

Zion Academy 2020-2021 Reopening Plan

COVID-19 Procedures as required by NYS

As of August 7, 2020. Subject to change.

As a non-accredited, independent private school, Zion Academy plans to reopen for the 2020-2021 school year on Monday, August 24, 2020 with the following protocols and procedures. Twenty-three students (13 families) are currently enrolled with six staff members regularly on campus.

Communication/Family and Community Engagement

Plan Developers

- Pastor Robert Tucker, President
- Pastor Neal Erb, Principal
- Miss Abigail Erb, Secretary
- Miss Denise Miller, Teacher and Housekeeping Administrator: invaluable resource for information, practices, and research regarding hygiene, needed supplies, acceptable protocols, health concerns, other procedures, teacher perspective, and community support.
- Miss Rebecca Blodgett, Teacher: invaluable resource for information and teacher perspective regarding student needs, practicality, health concerns, and community support.
- Mrs. Sarah Gutierrez, Teacher: invaluable resource for information and teacher perspective regarding student needs, practicality, health concerns, and community support.
- Mr. Eric Knolles, Superintendent of Schools for Waverly, NY: invaluable contact for current information and obtaining school forms
- Ms. Lori Genito of NYSED: contact and resource for reopening guidance

Communication Plan

Zion Academy will continue to communicate with students, parents and legal guardians, staff, and visitors. This includes applicable instructions, training, signage, and consistent means to provide individuals with information.

The office secretary will continue updates with emails, mailings, and phone calls. Zion Academy uses text and email groups through QuickSchools to communicate effectively with parents and staff.

Parent Orientation

At Parent Orientation, all parents and guardians will be informed how to receive school communications and advised to expect and be responsible for receiving these methods of communication.

Zion Academy urges any parent or guardian who is not able to receive these methods of communication to contact the Zion Academy office immediately so that alternate means of communication can be provided.

Parents and guardians are also provided with the school's contact information (email and phone numbers) which includes how they can contact teachers and staff with questions about instruction and/or technology.

Tuesday Envelopes

Zion Academy sends home a weekly Tuesday Envelope with printed communications to parents. This envelope is required to be returned to the student's teacher the following school day. Parents are informed at Parent Orientation to expect these envelopes each week.

Student Orientation and In-Person Training

Zion Academy staff will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. This instruction will be administered during student orientation, as well as continually given to students as verbal reminders by the teachers.

Zion Academy staff will encourage all students, faculty, staff, and visitors through verbal and written communication to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.

Point of Contact

Zion Academy's designated coordinator and point-of-contact upon identification of positive COVID-19 cases is Pastor Neal Erb. He is also the point-of-contact for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school. He will continue to work with local health departments and the Waverly district superintendent's office to monitor public health conditions and modify plans as necessary.

Responsible Parties

Pastor Neal Erb, Principal, is responsible for:

- developing Zion Academy's COVID-19 guidance and procedures
- affirming to having read NYS Interim Guidance for K-12 Schools
- adhering to guidance and meeting the standards set forth therein
- informing and instructing Zion Academy staff in appropriate COVID-19 procedures

Zion Academy teachers are responsible for:

- adhering to guidance and meeting the standards as directed by the principal and Zion Academy's COVID-19 procedures
- instructing and guiding students in appropriate COVID-19 procedures
- disinfecting their respective areas according to cleaning schedules

The office secretary is responsible for:

- communicating with staff, visitors, parents, and guardians
- screening all individuals (students, staff, and visitors) upon their entrance to the school

- disinfecting common areas according to cleaning schedules
- ordering and maintaining adequate supplies
- coordinating all communication and procedures with the principal

Reopening of In-Person Instruction/Health and Safety

Physical Layout of Zion Academy

The Zion Academy campus is one building connected by a single set of double doors to another main building (Zion Fellowship Inc.). Zion Academy has one main hallway with two classrooms on each side of the hallway. Each classroom is divided by partitions to create four classrooms total. Classrooms can easily be rearranged to accommodate for space, students, activities, and operations.

Zion Academy operations are self-contained in the Zion Academy building except for lunch. All other Zion Academy activities are not permitted in the main building until COVID-19 restrictions are lifted. Lunch will be held in a large multi-purpose room immediately inside the main building.

Our reopening plan does not require that we change or add any additions to our facility.

Fire Code Compliance

Zion Academy has a regularly serviced alarm system and fire extinguishers on campus.

Lock down drills, evacuation drills, and fire drills are also conducted regularly as required by law. Modified drill procedures which now include social distancing, cohorts, and face coverings are printed on posters inside each classroom.

Students and staff will be informed that social distancing in an actual emergency may not be possible and should not be the first priority. Zion Academy has updated its drill procedures to reflect these modifications.

Capacity

All classrooms exceed the space requirement of 20 square feet (SF) per person per classroom.

The lunchroom exceeds the space requirement of 15 SF per person.

The office exceeds the space requirement of 150 SF.

Zion Academy does not have a gymnasium and will be conducting physical activities outdoors.

Zion Academy does not plan to stagger or phase in-person instruction due to our already having small groups of students.

Local medical facilities are readily available if needed. Guthrie Robert Packer Hospital is 5 miles from Zion Academy: 1 Guthrie Square, Sayre, PA 18840. (570) 888-5858.

Residential Living Considerations

Zion Academy has no students living residentially on campus.

Before and Aftercare

Zion Academy does not offer any before or aftercare programs for students. Students may not enter the Zion Academy building before 8:00 AM on a school day, and a student's parent or guardian is contacted if the student has not been picked up by 3:00 PM on a school day.

Vulnerable Populations

As a small private school, we realize we may not be able to accommodate those who are at increased risk of COVID-19 or living with someone at an increased risk of COVID-19. We will make our protocols and procedures clear for mitigating the spread of COVID-19. If individuals are still not comfortable with returning to an in-person instruction at our school, they may have to consider an alternate schooling option.

Mental Health, Behavioral, and Emotional Support Services and Programs

As a small private school, Zion Academy does not currently operate any mental health, behavioral, or emotional support services or programs. Students who require these services are referred to their school district's programs.

Space Configurations

Spaces and areas where students and staff gather will be modified, reconfigured, and/or restricted so that individuals can be socially distanced (e.g., side-to-side and when facing one another), and are not sharing workstations, desks, tables, or other shared surfaces without cleaning and disinfection between use.

No part of Zion Academy is or will be open to the public during school hours. All visitors must make an appointment and register at the school office beforehand.

Schedules

Lunch times will be staggered so that each cohort will not mix with others. Areas will be disinfected between uses.

Each cohort will have a separate recess.

The computer lab will be disinfected between cohorts.

The art room is closed to student access until further notice, although staff may use the space for access to supplies and storage.

Small Spaces

Students and staff will refrain from gathering in small spaces with more than one person at a time unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household. Zion Academy small spaces include the Zion Academy office.

Staff meetings will be held via Skype or by adhering to social distancing protocols.

Shared Objects

Lockers and cubbies will not be shared among individuals (staff or students).

Laptops, keyboards, computers, and other electronic devices will be assigned to specific students and will not be shared. If it becomes necessary to share devices, then equipment will be sanitized between uses.

All other objects that may be shared among individuals such as writing utensils, tools, toys, and surfaces will be sanitized between uses as much as practically possible.

Ventilation

Zion Academy staff will, when appropriate, increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and/or doors) while maintaining health and safety protocols.

Transportation

Zion Academy does not provide transportation to students. Parents must provide their own transportation arrangements for students to and from school. Any students who may use public school district transportation will be encouraged to comply with CDC and DOH guidance.

Deliveries

As usual, no deliveries are accepted in the Zion Academy building. All deliveries are delivered at an alternate location.

Method of Instruction

Zion Academy uses the Abeka curriculum for student instruction. This instruction is delivered to students by video classes taught by a master teacher from Abeka Academy in Pensacola, FL. See www.abeka.com for more details.

On-site teachers also conduct their own supplemental learning activities with each grade. Each teacher teaches multiple grades in one classroom, with each grade in their own designated space.

Social Distancing

All staff and students will maintain appropriate social distancing while on school property unless safety or the core activity (instruction, traveling in common areas) requires a shorter distance or individuals are of the same household.

- Student desks are placed 6 feet apart except in cases where there are dividers separating the desks.
- Teachers will coordinate activities according to social distancing guidelines.
- Principal will instruct staff how to maintain proper social distancing during staff orientation.
 - Remain 6 feet apart (about 2 arms' length) from others not in your household.
 - If it becomes necessary to be closer than 6 feet, an appropriate face covering must be worn.
- Teachers will instruct students how to maintain proper social distancing during student orientation.

Cohorts

Zion Academy will be using the cohort model to help facilitate student safety. Cohorts are self-contained, pre-assigned groups of students. Measures will be implemented to prevent intermingling across cohorts, to the greatest extent possible (e.g., separation by appropriate social distancing, particularly if there are multiple cohorts in one area). Cohorts will be fixed – meaning contain the same students – for the duration of the COVID-19 public health emergency. Faculty may instruct more than one cohort so long as appropriate social distancing is maintained. Zion Academy's cohorts will be:

Mrs. Sarah Gutierrez with K-2nd Grades (8 students)

Miss Rebecca Blodgett with 3rd-5th Grades (5 students)

Miss Denise Miller with 6th-8th Grades (4 students)

Pastor Neal Erb with 9th-12th Grades (6 students)

Extracurricular Activities

Zion Academy staff will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities requiring projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes).

In lieu of this, Zion Academy taught gym, music, and art classes will be suspended until further notice. However, outside play and activity is still encouraged. Grades K-5 will still have recess, and teachers may schedule additional recess as their classroom activities allow. Any time safety and the weather permits, recess is held outdoors. Grades 6-12 will have outdoor activities at various times led by their classroom teacher to substitute for gym class. Any equipment that is used during these activities will be disinfected between uses.

Elementary grades may participate in music and art classes as provided by the Abeka curriculum. These classes are taught in the same location as students' regular instruction and will abide by the social distancing guidelines for these activities.

Personal Protective Equipment (PPE) & Face Coverings

Face coverings must be worn any time social distancing cannot be maintained.

- In situations where social distancing is maintained, face coverings may be removed.
- Face coverings must be worn covering both the mouth and nose.

Teachers will include times for face covering breaks throughout the school day.

- During instruction, since students will be properly socially distanced while seated at their desks, students may remove their face coverings
- Teachers may include additional scheduled breaks from face masks according to their classroom schedule and students' needs.

All individuals on school property must be prepared to put on a face covering if another person unexpectedly cannot socially distance; and for this reason, individuals – including students – must wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school. All individuals must always have access to their personal face covering.

Students who are unable to medically tolerate a face covering are not subject to the required use of a face covering. A signed doctor's note is required to exempt a student from wearing a face mask.

During staff orientation the principal will instruct staff on proper use of PPE (Personal Protection Equipment). During student orientation, teachers will instruct students on proper use of PPE.

Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut), and surgical masks that cover both the mouth and nose.

- Zion Academy's dress code for uniforms allows white, beige, navy, and black. However, to make it easy to obtain a face mask, any color face mask is acceptable. Generic patterns or designs are also acceptable (i.e., flowers, shapes, etc.).
- Logos, symbols (i.e., large smiley faces, popular icons, etc.), or face masks that depict facial features (i.e., animal or human) are not permitted.
- General rule of thumb is the face mask should be unassuming and not a distraction.

Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used without an accompanying face mask.

Zion Academy will maintain an adequate supply of masks should any staff or student need a replacement or be in need.

Zion Academy has acceptable face coverings and can provide such coverings to staff who directly interact with students or members of the public while at work at no cost to the faculty or staff member, pursuant to Executive Order 202.16, as amended and extended.

Zion Academy will also allow students, faculty, and staff to use their own acceptable face coverings, but will not require staff to supply their own face coverings.

Zion Academy requests that students bring their own face covering, but will not require it and will procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to any student who does not have their own, at no cost to the student.

Face coverings will be cleaned or replaced by the user after use and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings. Zion Academy will consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.

Food Services (Lunch, Meals)

For the foreseeable future, meals will not be served by Zion Academy until our local health department recertifies our kitchen to serve the public. At this time, the kitchen is only certified to serve residential

staff in the main Zion Fellowship building. Until further notice, parents will need to provide sack lunches for their students.

Students will eat their lunches in the lunchroom adhering to social distancing protocols (students seated 6 feet apart).

Teachers will supervise their students during mealtimes to ensure that social distancing and lunchroom policies are followed.

Any students with food allergies will be identified by signed parent/guardian health screening forms. All teachers and Zion Academy staff are made aware of these allergies by paper forms from the office secretary and precautions will be taken to avoid a student's allergic reaction. All Zion Academy staff is certified by the Red Cross in First Aid/CPR/AED for infants, children, and adults.

As always, all students will wash their hands before coming to lunch. Students walk to lunch with their teacher and stop at the bathrooms on their way.

Cohorts will eat in separate areas of the lunchroom or at different times with all surfaces disinfected between use. ZA Staff will disinfect the dining space between uses.

Neither food nor beverages may be shared between students unless individuals are members of the same household.

Hygiene

Zion Academy will adhere to the "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" from the CDC and the "STOP THE SPREAD" poster, as applicable.

Zion Academy will maintain a log for each classroom, cafeteria, office, bathroom, and entryway that includes the date, time, and scope of cleaning and disinfection. Appropriate frequency and responsible staff will be assigned and will follow cleaning and disinfection guidelines.

Zion Academy will train all students and staff on proper hand and respiratory hygiene and will provide information to parents and/or legal guardians on ways to reinforce this at home.

Hygiene Stations

Zion Academy provides and maintains hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, motion-activated disposable paper towels, and contactless hand air dryers are provided.
- For hand sanitizing: a contactless dispenser with foaming hand sanitizer will be placed in each classroom and at both school entryways.

Parents/guardians can inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the school. Zion Academy will provide accommodations for students who cannot use hand sanitizer, to allow for their use of handwashing stations.

Zion Academy will make hand sanitizer available throughout common areas.

Zion Academy will place signs near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.

Zion Academy will place receptacles around the school for disposal of soiled items, including paper towels and PPE.

Signage

If not already displayed, Zion Academy will display the CDC's STOP THE SPREAD poster and share similar messages with the school community consistent with DOH COVID-19 signage regarding public health protections against COVID-19.

Training

The principal will instruct teachers on proper hand and respiratory hygiene at staff orientation, and the teachers will instruct students on proper hand and respiratory hygiene at student orientation.

Respiratory Hygiene

- Keep your hands away from your face
- Cover your mouth and nose with an acceptable face covering when coughing or sneezing
- If a tissue is not available, use your elbow when coughing or sneezing
- Use the nearest waste receptacle to dispose of the tissue after use
- Perform hand hygiene regularly and after having contact with respiratory secretions and contaminated objects/materials

Hand Hygiene

- Wash hands regularly with soap and warm water for at least 20 seconds
- Dry hands completely after washing with contactless paper towel dispenser or hand dryer
- If soap and water are not available, use school provided hand sanitizer It should be rubbed into the hands until completely absorbed.

Hand washing/sanitizing should occur:

- Before and after eating or meals
- After going to the restroom
- After using a tissue
- Before and after using shared objects
- After coming in from outside
- Whenever hands are visibly soiled

How to Wash Your Hands:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Regular Cleaning and Disinfection

Zion Academy will provide appropriate cleaning and disinfection supplies to staff. Teachers will be responsible for cleaning and disinfecting shared and frequently touched surfaces in their own classrooms. The office secretary will be responsible for seeing that frequently touched surfaces in the entryway, hallways, office, isolation rooms, and bathrooms are disinfected.

The water fountain will be closed to help reduce high-touch surfaces. Students and staff are encouraged to bring a water bottle to school.

Zion Academy will conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables which should be cleaned and disinfected between each individual's use, if shared. Since cohorts are used, cleaning and disinfection will take place between each cohort's use rather than each individual.

Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed. Zion Academy will refer to DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19" for detailed instructions on how to clean and disinfect facilities.

Zion Academy staff will ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants. Zion Academy staff will refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19.

Equipment

The office secretary will keep in contact with teachers and staff regarding their equipment and supply needs and will be ordering and stocking supplies such as face masks, tissues, thermometers, alcohol wipes, foaming disinfectant, and any other equipment needed to keep students and staff safe.

Screening and Testing

Zion Academy will implement mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus.

Visitors, guests, contractors, and vendors will not be allowed into the school building unless they have an appointment. The school secretary will screen all visitors before entrance is allowed. This includes a temperature check, health questionnaire, and instruction on proper PPE usage and social distancing. Visitors who do not pass the screening will not be allowed into the school building.

Zion Academy staff will ensure that any personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facilities. Screeners will be provided and use PPE, which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield.

Zion Academy will not keep records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but may maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).

Temperature Checks

Temperature checks will be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Specifically, all individuals must have their temperature checked each day before entering the school facility. If an individual presents a temperature of greater than 100.0°F, they will be denied entry or sent directly to the isolation area prior to being picked up or otherwise sent home.

Screening Questionnaires

Zion Academy will use a daily screening questionnaire for faculty and staff reporting to school; and periodically use a questionnaire for students, particularly younger students, who may require the assistance of their parent/legal guardian to answer.

Student questionnaires will be sent home weekly in their Tuesday Envelopes (required to be returned the following school day). The questionnaire will include the following questions for each student:

1. In the past 14 days, have you had any symptoms of COVID-19 not caused by a preexisting condition, or a temperature of 100.0°F or higher?
2. Have you had close or proximate contact with anyone that you know had COVID-19 or COVID-like symptoms in the past 14 days?
3. Have you had a positive COVID-19 diagnostic test in the past 14 days?
4. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?

Positive responses to the questionnaires will result in that student or staff member being isolated (under adult supervision if it is a student) and sent home, or not allowed entrance to the school building. These individuals will be asked to contact their health care provider for assessment and testing.

Zion Academy will require individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.

The school secretary will be responsible for receiving and attesting to having reviewed all screening activities, and will be the contact person for individuals to inform if they later experience COVID-19 related symptoms or COVID-19 exposure, as noted on the questionnaire.

The school secretary will maintain an accurate list of states designated with widespread transmission of COVID-19.

If a Positive Response to Questionnaire for COVID-19 Symptoms, student must visit doctor to determine:

1. If not COVID-19 → 24-hour symptom free with no medicine, release from doctor to return to school
2. If symptoms but no COVID-19 test → at least 10 days since the individual first had symptoms, 72 hours fever free no medicine, 72 hours since other symptoms improved, release from doctor to return to school
3. If COVID-19 Positive → release from isolation as required by DOH and NYSED guidance to return to school

Student Drop off and Pick Up

Drop off and pick up will remain unchanged except for the following:

- social distancing will be adhered to (except among individuals in the same family)
- student temperatures will be checked by a ZA staff member with a contactless thermometer upon entering the building
- any student with a temperature of 100.0°F or higher will not be permitted in the school building
- students will not be permitted to enter the school building without an appropriate face covering

Pastor Erb will continue to direct traffic in the school parking lot as usual. Another staff member will take student temperatures and check face coverings.

Symptoms

Zion Academy will refer to CDC guidance on “Symptoms of Coronavirus” for the most up to date information on symptoms associated with COVID-19.

Zion Academy is aware that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which will be taken into consideration during the screening process.

Zion Academy teachers will have the following list of COVID-19 symptoms to be monitoring for:

- Fever
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

- Diarrhea

If symptoms are consistent with COVID-19, the teacher will inform the school secretary who will contact the student's respective parent or guardian for pickup as soon as possible. The student will be isolated under socially distanced adult supervision until they are picked up.

Zion Academy's dedicated isolation area is Room #105 or #106. Students will be kept under socially distanced adult supervision when in the isolation area.

School Health Office

Zion Academy does not have a school nurse or medical director. Any ill students or staff will be sent home for follow up with a healthcare provider as necessary.

Zion Academy will not be developing COVID-19 testing or self-testing systems in school facilities.

Tracing and Tracking

Since Zion Academy only has 23 students, any single confirmed case of COVID-19 will result in the closing of the affected areas in the school or more broadly the entire school in consultation with the local health department.

Zion Academy may modify operations prior to instituting school-wide closures to help mitigate a rise in cases.

If not already notified, Zion Academy will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.

In the case of an individual testing positive, Zion Academy will support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations. Zion Academy will cooperate with the state and local health department contact tracing, isolation, and quarantine efforts.

Zion Academy may partner with local health departments to train older students, faculty, and staff to undertake contact tracing efforts for populations in school facilities and on school grounds, where feasible.

Zion Academy will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism. The NYS Contact Tracing Program will be contacted by the school secretary (518-387-9993).

Zion Academy will refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

Following Suspected or Confirmed COVID-19 Case

Cleaning and Disinfection

Zion Academy staff will refer to CDC guidelines on “Cleaning and Disinfecting Your Facility,” if someone is suspected or confirmed to have COVID-19:

- Zion Academy staff will close off areas used by the person who is suspected or confirmed to have COVID-19.
- Zion Academy staff may not necessarily need to close operations if we can close off the affected areas (e.g., classroom, restroom)
- Zion Academy staff will open outside doors and windows to increase air circulation in the area.
- Zion Academy staff will wait 24 hours before cleaning and disinfection, unless waiting 24 hours is not feasible, in which case, staff will wait as long as possible.
- Zion Academy staff will clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected by Zion Academy staff, it can be reopened for use.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
 - Zion Academy staff will refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” for information on “close and proximate” contacts
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection may not be necessary, but routine cleaning and disinfection will continue.

Return to School

A student or staff member may return to school after symptoms of COVID-19 if they have documentation from a healthcare provider following evaluation, a negative COVID-19 diagnostic test result, or, if COVID-19 positive, release from isolation.

Exposed Individuals

Zion Academy requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

Coordination and Phased Reopening

Zion Academy has designated Pastor Neal Erb as COVID-19 safety coordinator whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

Zion Academy Contingency Plan

Zion Academy is prepared to switch to distance learning at any given time. Since students are taught by the Abeka curriculum by video, they are able to stream their video classes at home as the principal gives access to the videos. Teachers are able to prepare learning packets for students to take home and can maintain contact with parents and students by email, phone calls, and Zoom calls.

If a student or group of students is in a 14-day quarantine, those students may receive distance learning while other students are still in school. Students who complete the required work and participate in the video classes will be marked as present. Students who do not complete the required work or participate in the video classes will be marked as an excused absence and may be required to make up work when they return to school. Zion Academy uses the QuickSchools management software to record attendance and student grades.

If a Zion Academy teacher is in quarantine, a substitute teacher will teach their class.

Zion Academy's reopening plan schedule is for on-site instruction Monday through Friday with the school day beginning at 8 AM and concluding at 2:45 PM for Grades 1-12. The Kindergarten school day concludes at 12:00 noon.

While our goal is to return all students to in-person instruction, due to the dynamic nature and risk of community transmission of COVID-19, Zion Academy is prepared to switch to distance learning in the home if necessary. This may be necessary at various times throughout the 2020-2021 school year. In such a case, Zion Academy will provide parents with the necessary materials and provide access to the online learning environment through Abeka.