



Walnut Creek Christian Academy

Open for In Person Instruction

COVID-19 Protocols updated Jan. 21, 2021*

Walnut Creek Christian Academy (WCCA) is open and began providing on campus live instruction beginning October 14, 2020, when Contra Costa County had been placed in the Red Tier for two consecutive weeks. Accommodations for our vulnerable population and for our students who are quarantined or self-quarantining include a distance-learning option via live stream of the classroom(s) during the school day. *The information contained in this document includes new and updated campus procedures for the 2020-2021 school year.

General Measures

1. It is our goal to implement COVID-19 protocols to make sure that staff and students on campus are healthy and not sharing or spreading illness.
 - WCCA is following the Framework and Guidance issued by the California Department of Public Health on January 14, 2021.
 - The school campus is open to students enrolled for the 2020-2021 school year.
 - Parents and visitors will be allowed on campus by appointment only and must follow all health screening measures and comply with all campus protocols.

Face Coverings

2. Face coverings will be required for all staff members and all students in grades K-8.
 - For K-8th grade students, face coverings will be required at all times, except when eating, drinking, or napping.
 - Teachers and staff members will be required to use face coverings at all times on campus, except when they are by themselves working alone in a classroom or an office.
 - Cloth face coverings or face shields should be cleaned regularly.
 - Disposable face coverings will be available for any student or staff member who comes to school without their face covering or when a face covering needs cleaning.

Stable Groups

3. Students at WCCA have been assigned to a stable grade level group or cohort.
 - For students in elementary, grades K-5:
 - ✓ Students are grouped according to grade level and stay together all day with their assigned teacher.
 - ✓ Students in each grade level cohort eat lunch together and play together on the playground. Separate play areas have been established for each grade level group.
 - ✓ Aides have been assigned to two cohorts and do not rotate between more than two assigned classes.

- For students in junior high, grades 6-8:
 - ✓ Students are grouped according to grade level and stay together in their cohort all day and move from class to class as one group.
 - ✓ Students in each cohort eat lunch together and play together on the playground. They do not interact with students in other groups.
 - ✓ Electives are taught virtually, so that students can stay in their assigned cohorts and not mix with other groups.

Health Screening Measures

4. Health screening procedures will be conducted as everyone arrives on campus to make sure that staff and students are healthy and not sharing or spreading illness.
 - Temperature checks will be done upon arrival for staff and students.
 - ✓ 7:30 – 8:10am Extended Care will be available in the gym and a staff member will conduct the student screening.
 - ✓ 8:10 – 8:45am Staff members will be posted in the parking lot to screen students upon arrival. Students will go directly to their classroom.
 - ✓ 8:45am – on Late arrivals to school will call the office from their vehicle and a staff member will come to the vehicle to screen the student(s) and process the late check-in.
 - All students and staff exhibiting the following will be sent home:
 - ✓ Fever over 100 degrees Fahrenheit
 - ✓ New cough of any kind
 - ✓ Shortness of breath
 - ✓ Fatigue, weakness, overly tired, unusually calm or quiet
 - ✓ Sore throat
 - ✓ Mild respiratory illness/issues, including loss of taste and smell

Distancing

5. Campus space, both inside and outside, has been maximized to the greatest extent possible to minimize contact between students and cohorts.
 - Classrooms:
 - ✓ Desks and tables have been arranged so that students are at least 4-6 feet from one another while seated.
 - ✓ In certain cases, a virtual classroom with a teacher's aide is available when 4-6 feet of distancing in one classroom is not possible.
 - ✓ In certain cases where 6 feet of distancing is not available, partitions separate student desks.
 - Outdoors and Play Areas:
 - ✓ Each play area (quad, gym, and field) will be assigned to one stable group at one time.
 - ✓ In times of inclement weather, the gym will be divided to accommodate no more than two cohorts at one time, while additional cohorts will be assigned to an empty classroom.

- ✓ Drinking fountains will not be used. Students should have their own personal water bottles in class as well as out on the playground.
- Lunch tables:
 - ✓ Students will be seated with other members of their cohort and 4-6 feet from one another, with no more than four students assigned per table.
 - ✓ No sharing food or drinks.
- Other areas:
 - ✓ When students are transitioning in and out of the classroom and/or play areas, the teacher(s) will ensure that distancing within the group and from other groups is maintained.

Ventilation

6. Classroom doors and/or windows will be open before and after school to provide ventilation and fresh air into the rooms. (Doors and windows will be open during school hours at the teachers' discretion.)

Healthy Hand and Hygiene Practices

7. WCCA will require staff and students to frequently wash their hands with soap and water throughout the school day.
 - Handwashing with soap and water is required:
 - ✓ Each time a student enters or re-enters a classroom.
 - ✓ Before eating lunch
 - ✓ After using the bathroom
 - ✓ (Hand sanitizer will also be available at entrance points throughout the campus and in all classrooms and offices.)
 - Teachers and staff will reinforce proper practices such as coughing and/or sneezing into a tissue or elbow and washing of hands immediately after.

Cleaning and Disinfection

8. All frequently touched surfaces will be cleaned and disinfected multiple times throughout the school day as follows:
 - Student desks and tables will be disinfected at the end of each day for elementary classes and at the end of each period for junior high classes.
 - Lunch tables will be cleaned at the beginning of every day and disinfected after each group finishes their lunch period.
 - Doorknobs, handles, light switches, etc. will be cleaned at the end of each day.
 - Each cohort will have their own set of balls and playground toys, which will be disinfected at the end of each day.

Signs, Symptoms, and Exposures

9. All students and staff exhibiting the following will be sent home:
 - Fever over 100 degrees Fahrenheit
 - New cough of any kind
 - Shortness of breath
 - Fatigue, weakness, overly tired, unusually calm or quiet
 - Sore throat
 - Mild respiratory illness/issues, including loss of taste and smell
 - ✓ Students are exhibiting known symptoms of COVID should contact their child's primary care provider and follow their recommendations for testing.
 - ✓ Students negative for COVID may return to school after they have been symptom free for at least 24 hours or more.
 - ✓ Faculty and staff members of WCCA exhibiting 2 or more COVID-like symptoms may return to school after a negative COVID test or a 10-day quarantine.
 - Symptom reference chart: [Is it Cold, Flu, or Coronavirus?](#)
10. In the event of a known or suspected case of COVID-19 on campus, WCCA will follow the [guidance](#) of our local health department and notify exposed individuals as required.
 - Any faculty member, staff, or student who has been exposed to a known positive COVID case will be required to self-quarantine for a minimum 10 days.

How parents and families can help:

- ❖ If your child is exhibiting any sick symptoms, please keep them home.
- ❖ Practice effective hand washing techniques at home that will be enforced at school – using soap and water for 20 seconds.
- ❖ Discuss with and remind your children about the importance of social and physical distancing.
- ❖ Discuss with and remind your children about the importance of covering both nose and mouth with their face covering.
- ❖ Make an appointment if you need to visit your child's teacher or one of the school offices.
- ❖ Everyone needs to wear a face mask and practice social distancing while on school premises until further notice.

For all of our updates regarding COVID-19, please check back to our website:

<http://www.wccaeagles.org/about/covidupdates.cfm>