

## **Emmanuel Baptist Academy**

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**Emmanuel Baptist Academy is a small, non-public school located in Yates County of the Finger Lakes Region of New York.**

**The size of our facility, coupled with the limited size of our staff and student body, makes it feasible to comply with guidelines as set down by the CDC, DOH, and the NYS Task Force for reopening on-campus education. The Academy will be using a hybrid educational approach (some classes will be offered online), but the majority of instruction will be on-campus. In the event of a necessary closure, Emmanuel Baptist Academy is prepared to accommodate online education (Zoom, G Suite for Education/Google Classroom/Google Meet, Quizlet, and online Modules). Attendance records will be kept and monitored whether through on-campus or online means. All current families have access to adequate devices and high speed broadband.**

### **Promoting Behaviors that Reduce Spread**

Emmanuel Baptist Academy has implemented several strategies to encourage behaviors that reduce the spread of COVID-19.

#### **Staying Home when Appropriate**

Educate staff and families about when they/their child(ren) should stay home and when they can return to school.

Actively encourage employees and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.

Encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies.

Consider not having perfect attendance awards, not assessing schools based on absenteeism, and offering virtual learning, if feasible.

Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.

Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.

Educate staff and families regarding the symptoms for Covid-19 as well as Multisystem Inflammatory Syndrome in Children (MIS-C)

## **Hand Hygiene and Respiratory Etiquette**

Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

## **Cloth Face Coverings**

Teach and reinforce use of cloth face coverings whenever social distancing is not feasible. Face coverings should be worn by staff and students (particularly older students) as feasible, and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.

Information will be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.

## **Adequate Supplies**

Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans. No-touch dispensers will be used as much as is feasible.

## **Signs and Messages**

Post signs in highly visible locations (school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).

Include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).

## **Maintaining Healthy Environments**

Emmanuel Baptist Academy has implemented several strategies to maintain healthy environments.

### **Cleaning and Disinfection**

Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use. Develop a schedule for increased, routine cleaning and disinfection.

Transportation is the responsibility of the parents. Educate and encourage families in appropriate measures to maintain a safe environment for transport.

Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet EPA disinfection criteria.

Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

### **Shared Objects**

Discourage sharing of items that are difficult to clean or disinfect.

Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.

Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student his own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

Avoid sharing electronic devices, toys, books, and other games or learning aids.

### **Ventilation**

Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

## **Water Systems**

Ensure that all water systems and features (e.g., sink faucets, drinking fountains) are safe to use after a prolonged facility shutdown.

Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.

## **Modified Layouts**

Space seating/desks at least 6 feet apart when feasible.

Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.

## **Physical Guides**

Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).

Stagger class periods, hallway and locker access times.

## **Communal Spaces**

Close communal use shared spaces such as dining halls and playgrounds with shared playground equipment if possible; otherwise, stagger use and clean and disinfect between use.

## **Food Service**

Have children bring their own meals.

If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal.

Avoid sharing food and utensils and ensure the safety of children with food allergies.

## **Maintaining Healthy Operations**

Emmanuel Baptist Academy has implemented several strategies to maintain healthy operations.

### **Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19**

Offer options for staff at higher risk for severe illness that limit their exposure risk (e.g., telework, modified job responsibilities).

Offer options for students at higher risk of severe illness that limit their exposure risk (e.g., virtual learning opportunities).

Consistent with applicable law, put in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions.

### **Regulatory Awareness**

Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.

### **Gatherings, Visitors, and Field Trips**

Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.

Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).

Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, as possible.

### **Identifying Small Groups and Keeping Them Together (Cohorting)**

Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).

Limit mixing between groups if possible.

Safety Drills: Evacuation and lockdown drills will be held on either a staggered cohort schedule, or in classroom without “hiding”/”sheltering”. Instruction will be given regarding protocols.

### **Staggered Scheduling**

Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.

## **Designated COVID-19 Point of Contact**

The Head Teacher is to be responsible for responding to COVID-19 concerns. All school staff and families should know who this person is and how to contact her.

## **Communication Systems**

Put systems in place for:

Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).

Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

## **Leave (Time Off) Policies and Excused Absence Policies**

Implement flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick.

Leave policies should be flexible and not punish people for taking time off, and should allow sick employees to stay home and away from co-workers.

Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.

Develop policies for return-to-school after COVID-19 illness. CDC's criteria to discontinue home isolation and quarantine will be used to inform these policies.

## **Staff Training**

Train staff on all safety protocols.

Conduct training virtually or ensure that social distancing is maintained during training.

## **Recognize Signs and Symptoms**

If feasible, conduct daily health checks (e.g., temperature screening and/or or symptom checking) of staff and students.

Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

## **Support Coping and Resilience**

Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.

Encourage employees and students to talk with people they trust about their concerns and how they are feeling.

## **Preparing for When Someone Gets Sick**

Emmanuel Baptist Academy has implemented several strategies to prepare for when someone gets sick.

### **Advise Staff and Families of Sick Students of Home Isolation Criteria**

Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation.

### **Isolate and Transport Those Who are Sick**

Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify the Head Teacher if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.

Work with school administrators, and healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms.

Healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.

Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

### **Clean and Disinfect**

Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting

Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.

Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.

### **Notify Health Officials and Close Contacts**

In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).

Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Local Hospital Capacity, Staffed Beds available at the following:

Soldiers and Sailors Memorial Hospital  
Geneva General Hospital  
FF Thompson Hospital

Emmanuel Baptist Academy has had, and remains in,  
close contact with local and county health officials.

Respectfully Submitted,  
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