



## PARENT-STUDENT HANDBOOK ADDENDUM Florida Christian School

### Temporary Policies Relating to COVID-19

The Temporary Policy provisions contained herein shall apply to every student or parent on behalf of Florida Christian School while on the premises of the campus or school related activity.

These policies herein are adopted to provide and to enhance the personal safety of Florida Christian School's students, parents, employees, and families. While many of these policies provide at least some safety benefit to those whose compliance is required, the policies are in all cases designed to enhance the safety of others on the campus.

#### Family Responsibility

Our strength and the ability to get through these tough times will come from being members of a unified Patriot Family. It will be necessary for each member (parent, student, teacher, staff member and administrator) to take some precautions to help protect the health and safety of all those who are part of our family. The following actions should be taken daily:

- Take your temperature before departing the house. If your temperature is 100.4 or above, stay home. You should not return to our physical campus until you have been fever free for at least 24 hours without medication.
- Check yourself for symptoms of COVID- 19. These symptoms are constantly being updated. You can find a list of these symptoms on our updated health page at [floridachristian.org/coronavirus](http://floridachristian.org/coronavirus). If you have any symptoms, stay home until you are symptom free for at least 24 hours without medication.
- Become familiar with and follow all protocols as outlined in this document.
- Avoid situations that health authorities have advised lead to a higher risk of the spread of COVID19 (Ex: large gatherings, travel, etc.).

When you step foot on campus at Florida Christian School, you are attesting that you have carried out your responsibilities as outlined above.

- **FACE COVERING POLICY:** Everyone on campus at Florida Christian School will wear a mask or approved face covering, (Masks will be optional for K3-K4) Masks should be two layers and made of cloth, covering the nose and mouth completely. Masks should be of solid color or an approved FCS apparel. No vented mask or Neck Gaiters. Masks must be worn at all times except under the following approved conditions:
  - While eating in an area designated for eating meals and while maintaining the applicable distances from other persons.
  - See notations under PE and Athletics
  - See notations regarding Band and Choral Students
- **PERSONAL HYGIENE:** Adherence to CDC Guidelines as to personal hygiene to help reduce spread of virus is required:
  1. Cover coughs/sneezes with tissues, and promptly place used tissue in trash. Then promptly wash hands. If other covering is unavailable, cough or sneeze into elbow;
  2. Frequently wash hands rigorously with soap and water. This should be practiced especially whenever touching common surfaces.

3. Clean hands with hand sanitizer/antibacterial soap upon entering a building or classroom.
4. Rigorous compliance to interpersonal distancing requirements and
5. Compliant use of Face Coverings.

- **FOOD AND CORONAVIRUS DISEASE:**

1. What You Need to Know according to the CDC:
  - Currently, there is no evidence to suggest that handling food or consuming food is associated with COVID-19.
  - The risk of getting sick with COVID-19 from eating or handling food (including frozen food and produce) and food packages is considered very low.
  - Take everyday actions to prevent the spread of COVID-19.
  - Continue following basic steps for food safety and eat nutritious foods to take care of your physical and mental health.
2. With this being said (above) Florida Christian students/employees should not serve or share food items that individuals would need to reach into a container (such as a box of doughnuts to retrieve a single doughnut). Food items purchased from the outside, to be shared, (cupcakes) need to be individually wrapped in containers. No serving of food to multiple individuals from a single dish, unless served in the cafeteria by a single kitchen staff member wearing disposable gloves.

- **PHYSICAL/SOCIAL DISTANCING:** Every person is obligated to make a good faith effort to comply with the physical/social distancing guidelines established by CDC, which recommends a minimum of six feet interpersonal distance to the maximum degree achievable. Willful or reckless disregard of distancing from others is prohibited

- **STUDENT HEALTH PROTOCOL**

1. Health and Safety
  - Hand Sanitizing Stations will be provided in every classroom and strategic places throughout both campuses
  - Increased number of custodial staff to clean frequently used areas throughout the day
  - Increased signage to allow for a safe experience while on campus
  - Protective barriers placed in common areas
2. Exposure, Testing, Reporting, and Returning to School

Please notify your student's principal immediately if your student or anyone in your household has been in close contact with or exposed to an individual with COVID-19. Based on the circumstance(s) of exposure (see below), your student may be asked to stay home from school for a designated period of time, during which they can attend class remotely.
3. What Counts as Close Contact?
  - Your student or someone in your household was within 6 feet of someone who has COVID-19 for at least 15 minutes.
  - Your student or someone in your household provided care at home to someone who is sick with COVID-19.
  - Your student or someone in your household had direct physical contact with the person (touched, hugged, or kissed them).
  - Your student or someone in your household shared eating or drinking utensils with someone who has Covid-19.
  - Someone, who has tested positive for Covid-19 sneezed, coughed, or somehow got respiratory droplets on your student or someone in your household.

If any student or a household contact falls into one of these exposure categories, they must stay home, and the principal and school nurse must be immediately notified.

- **COVID-19 POST EXPOSURE PROCESS FOR STUDENTS:** When a confirmed COVID-19 positive case is identified, a series of steps are set in motion by the school nurse to prevent further exposure, assess exposure risk and prepare for quarantine time and eventual return to school by the student. This document outlines the entire post exposure process.
  1. Initiate the contact tracing process to identify staff or students who may have been exposed.
  2. Notify the student's parent that their son/daughter was identified as having COVID-19 like symptoms or were possibly exposed to someone with COVID-19 like symptoms and to come to the school to take the son/daughter home.
  3. Suggest to the parent to have their son/daughter evaluated by their healthcare provider. Recommend testing as per guidelines by the Department of Health (listed below).
  4. The parent needs to notify the student's school principal to make arrangements to continue their studies at home during the quarantine period.
  5. Notify the Florida Department of Health (epidemiology) in Miami-Dade County at 305-470-5660
  6. Monitor the student's status while on quarantine/self-isolation at home.
  7. Clear student to return to school once the student's quarantine/self-isolation period ends.
- **QUARANTINE GUIDELINES**
  1. Students should not attend school if they have one of the following symptoms: Fever (temperature >100.4) measured at home or at school, chills, headache, sore throat, muscle or body aches, vomiting, diarrhea, new change or lack in sense of smell or taste, cough, shortness of breath, chest pain, or difficulty breathing. Staff should notify the school and their medical provider and tested for COVID-19. If the test is negative the medical provider can determine other causes for the symptoms.
  2. Students who develop COVID-19 related symptoms as described above or test positive for COVID-19 will be required to self-isolate at home for 10 days.
  3. Students who were in prolonged close contact with a confirmed COVID-19 positive individual (within 6 feet for more than 15 minutes) will be required to be quarantined at home for 14 days. As per the Department of Health guidelines for testing for close contact exposure in the school setting, students should consider testing on the following days during the quarantine period prior to return to school: Immediately on notification (day 0), day 7, and day 14.

Parents with post exposure questions or concerns should contact the school nurse or the student's medical provider.

### **Community/Non-School-Related Exposure**

Students may also be quarantined/self-isolated by their healthcare provider for community-related exposures to COVID-19 positive individuals or family members, for having COVID-19 symptoms after community exposure, or if they are awaiting results or have tested positive for COVID-19. Students should stay home and immediately report any of the above community exposure related examples to the school nurse.

- **NOTE TO LEADERS:** If a student has been exposed to COVID-19 positive individuals, they will be quarantined for 14 days.
- **WHAT HAPPENS DURING QUARANTINE?:** A parent of a student on quarantine should perform daily temperature/symptom checks on their son/daughter, require them to practice social distancing, self-isolate them at home, and practice hand hygiene at all times. If a student develops

symptoms while on quarantine, the parent should inform the school nurse and seek medical care and COVID-19 testing as needed. The school nurse will periodically touch base with the parent(s) of quarantined students to check on their status and address any questions or concerns.

- COVID-19 TESTING:** If a student has COVID-19 symptoms and needs medical care, the student should contact their healthcare provider or visit a hospital ER or Urgent Care Center for treatment. The decision to test will be made by the treating healthcare provider, including the ER or Urgent Care provider. Students that want to get tested can receive free community-based testing at numerous walk-ins or drive-up sites listed in the [miamidade.gov](http://miamidade.gov) or [floridadisaster.org](http://floridadisaster.org) websites for a list of community-based testing sites.

**NOTE:** If an asymptomatic student is to be tested for COVID-19 after an exposure to a positive COVID-19 individual, they should wait at least 5 days to be tested to avoid an inaccurate test result due to early testing.

- RETURN TO SCHOOL GUIDELINES:**

<b>CLOSE CONTACT EXPOSURE</b> (Individual was within 6 feet of someone with confirmed COVID-19 for more than 15 minutes)	<b>NO SYMPTOMS</b> Quarantine for 14 days before returning to school, and consider COVID-19 testing as per Department of Health Guidelines. The 14 days starts after last exposure to the person. <u>AND</u> Student must remain symptom-free	<b>SYMPTOMATIC</b> N/A If student develops symptoms, see SICK STUDENT below. *If an alternative diagnosis is present for symptoms, student must still quarantine for 14 days after close contact exposure to the case before returning to school.
<b>SICK STUDENT</b> Febrile or symptomatic but not tested for COVID-19 with an alternate diagnosis (e.g. strep, influenza - as determined by healthcare provider with documentation)	(Not Applicable)	May return to school after 24 hours of resolution of fever without fever-reducing medication
<b>SICK STUDENT NOT TESTED</b> No Alternate diagnosis for symptoms	(Not Applicable)	Must remain home in isolation for at least 10 days from the first day symptoms appeared AND must be fever free without medication to reduce fever AND with improvement in symptoms for at least 24 hours and systems improve.
<b>STUDENT TESTED NEGATIVE for COVID-19</b>	May attend school <b>EXCEPTION:</b> With known close contact exposure, student should complete 14-day quarantine despite negative COVID-19 test.	If no alternative explanation for illness and symptoms still present, isolate and consider repeat COVID-19 testing as per healthcare provider recommendations. If tested negative and symptoms resolved, student may return

		when fever free for at least 24 hours and symptom improve.
<b>STUDENT TESTED POSITIVE for COVID-19</b>	Isolate at home for 10 days from the day the test was taken. <i>*If student develops symptoms, isolation begins on day 1 of symptoms as stated in next column.</i>	May return to school after 10 days from the day symptoms first appeared IF: At least 24 hours fever-free without fever-reducing medication AND improvement of symptoms.

**NOTE:** A return-to-school note must be provided when the student has been medically cleared. Students will not be allowed to return to campus without medical clearance.

- **LIFE ON CAMPUS:** In order to limit the number of people and interactions on campus, the following procedures will be strictly enforced:

**1. DROP OFF AND PICK UP West Campus**

- a. West Campus: (K3 – 3rd)
- Morning Care will be available at 7:00 AM
  - All classrooms will be open and ready to receive students at 7:30 AM
  - Florida Christian Staff will be in the halls to monitor mask usage and direct students to class
  - Parents will be allowed to exit the vehicle and escort their student to class (West Campus Only)
  - Parents may not enter the classroom
  - Students will enter classroom after their temperature has been taken at the door
  - A student whose temperature is 100.4 or above will be sent home or put into an isolation room to await the arrival of the parents to pick them up – pick-up instructions will be provided when parent is notified
  - **Parents must exit campus as soon as their student is in the classroom**

**2. DROP OFF AND PICK UP Main Campus**

- a. Main Campus: (4th – 12th)
- **Parents will not be allowed to exit their vehicle**
  - All classrooms will be open at 7:30 AM
  - Florida Christian Staff will be in the halls to monitor mask usage and direct students to class
  - Students will proceed directly to the classroom where their temperature will be taken at the door
  - Students whose temperature is 100.4 or above will be escorted to the isolation room
  - Parents need to pick up student within an hour of contact – pick-up instructions will be provided when parent is notified
  - Students will not be allowed to gather in public areas
  - Students will remain in classroom until school day begins

**3. IN THE CLASSROOM –**

- a. All levels (K3-12)
- Desks will be distanced to acceptable levels in all classrooms
  - All classrooms will be equipped with hand sanitizer dispensers

- All desks will be disinfected on a regular basis
- b. Elementary (K3-5<sup>th</sup>)
  - Each class will be a self-contained cohort as much as is feasible
  - Elective teachers will travel to the classroom
  - Library time and Accelerated Reader will take place in the classroom
  - Protective barriers will be installed in the computer lab and around reading group tables
  - There will be a limited number of people allowed in the restroom at any one time
- c. Middle School/High School (6-12)
  - Protective barriers will be installed in places that might not allow for proper distancing (Examples: the computer lab, science lab and art room)
  - There will be a limited number of people allowed in the restroom at any one time

**4. DISMISSAL/HALLWAYS/LOCKERS (ALL LEVELS)**

- a. All hallways will be marked with directional arrows that will allow for a reduced and one-way flow of traffic where feasible
- b. All staircases will flow one way
- c. Locker use will be restricted
- d. Students are encouraged to purchase as many books as possible in E-format
- e. Teachers will work with students to attempt to lighten their daily carrying load
- f. In the 1st and 5th grades, locker use will be allowed as monitored by the individual teacher – one class at a time
- g. MS/HS students will not have access to lockers initially
- h. To further reduce traffic in the hallways, the middle and high school classes will stagger their release times

**5. LUNCH:** To reduce/eliminate traffic in the cafeteria, every student wishing to purchase lunch on campus needs to have an account with Miami Prime Catering for cashless payment.

- a. Indoor seating will be limited and adequately spaced
- b. Outside seating has been expanded
- c. All tables will be cleaned and disinfected on a regular basis
- d. Students will not have access to cafeteria microwaves.

West Campus

- a. Miami Prime Catering will be offering 3 box lunch selections for all students to preorder daily (more information will be forthcoming)
- b. 3K – 4K will eat lunch in their classrooms
- c. 5K – 3rd Grade will eat with their class in the lunchroom
- d. Indoor seating will be limited and adequately spaced
- e. Outside seating has been expanded and will be encouraged

Main Campus Elementary (4<sup>th</sup>-5<sup>th</sup> grade)

- a. Only one grade at a time will be in the lunchroom
- b. Students will be able to “pick and go” from a variety of pre-boxed options provided by Miami Prime Catering
- c. Indoor seating will be limited and adequately spaced
- d. Outside seating has been expanded and will be encouraged

Middle School (6<sup>th</sup> – 8<sup>th</sup> grade) and High School (9<sup>th</sup>-12<sup>th</sup> grade)

- a. Staggering of release times will be used as necessary to limit students in line
- b. Students will be able to “pick and go” from a variety of pre-boxed options provided by Miami Prime Catering

- c. Indoor seating will be limited and adequately spaced
- d. Outside seating has been expanded and will be encouraged

**6. TIMES AND PROCEDURES FOR DISMISSAL:** For the safety and health of our campus we are asking for all students to be promptly picked up at the end of the school day. Students will not be allowed to linger on campus.

**PLEASE NOTE:** Changes have been made to our regular dismissal times (see below).

**a. West Campus:**

2:30 PM -

- 4K Full Day dismiss at classroom doors
- 5K at the front drop-off
- 2nd grade to hallway outside of portables, spaced

2:40 PM - 4K/5K/2nd to portables

2:45 PM –

- 1st grade at front drop-off
- 3rd grade to Hallway next to Day Care, spaced out 2:55 PM - 1st and 3rd to Day Care

**b. Main Campus:** It is imperative that each parent adhere the following pick-up schedule:

- Only parents of elementary students should enter the west gate off 90th avenue between 2:30 PM and 2:50 PM
- Middle and High School parents may enter the west gate off 90th avenue at 2:50 pm
- **No parents may leave their vehicles**

**Elementary**

- 4th grade pick-up time will be from 2:30 – 2:40 PM
- 5th grade pick-up time will be from 2:40 – 2:50 PM

**Middle School**

- All classes released at 2:50 PM
- Students need to proceed directly to their cars and depart campus
- Students who are still on campus after 3:15 PM will be directed to a study hall room

**High School**

- All classes released at 3:00 PM
- Students need to proceed directly to their cars and depart from campus
- Students who are still on campus after 3:15 PM will be directed to a study hall room

**7. CHAPEL**

- a. Elementary chapel will remain in their classrooms during the regular chapel time each week. The chapel service will be broadcasted into the individual classrooms.
- b. Middle and High School students will remain in their first period classroom during the regular chapel time each week. The chapel service will be broadcasted into the individual classrooms.

**8. ATHLETICS:** All athletics will follow the schedules and guidelines as outlined by the FHSAA. When athletics are allowed, the following measure will be taken:

- a. Temperatures will be taken at the beginning of every practice and game
- b. Locker room usage will be limited

**9. PE CLASSES:** Locker rooms will be closed and not available for student use during regular school hours. All PE classes will have PE in their school uniform. PE classes will be organized in a way that allows for the proper safety and health of our students and faculty.

**a. General Guidelines for COVID-19 during PE Classes**

- Social Distancing – maintaining a least 6 feet apart from your classmates always.
- Mask – wearing a mask always unless told by a teacher you may remove it for an activity. Students will need to put mask on when done with activity.
- Equipment – Students need to use the same equipment throughout the class time. No sharing equipment outside your group. Equipment will be sanitized between classes.
- Personal hygiene kit – Each student needs to have a small kit/pouch that they can use after PE class. Stick Deodorant, (no aerosols) hand sanitizer and a small towel with son's or daughter's name on it.
- Water bottle – Bring your own water bottle and do not share your bottle.
- Students will sanitize/wash their hands before and after class.

**b. Daily Procedures**

- Students should enter and leave the Gym using the South Eastern (NEAR CAFETERIA) and South Western (NEAR OUTSIDE BB COURTS) doors. Coach Howell/ Coach Robinson classes use the South Eastern doors. Coach Byers classes use the South Western doors.
- Students will need to put their bags on an X on the side of the wall or stage and go sit next to a cone/spot on the gym floor for roll call.
- Students need to remain seated next to the cone/spot until given instructions to leave.
- When going to and from the West campus or park, students are to maintain social distancing with mask on. Students need to stay within visible eye contact with teacher.
- After the class, students will return to the gym to prepare for the next class. Coach Howell/Robinson classes will use the restroom in the Costner building and Coach Byers classes will use the rest room near the boys locker-room.

**c. Health and Safety**

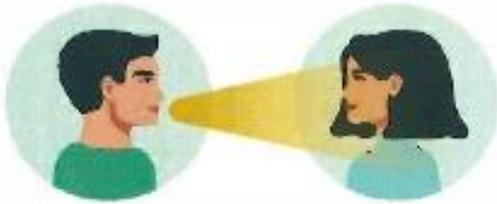
- Students should report all injuries immediately to the PE teacher.
- Do not go to the clinic unless you have a pass from your coach.
- If you are feeling lightheaded, dizzy, or having difficulty breathing let your coach know immediately.
- A note from a parent is required to excuse a student due to injury or illness. It will be accepted for a maximum of three consecutive days. To be excused longer than three days, a doctor's note is required. Bring a pen and paper for written work.

**10. Band, Choir, and Drama Rooms:** The Band, Choir, and Drama rooms have had the air exchange units fitted with UV sanitation lights and adjusted to make 10 air exchanges per hour. Students in all three classes are also distancing and wearing masks. In Band, we are modifying masks to their instrument, using instrument bell coverings to mitigate aerosol dispensation, using a one-way traffic flow in and out of the band locker room, and sanitizing the common use instruments(percussion, piano) & condensation puddles from brass instruments.

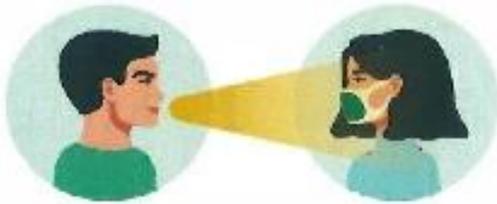
**11. VISITORS**

- a. No visitor will be allowed on campus during school hours without an appointment

# Risk of Transmission Mask and Distance



**High Risk**  
of Transmission



**Moderate Risk**  
of Transmission



**Low Risk**  
of Transmission



**Very Low Risk**  
of Transmission



**No Risk**  
of Transmission



← 6 feet →