



MARIN 
CHRISTIAN
ACADEMY

**COVID-19 SAFETY
HANDBOOK 20-21**



**STUDENTS,
FAMILIES,
AND TEACHERS**

Marin Christian Academy and
North Bay Christian Academy
Student, Family and Teacher
Handbook for COVID-19 Safety
2020-2021

DRAFT 8.17.20

REVISED 9/30/20

At Marin Christian Academy, North Bay Christian Academy we want all our students to return to school safely. We have set up preventative measures to allow for social distancing in classrooms, additional cleaning of common space areas, restrooms, regular cleaning/disinfecting in classrooms and frequent handwashing throughout our school. Please follow these guidelines to help us maintain a safe and healthy learning environment for the students, teachers and staff. The information in this handbook is subject to change.

You can find additional resources at the following links:

[Marin Recovers](#)

[Marin County Office of Education](#)

[Centers for Disease Control](#)

[Marin County Health Department](#)

Please Stay Home From School

1. If students and staff have a fever of 100.4 F or higher or any symptoms of illness
 - Students should have their temperature checked every morning before bringing them to school. Please keep them home if anyone in the home is running a fever or have any symptoms of illness.

2. If anyone may have been exposed to COVID-19 in the last 14 days
 - Exposure means that the student/family member has been in close contact, within 6ft of a positive case of COVID for more than 15 minutes.
 - This means if a member of the household has tested positive for COVID by their health care provider
 - If you or your household has traveled out of the country
 - Anyone in your family has been contacted by the county health department and have been asked to self-quarantine.

3. Parents/Guardians should inform the school immediately if their child or family member tests positive for COVID-19. In order to keep this information private,

you may contact the school principal or Heather Freeman in the school office.

4. Any student or staff member who test positive or who has been exposed to COVID-19 MUST stay home from school and follow the Marin County Isolation and Quarantine Instructions click link to view [Guidelines](#).

5. Stay home if you, your child or anyone in the home has the following symptoms:

Fever/Chills	Cough	Shortness of Breath	Fatigue
Muscle/body aches	Headache	Sore Throat	Stuffy/Runny Nose
Nausea/Vomiting	Diarrhea	New loss of taste	New loss of smell

When to Come Back to School

If your child has been out of school for an illness not related to COVID-19, your child may return to school if they have been fever-free for 24 hours without using medication and no other symptoms are present.

Parents need to contact the school office before returning to school. Upon returning to school, the student needs to visit with the school health liaison, Heather Freeman for a health check before going to class.

If a student has been out of school due to COVID-19

- 1) Students who have COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the student is no longer contagious (Education code 49451; Health and Safety Code 120230;5 CCR202). Please inform the school immediately if your child needs to stay home and isolate.
- 2) In order to return to school the student must be symptom free and fever free for 72 hours without medication or 10 days after the onset of symptoms, whichever is later *AND clearance from the student's healthcare provider is required.*

If staff/student may have been exposed to COVID-19

If any member of the household has a confirmed or suspected case of COVID-19, please call the school office immediately. All members of the household should stay home and self-quarantine for 14 days after the last exposure.

- 1) Student may return to school if they have remained symptom free for 14 days
- 2) If during quarantine the student develops symptoms, we encourage contacting your healthcare provider for further direction and then refer to the illness protocol outlined above.
- 3) The entire household including the student needs to be tested and results given prior to the student returning to school given the 14 day quarantine is completed.

(See [Scenarios and Actions](#) by Marin County Rethinking Schools)

Definition of Exposure

If an individual has been in close contact, within 6 feet, of a positive or suspected case of COVID-19 for 15 minutes or more. This will include the following:

- Any member in the household tests positive or is suspected to have COVID-19 by their health care provider.
- You or someone in your household has traveled out of the country
- You or someone in your household has been contacted by the health department as a close contact to a case of COVID-19 and have now been instructed to self-quarantine.

Attendance Policies

- 1) Students who are absent related to illness or quarantine are considered excused absence (EdCode 48205).
- 2) Parents/Guardians must call the school office if their child will be out of school due to illness. Qualifying questions may be asked to assist with trace and tracking policies.
- 3) Absences will be excused with a verification by the doctor for student's illness or quarantine reasons.
- 4) Any student who has been absent for longer than 3 days will be *required* to submit a doctor's verification prior to coming back to school.
- 5) Students are required to check in with the school office prior to returning to class.

ISOLATION PROTOCOL: *If a student develops symptoms at school*

If a student develops a fever of 100 degrees or higher and/or symptoms of COVID-19 are noticeable while at school, we will remove the student from class, keep him/her under observation in a separate area until the student can be picked up.

- Parents must have a plan for picking up their child **at all times.**
- Students should be picked up within 30 minutes by a parent or emergency pick up. Students cannot stay in isolation for the remainder of the school day.
- Students will be required to wear a mask if symptoms are visible.
- When a parent arrives, please stay in your car and call the school office. A staff member will walk the student out to you.

Health and Hygiene Practices

Face Coverings

California has now mandated that face coverings be worn by 3rd grade and up when feasible. Especially when physical distancing is a challenge. Teachers and Staff must wear a face covering and/or face shield while on campus. There will be exemptions for students with medical concerns.

Definition of Face Covering

Covering made of cloth, fabric without holes, that covers the nose/mouth area along with the surrounding areas of the lower face.

NOT considered acceptable face covering:

- Plastic masks
- Ski Masks with holes for the mouth and nose
- Masks with a one-way valve
- Halloween style masks
- Objectionable pictures/words on masks

How to wear your face covering correctly:

- Wash your hands before putting on mask
- Place it over your nose and mouth making sure it is secure under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breath easily
- Avoid touching the face covering while it is on. Wash your hands if you need to touch the face covering

How to remove a face covering correctly

- Stretch the ear loops and remove
- Handle only by the ear loops
- Be careful not to touch your eyes, nose or mouth when removing
- Wash hands after removing
- Wash your face covering daily

When the mask must be removed it should be stored in a ziplock bag. No other students should ever touch or wear your student's mask. If the mask falls on the floor, please tell the teacher who can give you another one for the remainder of the day.

Hand Hygiene

At school we will be encouraging hand washing throughout the day. We have built in times for frequent hand washing. Students and staff will be required to wash their hands upon arrival to school each day before entering the building. Hand washing will take place before eating and before returning inside after recess. Younger grades will wash hands outside in our new touchless hand washing stations while older grades will wash hands inside their classrooms.

Proper Hand Washing

1. Wet your hands and apply soap.
2. Rub your hands together to lather the soap. Clean the back of your hands, between your fingers and under your nails.
3. Scrub your hands for at least 2- seconds. Hum "Happy Birthday" twice.
4. Rinse your hands well.
5. Dry your hands.

Cough/Sneeze Etiquette

We all need to work together to reduce the spread of COVID-19 and other illnesses.

1. Cough and sneeze into a tissue or into the crook of your elbow, throw the tissue away and wash your hands.
2. If you sneeze on your desk, ask the teacher for the soap/water spray bottle; wipe down your desk and wash your hands.
3. Do not touch your eyes, nose or mouth. Wash your hands.
4. If you sneeze/cough into the air in the classroom, please use the Pursue disinfectant spray in the class basket
5. Avoid close contact with anyone who is sick.

Preventative Measures at School

Arrival and Departure from School

There will be designated areas for entry and exit from the school. Specific protocols for the drop-off and pick-up process are found in the Parent Handbook.

- Parents will need to stay in their car when they drop off their children kinder - 5th grade. Show the Fever Free App as the child exits the vehicle.
- Health FeverFree App checks will take place each morning in the designated drop off areas on both campuses.

Wellness Checks

Fever Free App - Student checks will be completed at home using the Fever Free App each day before students enter campus. Any student with a fever of 100 or above and/or exhibiting any symptoms of COVID-19 or has anyone at home who has exhibited COVID-19 symptoms will not be able to attend school on campus. Parents will be contacted immediately to return and pick up their child. We all need to work together to reduce the spread of COVID-19. We are asking parents to pick up their child within 30 minutes of being called. Please, if you are going to be further away than 30 minutes, update your emergency contact and have someone ready and able to pick up your child from school.

Physical Guidelines (Physical Distancing)

Marin Christian Academy and North Bay Christian Academy has implemented safety measures in place to help the students stay at least 6 feet apart while in lines, hallways and when moving throughout the building:

- Physical Distancing floor decals to remind students to stay 6 feet apart
- Signs on walls and stairs to keep a 6ft distance
- Signs on restroom stalls to remind students to stay within their cohort
- One way signs in the hallways

Gatherings, Visitors, Field Trips

Marin Christian Academy promotes physical distancing at least 6 ft apart between students whenever possible. The group sizes are limited to their cohort group and meetings will be held virtual when possible.

At this time no volunteers or parents will be allowed into the classrooms.

There will be no field trips off campus. However, classroom learning is encouraged to take place outside. Marin Christian Academy and North Bay Christian Academy has beautiful outside space available for students to spread out and learn.

Shared Objects

Please follow these very important guidelines and share them with your child:

- Discourage students from sharing objects
- Each child should have his/her own pencil boxes where they can keep their school supplies
- Limit sharing of supplies between students. Disinfect items if sharing happens.

Water Access

Students are encouraged to bring their own water bottles from home. All drinking fountains are now disabled. Water bottles can be refilled in the classrooms by using the sink. Please tell the teacher if your child needs a water bottle.

Food Service

Marin Christian Academy will not be providing a hot lunch program at this time. Lunches/snacks will need to be packed at home and brought to school. There is a morning snack and lunch time each day. Lunch will be eaten outside in designated classroom areas.

We will avoid sharing food and ask that any class goodies brought in for celebrations be in pre-packaged boxes or bags for each student. We will not hold potlucks, buffet or family style meals.

Recess and Lunch Protocols

Morning recess will now be in the classrooms. Please remember to pack a morning snack for your child. When masks are removed for eating the students will place them in their individual zip lock bag for safe keeping. Twice a week Physical Education will be the students morning recess outside.

Lunch times are staggered among the cohorts. Lunch will be eaten outside along with recess time in designated areas on a rotation schedule.

There will be NO shared equipment on the playground. Each cohort will have their own color coded bag of outdoor equipment for the students to use during lunch recess and physical education class.

Designated COVID-19 Contacts

The designated person for Marin Christian Academy will be Heather Freeman and Jackie David-Flake will be on the North Bay Campus. They will work together and are responsible for:

- Responding to COVID-19 questions and/or concerns.
- Providing families with guidance documents, including materials in Spanish if needed.
- Maintain a communication system for staff and families to self-report symptoms and receive prompt notification of potential exposures and closures.
- Maintaining and Documenting Trace and Tracking logs in each classroom.