant. [These disinfectants](#) meet EPA's criteria for use against COVID-19.
- [Vacuum as usual.](#)

Electronics cleaning and disinfecting:

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines.

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol.
 - Dry surface thoroughly.

Laundry cleaning and disinfecting:

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Playground cleaning and disinfecting:

- Playground equipment requires cleaning and disinfection daily.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned and disinfected.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

Cleaning and Disinfecting supplies:

Madison campus:

Air exchange system

A building-run system that exchanges the air hourly.

Electrostatic sprayer

Will be used by facility maintenance staff for optimal disinfecting use.

Vacuum cleaners

- Have HEPA filters.
- Will be used daily by the cleaning crew.

Disinfectant

North Woods HQD Plus Virucidal Disinfectant [HQD Plus](#)

- This disinfectant falls under the emerging pathogen policy from the EPA, which means that if a disinfectant has a kill claim against a similar virus, it is suitable for disinfection against the emerging pathogen which in the case of COVID-19 is SARS-CoV-2 virus.
- This will be used in the electrostatic sprayers.
- For use on hard non-porous surfaces.
- Use concentrate at 2 oz. per gallon of water.
- Apply with mop, sponge, or cloth.
- Allow disinfectant to sit for 10 minutes before wiping dry.
- Remains effective for up to 24 hours when stored in a sealed container such as a spray bottle.

Cleaner

North Woods Table Top Disinfectant Cleaner [Table Top Disinfectant Cleaner](#)

- This disinfectant cleaner falls under the emerging pathogen policy from the EPA, which means that if a disinfectant has a kill claim against a similar virus, it is suitable for disinfection against the emerging pathogen which in the case of COVID-19 is SARS-CoV-2 virus.
- This will be in each classroom.
- For use on hard non-porous surfaces.
- Use as is. No pre-mixing necessary.
- Spray on with the trigger sprayer, hold six to ten inches from the surface.

- Apply liberally.
- Wipe clean and let air dry.

Protocols for cleaning and disinfecting in the event of a positive COVID-19 case on site

HPCS may be instructed by Public Health Madison and Dane County (PHMDC) on what can remain open, and necessary cleaning procedures.


Madison Campus: Facility Director Will:

(Mount Horeb Campus: HPCS Employees will:)

1. Call A & J Property Restorations,
 - 1(608)846-9525
 - emergency 1(855)904-4044
 - 720 Little Potato Way, Deforest, WI, 53532
 - https://ajrestores.com/restoration-services/water-damage-restoration/?gclid=EAIaIQobChMI_9yTptvt6gIVTNbACh3Ovw5JEAAAYiAAEgKblvD_BwE
 - certified to clean and disinfect in the event a positive COVID-19 case is on site.
2. Be responsible to quarantine off a portion of the building.
3. Be responsible for continued routine cleaning and disinfection to maintain a healthy environment.
4. Be responsible for cleaning and disinfecting (while wearing appropriate PPE) all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.

If A And J Property Restorations Is Not Available, HPCS Will:

1. Close off areas used by the person who is sick.
2. If possible, open outside doors and windows to increase air circulation in the area.
3. Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
4. Once an area has been appropriately disinfected, it can be opened for use.
5. Workers without close contact with the person who is sick can return to work immediately after disinfection.

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6. Inform the Facility Director, who is responsible to clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
 7. Encourage PPE to be worn for cleaning.(face shield, eye protection, face mask, gloves, gown)
 8. [Vacuum the space if needed.](#)
 9. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum.
 10. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

HYGIENE and ILLNESS POLICY


High Point Christian School (HPCS) is fully committed to safeguarding the health and safety of all employees and students. For this reason, all HPCS employees and students, regardless of position or authority, must comply with the following hygiene policy.

HPCS Is Responsible For:

- Following regulations set up by Public Health Madison and Dane County.
- Requiring employees to sign the Employee Agreement to COVID-19 Response indicating that they understand the illness policy and agree to follow the guidelines.
- Notifying Public Health Madison and Dane County (Call (608) 266-4821 and ask for the Communicable Disease Nurse on-call) of exposures, if necessary.
- Notifying families of close contact and/or closures.
- Creating an isolated space for ill students to rest while waiting for the arrival of a parent/guardian.
- Ensuring sufficient quantities of appropriate PPE are provided for healthcare staff (gown, face shield, goggles, mask, gloves).
- Providing proper PPE for students in the isolation area (gloves, masks, hand sanitizer).
- Providing Posters on proper handwash, cough and sneeze etiquette, proper wearing of masks.
- Explaining the handwashing policy and procedure to all employees.
- Explaining proper coughing/sneezing etiquette to all employees.
- Explaining proper removal of face masks to all employees.
- Providing supplies for proper handwashing (soap, paper towels, hand sanitizer in common areas).

HPCS Employees Are Responsible For:

- Self-monitoring for symptoms in the morning and the evening.
- Going home immediately if exhibiting symptoms of influenza-like illness or COVID-19.
- Reading and signing the Employee Agreement to COVID-19 Response indicating they understand the illness policy and agree to follow the guidelines.
- Contacting an ill student's parent/guardian to pick up the student as soon as possible.
- Staying with the student while awaiting parent/guardian's arrival, while wearing required PPE.

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- Encouraging the parent/guardian to seek out testing from their health care provider as soon as possible.
 - Asking parents to report symptoms when calling in ill children for absences.
 - Screening employees and students before returning to school.
 - Maintaining confidentiality.
 - Frequently washing hands with soap and warm water.
 - Using hand sanitizer if soap and water are not an option.
 - Following proper cough and sneeze etiquette.
 - Letting the person in charge know if supplies are running low.
 - Teaching students the handwashing policy and procedure.
 - Teaching students proper coughing/sneezing etiquette.
 - Teaching students the proper removal of face masks.

HPCS Parents/Guardians Are Responsible For:

- Self-monitoring for symptoms in the morning and the evening.
- Completing the daily HPCS self-monitoring questions.
- Keeping children home when ill.
- Reporting symptoms when calling ill students in for absences.
- Reinforcing/supporting proper hand washing at home.
- Reinforcing/supporting proper cough and sneeze etiquette at home.
- Supplying masks to fit their child.
- Being available by phone or text in the event their child(ren) need(s) to be picked up from school.
- Responding immediately to communication from school, and making immediate arrangements for picking up the child in the event the child is sick or needs to be picked up due to contact.
- Cooperating in the event that they are contacted by contact tracers.

INDIVIDUALS SHOULD NOT BE IN SCHOOL IF THEY

- Are showing symptoms of influenza-like illness or COVID-19.
- Have been in contact with someone confirmed of having COVID-19 in the last 14 days.
- Employees or students living in a household where a member(s) or another close contact tested positive for COVID-19 will not be allowed to be in attendance for 10 days after symptoms have subsided.

SYMPTOMS OF COVID-19

This list is not all-inclusive. Other less common symptoms may have been reported.

Symptoms may be:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth.
- Sore throat.
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline).
- Diarrhea, vomiting, or abdominal pain.
- New onset of severe headache, especially with a fever.
- Chills.
- Muscle pain (not due to physical activity).
- New loss of taste or smell.

WHEN TO RETURN TO SCHOOL

These are guidelines from multiple sources. These guidelines are fluid and may change.

from https://www.publichealthmdc.com/documents/employee_testing_positive.pdf and health.harvard.edu

A. Students and employees who are asymptomatic individuals with **lab-confirmed COVID-19** **MUST remain at home and monitor** for symptoms. They must remain at home until:

- At least 10 days have passed since the collection date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms.
- **IF** patients develop COVID-19 symptoms during this period, they should extend isolation precautions for at least 10 days from the date of symptom onset and meet all three of these criteria before returning:
 - 24 hours have passed without a fever and without the use of fever-reducing medications;
 - their other symptoms have improved;
 - **AND** 10 days have passed since symptoms have subsided (see Individuals should NOT be in school if they:)

B. Students and employees who are experiencing **symptoms of COVID-19 but have not yet been tested** MUST remain at home until ALL of the following apply.

- 24 hours have passed without a fever and without the use of fever-reducing medications;
- their other symptoms have improved;
- **AND** 10 days have passed since symptoms have subsided (see Individuals should NOT be in school if they:)
- **If tested**, stay home until test results return. Follow Scenario D or E (below), depending on test results.

C. Students and employees who are experiencing **symptoms of COVID-19 and have been tested and are awaiting results** MUST stay at home until:

- Test results return. Follow Scenario D or E (below), depending on test results.

D. Students and employees who are experiencing symptoms of COVID-19 and have been tested and the results came back **NEGATIVE**, follow criteria for exclusion from school based on symptoms.

If an **alternative diagnosis is identified** (e.g. influenza; hand, foot and mouth disease; norovirus, etc.), they must follow the criteria for exclusion from school for the diagnosed disease. Examples are as follows:

- 24 hours fever free without the use of fever reducing medication.
- When symptoms do not interfere with students ability to focus on work or follow hygiene policy.
- 24 hours after the last episode of vomiting or diarrhea **and** until food can be tolerated.
- When on antibiotics for at least 24 hours.
- As approved by a doctor or physician.

E. Students and employees who are **symptomatic individuals with lab-confirmed COVID-19** **MUST remain at home** and avoid contact with others until:

- 24 hours have passed without a fever and without the use of fever-reducing medications;
- their other symptoms have improved;
- **AND** 10 days have passed since symptoms have subsided (see Individuals should NOT be in school if they...)

G. Students and employees **who have been in close contact with someone who shows symptoms but have not been tested:**

- Continue to go to school.
- Monitor for symptoms daily.

H. Students and employees who **have been in close contact with someone who shows symptoms and is waiting on test results:**

- Continue to go to school.
- Monitor for symptoms daily.

I. Students and employees who **have been in close contact with someone with COVID-19:**

- Must stay at home and not go to school until 14 days after last contact with that person have passed and no symptoms appear.
- Patients who develop COVID-19 symptoms during this period **MUST** stay at home until:
 - 24 hours have passed without a fever and without the use of fever-reducing medications;
 - their other symptoms have improved;
 - **AND** 10 days have passed since symptoms have subsided (see Individuals should NOT be in school if they...)

J. Students or employees who have been in **close contact to someone who has been exposed to another positive person:**

- Continue to go to school.
- Monitor for symptoms daily.

K. Students or employees who lives with or **cares for someone who has been exposed to another positive person:**

- Continue to go to school.
- Monitor for symptoms daily.

Students who tested positive in the past are not required to stay home if they are exposed again in the future. [Child Care & Schools With a Person With COVID-19: Who Can Attend?](#)

DEFINITIONS

Asymptomatic:

A person showing no symptoms.

Close Contact:

Someone who was within 6 feet of a COVID-19 positive person (regardless of PPE) for at least 15 cumulative minutes. Cumulative minutes are only over a 24 hour time period. Can occur starting 48 hours before positive test or illness onset, whichever occurred first.

Face Mask

The definition of “Face Mask” in our document refers to the definition of a “face covering”, as defined in the orders put out by Governor Evers office on August 1.

A face covering is defined as: a piece of cloth or other material that is worn to cover the nose and mouth completely. A face covering includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A face covering does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

Isolation:

To separate a sick person with COVID-19 from people who are not sick. People can end isolation when the following criteria are met:

- 24 hours have passed without a fever and without the use of fever-reducing medications;
- their other symptoms have improved;
- AND 10 days have passed since symptoms have subsided

Self-monitor:

An employee or student (or parent/guardian) shall monitor for COVID-19 symptoms daily prior to returning to school. If an employee or student has any of these symptoms, they (or their parents/guardians) shall stay home and immediately report to the school office.

CONTACT TRACING OVERVIEW

- All positive test results in Dane County come to PHMDC. They get assigned to contact tracers. Contact tracers call individuals, ask about symptoms, provide information, ask about their

possible exposure and what they did when they were potentially contagious to determine close contacts.

- Contact tracers reach out via phone to all close contacts to let them know that they need to quarantine for 14 days from the last exposure.
- If the household contact is unable to have complete separation from the person who had a positive COVID test: Self-quarantine for the full 14 days after the person who tested positive ends their isolation.
- If the household contact is able to completely separate from the person who tested positive: Self-quarantine for 14 days after last contact with the person who tested positive.

HANDWASHING POLICY

Employees and students must wash hands, at a minimum:

- At the beginning of the day.
- After touching their mask.
- When switching tasks.
- After using the restroom.
- Before and after eating.
- After touching a shared surface.
- After playground use.
- After sneezing, coughing, or blowing their nose.
- When hands are visibly soiled.
- Prior to leaving school.


HANDWASHING PROCEDURES

Using hand sanitizer:

- Hand sanitizer may be used when hands are not visibly dirty.
- Use hand sanitizer that contains 60% ethanol or 70% isopropyl alcohol.
- Rub hands until the content dries.

Handwashing:

1. Turn on warm water.
2. Rinse hands.
3. Add soap.

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4. Rub hands together for at least 20 seconds.
 5. Rinse hands.
 6. Reach for paper towel and dry hands.
 7. Turn off water with paper towel.
 8. Throw paper towel away

COUGH & SNEEZE ETIQUETTE

To help stop the spread of germ employees and students should:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- If a tissue is not available, cough or sneeze into the elbow, not hand.

CONFIDENTIALITY

School districts have the right to inform other students, their parents, and staff if an individual who was in school tests positive for COVID-19 so long as no personally identifiable information will be shared, including the individual's name, grade, or if they were a student or staff member.

ACTION PLAN FOR COVID-19 OUTBREAK AT SCHOOL

If an outbreak occurs (as defined by Public Health Madison and Dane County),

HPCS Is Responsible For:

- Notification of parents/guardians.
- Notification to High Point Church.
- Notification to the Facility Director, who will be responsible for appropriate cleaning of the building (see CLEANING POLICY), which will take place by a professional outsourced company.
- Communication with Public Health Madison and Dane County.
- Ensuring that technology is available for all students.
- Ensuring that learning supplies are available for all students.

HPCS Employees Are Responsible For:

- Remote classroom teaching.
- Mandatory classroom meetings, to the greatest extent possible (at least once per week).
- Giving grades.
- Taking attendance.
- Addressing social and emotional needs.
- Resuming remote learning classrooms.

HPCS Families Are Responsible For:

- Encouraging virtual attendance.
- Monitoring texts, emails and Family Portal for communication from the school.

WHEN A STUDENT BECOMES ILL WITH COVID-19-LIKE SYMPTOMS AT SCHOOL

The student with symptoms will:

- Be escorted to an isolation area.
- Be supervised by an employee, wearing full PPE. (apron, face shield, gloves, mask).
- Be given PPE to wear (clean face mask, gloves).

The parent/guardian of the student with symptoms will:

- Be notified and asked to pick up their child at school as soon as possible.

- Be told the symptoms seen, and will be encouraged to contact their health provider for testing.
- Follow procedures for “WHEN TO RETURN TO SCHOOL”.

Employees will:

- Notify the Facility Director for appropriate cleaning and disinfecting to take place.
- Log the information of the student with symptoms into FACTS/SIS.

When a student tests positive:

- The student testing positive will follow procedures for ‘WHEN TO RETURN TO SCHOOL.’
- Students in close contact will follow procedures for ‘WHEN TO RETURN TO SCHOOL’
- *Students who are required to stay at school due to illness will have virtual learning during this time.

PROCEDURES FOR THE EVENT AN OUTBREAK OCCURS ONSITE

The school will be notified by PHMDC or parent of a positive case. PHMDC will notify school if there is to be a school-wide closure.

HPCS will:

- Notify teachers.
- Send a parent alert and email to parents, which states:
 - “Public Health Madison and Dane County determined that a COVID-19 outbreak has occurred. Please pick up your child immediately from school. Your student’s teacher will begin class with a Zoom call at 9:00 am tomorrow. Remote learning will be implemented for 2 weeks. Please monitor your child for symptoms during this time.”

If in school when this occurs:

- Students will remain in their seats in the classroom, supervised by the teacher.
 - Students will be picked up by the parent/guardian as soon as possible.
 - Parents will go to school and park in the upper parking lot.
 - Parents will ring the doorbell by the office.
 - Students will be escorted or supervised as they go to the door.
- Google Classrooms will be opened.
- If necessary, the office will call for a substitute teacher for students remaining on site.

PROTECTIVE MEASURE POLICY

High Point Christian School (HPCS) is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, HPCS enacts the following policy applicable to all employees, regardless of position or authority:

Social Distancing

Students and employees will maintain 6 foot social distancing, to the greatest extent possible.

There will be no direct person to person contact (i.e., no hand shaking, no high fives, no hugs).

Face Coverings

The current Emergency Order requires every individual, age five and older, in Wisconsin to wear a face covering if both of the following apply:

- The individual is indoors or in an enclosed space, other than at a private residence; and;
- Another person or persons who are not members of individual's household or living unit are present in the same room or enclosed space.

Face shields are not considered face coverings.

Face coverings are required for students and employees.

[How to Safely Wear and Take Off a Cloth Face Covering](#)

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.

Wear a Face Covering to Protect Others

- Wear a face covering that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms.
- Wear a face covering in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart.
- Wear a face covering correctly for maximum protection.
- Don't put the face covering around your neck or up on your forehead.
- Don't touch the face covering, and, if you do, wash your hands or use hand sanitizer to disinfect.

Take Off Your Cloth Face Covering Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place covering in the washing machine (learn more about [how to wash cloth face coverings](#))
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Before School

- Employees will complete a daily health check by Google Form.
 - If the person has COVID-19 symptoms, please follow procedures in the Hygiene and Illness policy.
- Parents will complete a daily health check by Google Form for each child.
 - If the person has COVID-19 symptoms, please follow procedures in the Hygiene and Illness policy.
- Students will be dropped off at the school at the door that is designated for them.
 - Parents will not be permitted to enter the building.
 - Nonessential visitors will not be permitted to enter the building.
- *Please note: a family may have to drop off their children at multiple entrances. This is for the health and safety of all children and employees in the school.
- Madison campus:
 - Grades K,2 drop off through the front door by the office.
 - Grades Preschool, 1 drop off through the back door by the first grade room.
 - Grades 3,4 drop off through the door by Micah E.
 - Grades 5,6,7,8 drop off through the door by the Art Room.
- Mount Horeb campus
 - Grades K-3 drop off through the entrance by the playground.
 - Grades 4-8 drop off through the main church entrance.
- Students and employees will have their temperature taken with a no-touch thermometer.
- Students and Employees, ages 5 and up, must enter the building with a face mask on.

In the Classrooms

- At all times, 6 foot social distancing will be maintained, to the greatest extent possible.

- Students will go to their classrooms.
- All belongings will go with them.
- Each student, Grades K-8, will have a plastic milk crate in the classroom in which they can keep school supplies.
- Each student, Grades K-8, will keep jackets/coats on their chair.

Madison campus: The location of the classrooms has changed:

- Preschool and 4k - in Preschool classrooms and in the toddler nursery.
- Kindergarten in the two classrooms between the school office and the library. (formerly Kindergarten and 4k rooms).
- First grade in the two classrooms closest to the entrance by the school playground and preschool rooms (formerly first and second grade rooms).
- Second grade in the two classrooms closest to the entrance by the school office (formerly third and fourth grade rooms).
- Third grade is upstairs in the first two classrooms by the main Micah stairway. (formerly fifth and sixth grade rooms).
- Fourth grade is upstairs in the next two classrooms from the main Micah stairway. (formerly seventh and eighth grade rooms).
- Fifth grade is in Micah A.
- Sixth grade is in Micah B.
- Seventh grade is in Micah C.
- Eighth grade is in Micah D.
- All classes will be supervised by a teacher and a teacher assistant.
 - Preschool and Elementary:
Teachers and assistants will alternate between the same groups of students.
 - Middle School:
Students will remain in the classroom. Teachers will change classrooms to teach their subjects.
- Desks or tables will face the same direction.
- Students will be required to stay at their desk and maintain 6 foot social distance, to the greatest extent possible.
 - exceptions: going to the bathroom, getting a kleenex, using the garbage can, leaving with the class

- Employees will be required to maintain 6 foot social distancing, to the greatest extent possible.
- In order to limit classroom movement, students are strongly encouraged to bring their own hand sanitizer and pre-filled water bottle.
- Please review “Handwashing” policy for when to use hand sanitizer.

Recess

Madison campus:

- Elementary students will have recess.
- Each class will have a designated area.
- Recesses will be staggered.
- Middle school students will not have recess.

Specials

Madison campus;

Physical Education

- PE will be held outside, as much as possible, while maintaining 6 foot social distancing or more.
- If PE is held inside, it will be in the gym, with more than 6 foot social distancing.

Band

- Band will have sectionals by cohort.
- Band will meet in the sanctuary, with each sectional at a different time, in a different location.

Other specials will be modified.

Snack/lunch

Students will be required to bring a bag lunch.

Milk will be provided.

Students will eat at their desks.

1. Desks will be disinfected and/or cleaned.
2. Students will get their lunch (and a clean mask, if needed).
3. Students will put their mask in a safe place.

4. Students will use hand sanitizer.
5. Students will open their lunch and eat silently.
6. Students will use hand sanitizer.
7. Students will put their mask back on, or put on a clean mask.
8. Students will throw away their garbage.
9. Desks will be disinfected and/or cleaned.

Eating outside

Students may eat outside, while maintaining social distancing.

If eating outside,

1. Students will get their lunch (and clean mask, if needed).
2. Students will put their masks in a labeled pencil box intended for mask storage.
3. Students will use hand sanitizer.
4. Students will eat their lunch (not in silence).
5. Students will throw away their garbage.
6. Students will use hand sanitizer.
7. When returning inside, students will put on their masks.

In the Hallways

- Students will maintain their 6-foot social distancing in the hallways.
- Students will walk down the hallways in the same direction.

Outside

- Students may take off their masks.
- Students must maintain 6 foot or more social distancing.
- Students will put their masks in a labeled pencil box intended for mask storage.
- Students will use hand sanitizer before putting their masks back on.
- Students must put their masks on before entering the building.

Bathrooms

Bathrooms will be limited by grade level.

Mount Horeb campus:

- Middle School:
 - Bathroom by cafe

- Grades 2-3:
 - Bathroom by classroom
- Grades K-1
 - Upstairs

Madison campus:

- Grade K: gym bathroom
- Grades 1,2: bathroom by school office
- Grades 3,4: upstairs
- Grades 5,6,7,8: downstairs Micah bathrooms

Buses

Students riding buses must wear face coverings at all times.

After School Care

There will be no after school care.

Face Covering Exceptions and Exemptions

- Eating or drinking.
- Communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
- Obtaining a service that requires the temporary removal of the face covering.
- When necessary to confirm the individual's identity.
- When federal or state law prohibits wearing a face covering.
- Individuals for whom wearing a face covering would create a risk to the person related to their work, as determined by government safety guidelines.
- Individuals with a medical condition, mental health condition, or disability that prevents them from wearing a face covering.
- Students who cannot wear a face covering must maintain at least six (6) feet distancing at all times from other students and maintain six (6) feet distancing from employees to the greatest extent possible.
- Employees who cannot wear a face covering must maintain at least six (6) feet distancing at all times from other employees and maintain six (6) feet distancing from students to the greatest extent possible.