

## **TYLER STREET CHRISTIAN ACADEMY CORONAVIRUS (COVID-19) ACTION PLAN**

At Tyler Street Christian Academy, we are taking the following steps to ensure we do our best to prevent infectious diseases from spreading. Action steps have been categorized by PREVENTION and RESPONSE.

### **PREVENTION**

#### **Maintain open communication with parents to provide updates and share helpful resources.**

- Notify parents immediately if any confirmed cases of Coronavirus have been identified at TSCA.
- Notify parents immediately of any intent to temporarily close the school for cleaning or training purposes.
- Notify parents as soon as possible if the local health department determines that TSCA should be closed to stop the spread of Coronavirus.

#### **Revisit attendance policies and support families and staff**

- Review the usual absenteeism patterns at TSCA among students and staff.
- Alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the flu, which have symptoms like those of COVID-19).
- Encourage students and staff to stay home when sick. Use flexibility when possible to allow staff to stay home to care for sick family members.
- Eliminate perfect attendance awards and incentives.
- Plan for alternative coverage by cross-training staff to replace teachers, assist with clerical and bookkeeping tasks, and support clinical staff to meet health needs.
- Determine what level of absenteeism will disrupt continuity of teaching and learning.

#### **Encourage avoiding traveling to cities, states, or countries where a Coronavirus outbreak is widespread.**

- Avoid traveling via cruise ship or commercial airlines whenever possible, especially if your child has an underlying health condition, such as diabetes, asthma, chronic lung problems, or a low immune system.
- Report to TSCA any trips taken overseas or to cities/states where a Coronavirus outbreak occurred.
- Keep children quarantined at home for 14 days if they were exposed to the Coronavirus while traveling or through day-to-contact with family or friends.
- Ensure staff remain quarantined at home for 14 days if they were exposed to the Coronavirus while traveling or simply coming into unexpected contact with someone who has a confirmed case of Coronavirus.

#### **Practice good handwashing strategies.**

- Provide ample supplies of hand sanitizer throughout the school facility and ensure soap dispensers remain filled for handwashing.
- Teach best handwashing technique to all students and staff through videos, classroom presentations, and poster displays in restrooms.

- Ensure handwashing strategies include washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available. [See attachment to email for best handwashing technique.]
- Reinforce the importance of washing hands frequently throughout the day (e.g., when going to the bathroom; before/after eating; after playing outdoors; after sneezing, coughing, or blowing your nose; when handling garbage)
- Teach children to avoid rubbing their eyes, touching their nose, or putting their fingers in their mouths.

**Perform routine environmental cleaning.**

- Clean frequently touched surfaces (e.g. doorknobs, light switches, countertops) at least once a day.
- Provide disposable wipes so that commonly used surfaces (e.g. keyboards, desks, remote controls) can be wiped down by students and staff before each use.
- Ensure lunch tables are thoroughly cleaned before and after each lunch period.

**Establish procedures for students and staff who are sick at school.**

- Ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.
- Keep sick students and staff separate from well students and staff until they can leave the school facility.
- Place a disposable face mask on any student or staff member who is sick to help reduce the spread of germs.
- Thoroughly clean/sanitize the classroom and other areas any identified sick children or adults occupied.
- Share resources with the school community to help families understand when to keep children home.

**RESPONSE**

**Consider temporary school shutdown when deemed essential to student and staff health.**

- Cancel classes temporarily to deep clean/sanitize the building if the virus has appeared in the Dallas/Oak Cliff area.
- Close the school for as short of a duration as possible if TSCA reaches the point that overall school health and well-being is compromised.

**Create a remote learning plan via Google Classroom and YouTube.**

- Close the school for two days to train teachers how to conduct online classes via Google Classroom or creating/sharing YouTube videos.
- Provide students who are quarantined at home with online classroom assignments. Allow them to return all completed assignments via email for teachers to grade and provide feedback.
  - Verify that each student has Internet accessibility in grades K-12.
  - Determine available technology at home for students in grades K-4.
  - Determine the best email address to use for exchange of information.
  - Establish timelines for getting daily assignments out and completed assignments returned.

- Count e-learning days (virtual instruction) toward attendance and academic requirements.
  - Use a daily check-in/check-out process for attendance using timestamping via email, Google Classroom, or Ignitia.
  - Provide technical support whenever possible to troubleshoot computer problems with school assigned Chromebooks.
  - When Chromebooks fail, email assignments and exchange information via email where a home computer is available.
  - Use postal mail if feasible when Internet or technology are not available.

**RESOURCES FOR MORE INFORMATION:**

Coronavirus Disease (COVID 19) CDC. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Stop Germs! Wash Your Hands. <https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>

Hand Washing: A Powerful Antidote to Illness.

<https://www.healthychildren.org/English/health-issues/conditions/prevention/Pages/Hand-Washing-A-Powerful-Antidote-to-Illness.aspx>

**REFERENCES:**

Association of Christian Schools International

Brotherhood Mutual Insurance

Centers for Disease Control and Prevention

Texas Mutual

Washington State Department of Health