



OKEECHOBEE CHRISTIAN ACADEMY

Health & Safety Plan

Note: The following is subject to change via new guidelines and current data at any time. Updated 7/30/2020

The following plan is for a school start date of August 17, 2020, with the state of Florida still in Phase 2 of reopening.** We are developing two educational options:

- Face-to-face Instruction: This will be on campus and be your traditional Monday-Friday week.
- Virtual Partnership Learning: Instruction will be asynchronous (delayed) and the possible student week may need to be Tuesday-Saturday.

**When the calendar was published with the initial start date of August 10, the expectation was Florida would be well into Phase 3 of opening allowing for more relaxed guidelines and OCA able to offer Face to Face instruction exclusively. However, to respect and help meet the needs of some of families choosing to keep their students at home, Virtual Partnership Learning will also be available for the Fall 2020. To help our staff and teachers to better accommodate two types of learning simultaneously, additional training and time to prepare is needed. The faculty and staff appreciate your understanding with delaying the start date by one week. It has not been decided at this time if and when those days will be made up.

The school campus will receive increased levels of cleaning and sanitizing, as well as increased containment of groupings of students as much as possible for the purposes of contact tracing, which may be required at any time during the school year. However, the disruption to typical classroom routines will be minimized to the greatest extent possible to support student and staff socio-emotional health, as well as best-practices of instruction.

Parents will have the opportunity to continue remote instruction for their children. Thus, a parent may elect to begin the school year at home via remote instruction, monitor the status of the pandemic and the health and safety of the school, and make a determination as to when their child would return to campus-based learning on a Rejoin Date.

<p>First Day of School Monday, August 17</p>	<ul style="list-style-type: none"> • Parents wanting to walk their student in can do so from 7:15am-7:40am. Masks must be worn by the parent/guardian walking the student in at all times. <ul style="list-style-type: none"> • Parents and students will complete Health Screenings, and be given a Visitor's pass, before entering the building. • The following areas will be one way only: <ul style="list-style-type: none"> ○ Building A Hallway ○ Building B Hallway ○ Building E area sidewalk • Parents not wanting to walk their child into the classroom can still of course drop off from 7:30am-8:00am. <ul style="list-style-type: none"> ○ Parents not wanting their child to be in the room with other outside adults can drop their students off from 7:40am-8:10am.
<p>Plan Item (in alphabetical order)</p>	<p>Protocols</p>
<p>Advanced "Toggling" Preparation</p>	<ul style="list-style-type: none"> • In this plan, it is vital that all parents, teachers, and students are prepared for participating in Virtual Partnership Learning from home at any time, even if parents elect the campus-based program as they begin the school year. • It is unpredictable to determine if and when we will experience campus/classroom closures, or how frequently. • Thus all parents who elect to participate in the campus-based program must have a plan to toggle to Virtual Partnership Learning with a few hours' notice, just as our teachers will be prepared to do.
<p>Cafeteria/Lunch</p>	<ul style="list-style-type: none"> • We will discontinue the use of the cafeteria for lunch at the onset of the school year and will re-open upon guidance from the Department of Health. <ul style="list-style-type: none"> ○ Meals, snacks & beverages will be delivered directly to the student's class. • No decision has been made yet as to Snack Shack. • All lunch transactions will be cashless and must go through the Praxi Parent Portal.

	<ul style="list-style-type: none"> Based on weather and space, teachers may choose to eat with their class outside at the picnic tables.
Classrooms & Facilities	<ul style="list-style-type: none"> All classrooms will be equipped with hand sanitizer, hand soap (for those classrooms with sink areas), disinfectant cleaner, cleaning rags, and paper towels. Common areas including the cafeteria will be cleaned & sanitized by janitorial staff throughout the day. Evening janitorial staff will clean and disinfect the restrooms and hallway. Each classroom will be provided with an Air Purifier that will run on a regular basis. Hand sanitizing stations will be placed outside classrooms and in the Office. Students may only touch or handle their own learning materials (e.g., textbooks, pens). Students may not touch or use another student's locker, backpack, or any other item without first disinfecting the item.
Guests, Parents, & Visitors	<ul style="list-style-type: none"> All guests, parents, and visitors are required to complete a health screening. All guests, parents, and visitors are required to wear a mask or face shield while on campus. Grade 1-12 parents are not permitted to enter the building during drop-off except on the first day of school Kindergarten parents, wearing masks or face shields, will be permitted to accompany their child to their classroom during the first week of school (or longer as emotionally required).
Health Screening on Campus, Waiver of Liability, and Home Health Screening Agreement	<ul style="list-style-type: none"> Temperatures of all persons (e.g., students, employees, parents) may be checked prior to entering the campus. Parents and employees will be asked to complete a Waiver of Liability and Health Screening Agreement at the beginning of the school year with required signatures releasing OCA of any liability in regards to COVID-19 and agreeing to only permit non-symptomatic persons to enter the campus (see below).* It is recommended that any person who has traveled out of the country or to a COVID-19 "hot spot" self-quarantine for no less than 14 days with no symptoms appearing prior to returning to school. Any student that exhibits a fever of 99-100.3°F will be rescreened in 30 minutes. If the temperature increases, they will be held in an isolated sick room and parents will be notified to pick up their child immediately. Any employee that exhibits a temperature range of 99-100.3°F will be rescreened in 30 minutes. If the temperature increases, the employee will be sent home immediately. Any employee that exhibits a fever of 100.4°F or higher will be directed to leave campus immediately. If a student presents any possible COVID-19 symptoms, the Office will complete the assessment and notify parents to be sent home. Staff presenting with any possible COVID-19 symptoms will be screened and sent home if necessary. If a student//staff has a negative COVID-19 test, they can return to school once they are fever-free without the use of fever-reducing medicines and they have felt well for 24 hours and must provide a doctor's note. In order for a student/staff who tested positive for COVID-19 to be allowed to return to campus they must be able to answer YES to the following questions: <ul style="list-style-type: none"> Has it been at least 10 days since the individual first had symptoms? Has it been at least 3 days since the individual had a fever (without using fever-reducing medicine)? Has it been at least 3 days since the individual's symptoms have improved including cough and/or shortness of breath? Absences due to Health Screening restrictions will be counted as an excused absence.
Instructional Toggling	<p>Closure:</p> <ul style="list-style-type: none"> If a case, of COVID-19 appears on the campus, OCA may possibly close for 1-5 days to conduct a school-wide deep cleaning under the advisement of the Okeechobee County Health Department. Students impacted will utilize Virtual Partnership Learning during this time and then be able to return to on campus learning. Protocols and practices to ensure a high level of engagement in learning will be in place

	<p>to support Virtual Partnership Learning.</p> <p>Resources:</p> <ul style="list-style-type: none"> ● In order to ensure a smooth transition at any time in the future that the school may need to shift from campus-based to Virtual Partnership Learning, teachers will use the following online tools depending on the grade level and subject area: <ul style="list-style-type: none"> ○ Google: Gmail, Classroom, Meets, and Forms ○ Spelling City ○ Zoom ○ Praxi School: Student Portal ○ Edpuzzle ○ Let's Go Learn ○ XtraMath ○ Google Forms ○ BJU Press Online Tools <p>Computers:</p> <ul style="list-style-type: none"> ● Computers have been purchased and due to the high demand are not currently ready and available. ● If choosing face-to-face instruction, please send your child to school with a laptop/device, <i>if possible</i>, and charging cord. Students will spend time getting familiar with the programs utilized this year in the event of Virtual Partnership Learning being required of all students. ● If choosing Virtual Partnership Learning, the parent is responsible for ensuring their child had the necessary equipment accessible to them, i.e. computer, reliable and consistent internet access. <p>Asynchronous Instruction (with synchronous possibly being required at times):</p> <ul style="list-style-type: none"> ● Utilizing the above educational technology teachers will record the direct instruction portions of their classes, thus making it possible for all students to obtain the same lesson. ● The direct instruction of teachers will also be recorded and made available through the Google classroom for students to watch if they are unable to participate in the live sessions. ● Remote students are highly encouraged to participate in the class during the schedule maintained for campus-based learners so that they can receive the highest level of learning support. ● Parents utilizing an asynchronous approach need to anticipate that this will reduce the ability of their student to participate in active group work, hear Q/A from their peers, participate in peer feedback, and live participation by classmates. ● Discussion threads, breakout sessions, and open forums will be used to promote student support and connectivity via Google classroom, whether or not students are campus-based or home-based. ● Home-based students will need to log-in attendance daily by 8:30am. ● Teachers will be available to support home-based students during scheduled times as well as individually set "office hours."
Lost and Found	<ul style="list-style-type: none"> ● This year, it will be very important for all school items, including jackets and other items of clothing, to be labeled with the first and last name of the student. ● All lost items will be secured in the Office or Cafeteria where the items will be held for only one week. ● After one week, items will be donated to a local charity.
Masks or Face Shields	<p>We acknowledge the benefits of utilizing masks and face shields to prevent the spread of disease, and any family/student is welcomed and strongly encouraged to maximize this safety precaution if they desire to do so. Requiring them at all times, however, would limit the social-emotional impact of being physically at school.</p> <ul style="list-style-type: none"> ● The wearing of masks or face shields by students in the classroom will be optional when social distancing is possible. However, all students will need to bring a mask to school daily to be used when social distancing is not possible, i.e. working in small groups, walking in line, arrival, dismissal, etc. Please make sure they are labeled with the student's name and washed daily. ● Our desire is to be an environment where all can truly be part of this community,

	<ul style="list-style-type: none"> embraced through the love of Christ, regardless of outer appearance. It is suggested you attach their face mask to a lanyard or retractable badge holder to help keep the mask handy and accessible. Face shields can be worn including those that connect to the bill of a baseball cap.
Personal Items	<ul style="list-style-type: none"> All personal items brought to the school by a student or employee should be disinfected/cleaned daily prior to being introduced to the campus. No personal items may be shared (e.g., backpacks, clothing). Learning materials may be shared only once disinfected (e.g., textbooks, tablets). All personal items must be labeled with the student's name (e.g., water bottles, notebooks, backpacks).
Physical Distancing & Minimizing Exposure	<p>Drop Off:</p> <ul style="list-style-type: none"> Student drop-off begins at 7:30am in the back parking lot near the bleachers. Students will report directly to the classroom. Students checking in after 8:00am must sign in with the Office where they may be screened. <ul style="list-style-type: none"> Students K5-6th grade must be accompanied by an adult wearing a mask. Students in 7th-12th grade may sign themselves in. A clear plexiglass divider is installed at the Office counter. <p>Classroom:</p> <ul style="list-style-type: none"> Upon entering the classroom students will sanitize their hands. Students will be instructed not to share items with their classmates. Recess schedules will be modified to only allow one class at a time on the playground. <p>PE & Recess:</p> <ul style="list-style-type: none"> Contact sports may not be permitted during Physical Education classes or Recess times. Recreational and sports equipment will be regularly cleaned and sanitized. <p>Facilities:</p> <ul style="list-style-type: none"> Reminders will be displayed throughout the school where appropriate (classrooms, hallways, bathrooms, office) for students and staff: <ul style="list-style-type: none"> Stay 6' apart when possible. Proper and frequent handwashing. How to stop the spread of germs. Fire drills, tornado drills, and lockdown/intruder drills may be modified to maintain proper physical distancing to the greatest extent possible. Chapel services will continue to be held in the Church with physical distancing in place along with the possibly of alternating classes. Classes not able to attend in person will be able to stream the service from their classroom. <p>Dismissal:</p> <ul style="list-style-type: none"> Student dismissal begins at 2:55pm (grades K-6th) or 3:00pm (grades 7-12) in the back parking lot near the bleachers or between Buildings A and B. Parents will pull forward to the next available spot and students will be loaded into cars.
Recess/PE	<ul style="list-style-type: none"> There should be no shared athletic equipment (towels, clothing, shoes, or sports-specific equipment) between students. Students must wear their own appropriate PE uniform (do not share clothing). Individual clothing/towels must be washed and cleaned every day after use. All athletic equipment including balls must be cleaned after each use and prior to the next class. Individual drills requiring the use of athletic equipment are permissible, but the equipment must be cleaned prior to use by the next individual.
Student Privacy & Safety	<p>Acknowledgment and agreement to the waiver below will be given on the Instructional Intent Form. It is as follows:</p> <p>During educational opportunities OCA may capture staff/student interactions in groups or one-on-one check-ins via virtual classrooms and other platforms being used for official school use. The capturing of these interactions is being done to further the educational goals of the school and as an accountability review of engagement of student-to-student and staff-to-student. These records are for school/classroom use only and will not be posted publicly. These are not public</p>

	<p>records but are educational records used in limited circumstances that further educational outcomes. Their storage is maintained by the school and will be destroyed after they have served their educational purposes and within a reasonable time period in accordance with the school's policies. Just as the school will not publicly post captured data, nor publicly share links to such virtual classrooms we ask families also abide by these same standards and not share information and content not intended for use outside the school/classroom. This includes captured images shared among students. Please note that access provided to school property, accounts and platforms should be used only for their intended, school related, functions. Misuse or abuse of such access is a violation of the school's policies. School expectations of how we treat ourselves and others have not changed and are still expected online.</p> <p>Persons having access to recorded class sessions are the teachers posting the videos and all students enrolled in that particular class from which the session was recorded. Any permission to view class or tutoring recordings must follow the same process as requesting security footage from the actual school campus.</p> <p>I grant to the Okeechobee Christian Academy (OCA) full permission to use any recording, image, photograph, voice, likeness, name, or other identifiable information of my student in connection with OCA's development of content and/or educational materials. I further understand and grant full permission for such content to be used in publications, electronic media, advertising, trade and other lawful uses as they relate to or further OCA's educational program and/or educational materials.</p> <p>I release OCA and its officers, representatives, licensees, employees, successors, assignees and their designees from any and all liability for any rights of action or claims deriving from rights granted to OCA herein including, but not limited, to any privacy rights, proprietary rights and any rights to compensation.</p>
<p>Virtual Partnership Learning Rejoining Dates</p>	<p>If choosing this option to start the school year, we ask that they remain out until the next rejoining date as listed below:</p> <ul style="list-style-type: none"> ● September 14, 2020 (Progress Report Quarter 1) ● October 14, 2020 (Report Card Quarter 1) ● November 16, 2020 (Progress Report Quarter 2) ● January 6, 2021 (Report Card Quarter 2) <p>It is required you come into the Office to complete the Request to Transition Form when choosing to go to VPL or return to campus from VPL.</p>
<p>Water</p>	<ul style="list-style-type: none"> ● Water fountains will not be operational for student use. Teachers and Aides will be allowed to fill the re-fill the bottles for the students. ● Students will need to bring their own water bottles labeled with their name. ● If a student does not bring a water bottle, a disposable water bottle will be provided, and the student's account will be charged accordingly.

Virtual Partnership Learning Specifics

Plan Item	Expectations												
Attendance	<p>The students will check in daily Monday-Friday for attendance via their school email address (firstname.lastname@OkeechobeeChristianAcademy.org) and google form.</p> <ul style="list-style-type: none"> ● 1 day of no attendance form submitted – Teacher contact ● 3 days of no attendance form submitted – Office/Administrator contact ● 5 days of no attendance form submitted – Recommendation to the Board for withdrawal 												
Devices and Internet	Students will need their own device and reliable internet connection. Hot spots from a cell phone are not recommended.												
Due Dates	Students will be responsible for meeting assignment deadlines to avoid consequences, such as lowered grades.												
Getting/Turning in Work	Packets, if applicable, will be picked up/dropped off each week on Monday morning from 8:00-8:30am. Students may need to be on a Tuesday-Saturday school week to compensate for the instruction being asynchronous and one day behind live instruction.												
Virtual Partnership Learning Rejoining Dates	<p>If choosing this option to start the school year, you need to commit until one of the rejoining dates listed below:</p> <ul style="list-style-type: none"> ● September 14, 2020 (Progress Report Quarter 1) ● October 14, 2020 (Report Card Quarter 1) ● November 16, 2020 (Progress Report Quarter 2) ● January 6, 2021 (Report Card Quarter 2) <p>You will be able to transition to the Virtual Partnership Learning after completing a Request to Transition Form.</p> <p>This plan is for Semester 1 of 2020-2021 school year and may be adjusted or extended based on the current COVID-19 situation.</p>												
Websites & Programs	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Spelling City</td> <td>https://www.spellingcity.com/Log-yourself-in.html</td> </tr> <tr> <td>Praxi School: Student Portal</td> <td>https://app.praxischool.com/portal_login.php</td> </tr> <tr> <td>Edpuzzle</td> <td>https://edpuzzle.com/join/nosnebr</td> </tr> <tr> <td>Let's Go Learn</td> <td>https://frontend.letsgolearn.com/login</td> </tr> <tr> <td>XtraMath</td> <td>https://xtramath.org/#/signin/student_other</td> </tr> <tr> <td>BJU Press Online Tools</td> <td></td> </tr> </table>	Spelling City	https://www.spellingcity.com/Log-yourself-in.html	Praxi School: Student Portal	https://app.praxischool.com/portal_login.php	Edpuzzle	https://edpuzzle.com/join/nosnebr	Let's Go Learn	https://frontend.letsgolearn.com/login	XtraMath	https://xtramath.org/#/signin/student_other	BJU Press Online Tools	
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	XtraMath	https://xtramath.org/#/signin/student_other											
BJU Press Online Tools													

Okeechobee Christian Academy COVID-19 NOTICE AND RELEASE

Okeechobee Christian Academy (OCA) is hereby providing notice to me/us that it currently intends to open its educational and school program for the 2020-21 school year. I/we understand that OCA cannot protect my child/student and/or me from risks which may be encountered as a result of my child attending OCA. I/we realize there are natural, mechanical, and environmental conditions and hazards which independently or in combination with any activities engaged in while participating in this program may result in the exposure to certain risks including exposure to coronavirus (COVID-19), or other biological agents, virus or similar bacteriological agents, and the risk of being quarantined, or illness that may result in medical care, hospitalization or death.

I/we hereby state that I, on behalf of my child/student and myself, am an adult, over the age of 18, and legally competent to sign this form. I/we understand these inherent risks and dangers involved with participation in the school providing its educational program and acknowledge the existence of risks which are not obvious or predictable, and hereby intend this release to extend to injury or loss which results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious and to extend to myself and my child/student, as applicable.

I hereby agree not to enter the campus of OCA nor permit my child/student to enter the campus of OCA if I/they have exhibited or been in contact with another person who has exhibited any of the symptoms currently listed by the Center for Disease Control and Prevention as [Symptoms of Coronavirus](#) within the previous 14 days.

In consideration of myself and my/our child/student participating Okeechobee Christian Academy's educational and school program, I/we, and any legal representatives, heirs and assigns, hereby release, waive, and discharge Okeechobee Christian Academy, its officers, directors, employees, agents, and representatives from any and all liability for any and all loss or damage, and any claim or damages resulting therefrom, on account of any injury, illness or exposure to and/or contracting the corona virus (COVID-19) or other biological agents, virus or similar bacteriological agent by me or my/our child/student's attendance at and participation Okeechobee Christian Academy's educational program, including any medical expenses, injury and/or death.

I/we agree to indemnify Okeechobee Christian Academy, its officers, directors, employees, agents, and representatives from any loss, liability, damage, or cost that may be incurred due to my child/student's participation in the aforementioned program, whether caused by negligence of Okeechobee Christian Academy, or otherwise. I fully understand, on my own behalf and on behalf of my child/student the risks associated with the aforementioned participation and assume any risk associated therewith.

This notice, release and indemnity agreement contains the entire agreement between and among the parties hereto, and the terms of this release are contractual and not a mere recital.

The parties to this agreement hereby agree that the interpretation and enforceability of this release shall be governed by the laws of the State of Florida.

I/we expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by applicable laws, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I/we understand that by signing this agreement I am giving up on behalf of my child/student and myself certain legal rights and remedies including the right for my child/student and/or myself to recover damages in the event of death, personal and/or bodily injury of any kind, property loss or damage, expenses of any nature whatsoever including attorney's fees, and other losses that my student(s) or that I may sustain in association with my child's participation in the Okeechobee Christian Academy's educational program.

I/WE HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I/WE SIGN THIS RELEASE VOLUNTARILY AS MY OWN FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

Parent/Guardian name _____ Date _____

Parent/Guardian Signature: _____

Student Names: _____