



Empowering students with a lifelong faith in Jesus Christ, outstanding academic skills, and a passion to share the Gospel

Plans for School Reopening Fall 2020

Supplemental Parent Handbook

Revised 08/26/20

**ACSI Accreditation Candidate,
Candidate for Accreditation; approved by the Schools
Commission of the Western Association of Schools and Colleges**

**7625 East Avenue
Fontana, CA 92336
909-463-3915
FAX 866-875-8346**

www.wateroflifecs.org

Welcome Back!

Dear WOLCS Parents:

On behalf of the Water of Life Christian Governance Board, we are happy to announce that we will be ready to open our school doors for students for the coming 2020/21 school year!

We have received guidelines from the California Department of Public Health (CDPH) concerning a safe return for our students and the re-opening of our doors. We will also be receiving ongoing updates on all precautions that need to be taken in order to ensure a healthy campus for our students and school staff. There is a great deal of excitement from the Board as we welcome our new principal, Mrs. Maricela Nájera, and our returning dedicated teachers and staff as they prepare for a great upcoming school year.

As always, we are all committed to providing families with a vibrant Christian education based on the truths and principles of God's word. It is the goal of WOLCS that the message of God's love in Jesus Christ coupled with dynamic teaching, diligent study, and a well-planned curriculum, will transform students' lives. It is within this context, that students will obtain knowledge, build healthy bodies, acquire strong academic competencies, and develop productive social skills.

Our first day of school is scheduled for August 10, 2020, with a traditional, full-day, on-campus setting for students. We do intend to follow all CDPH guidelines relative to class sizes and appropriate social distancing to ensure that our school campus is safe for everyone. For this reason, we encourage our parents to enroll your students early to ensure a spot for your child.

Health measures will be taken to ensure that anyone coming on campus has been cleared to serve in our programs. Additional options for continued on-line programs will also be provided for those parents who would prefer to maintain a Christian education program from home through a streaming program with a qualified teacher. Details pertaining to alternate programs will be made available in the coming weeks.

We are excited to welcome you back to our campus this coming school year! It is our goal to make this a fantastic school year for our students, parents, and our community.

In His Love,

WOLCS Governance Board

Dear Lions' Families,

We are excited to announce that the first day of school will be August 10, 2020. Water of Life Christian School is pleased to offer the following Supplemental Parent Handbook that provides our plans for the reopening of our classrooms. These plans are based on the information currently available and the current conditions and guidance. We will continue to monitor the situation closely, make all necessary adjustments, and keep all our families informed. As such, this document will be subject to frequent updates.

We are blessed to have the space to accommodate all social distancing guidelines and we will accommodate as many WOLCS families as possible. The exact capacity will be different from classroom to classroom. We have room for all families currently enrolled and those returning. All new enrollments beyond July 10, 2020, will be waitlisted until a classroom can be formed and a venue secured. Future enrollment may be capped in grade levels that are impacted in numbers. For those families not comfortable with our traditional on-campus learning program, students will be able to continue their education via remote learning. Each student utilizing remote learning will still have a reserved seat in the classroom and count for the total students in that class. In addition, we are monitoring enrollments closely to ensure we order all appropriate supplies including supplies necessary for COVID-19 safety. For our current families and families that have been accepted, we have had to adjust the enrollment deadline to July 10, 2020, at 3:00 pm due to the increased demand that has already occurred. Enrollment beyond that date will be on a first-come, first-serve basis as space permits. Grade combination classrooms may be considered as an option for those students on the waitlist.

For those not seeking the traditional on-campus/remote learning option, we are exploring an alternative to supporting the unique needs of those families. If this is something that you would like information about, please email your name, your student name(s), and their grade level to reneem@wateroflifecs.org.

We are pleased to offer you the following information. Additional training will be provided to staff the week before school starts in addition to detailed information to families regarding check-in points and drop-off and pick-up procedures.

Please remain in prayer with us!

In His service,

Mrs. Maricela Nájera

Mrs. Lucy Mahiaini

"But if we walk in the light, as He is in the light, we have fellowship with one another..." (1 John 1:7)



Water of Life Christian School

Return to Campus Policies and Procedures

A. Training

- a. All Staff - All Staff will be provided with training before the start of the school year regarding:
 - i. Proper social distancing
 - ii. Proper sanitization of work areas, equipment, and teaching tools
 - iii. Proper handwashing, avoiding contact with one's eyes, nose and mouth, and properly covering coughs and sneezes
 - iv. COVID-19 symptoms
 - v. Other health and safety protocol and requirements based on current conditions
 - vi. Continued training as conditions and information changes
- b. Students - Students will be trained and guided by their teachers and classroom aides in hygiene and sanitization protocols including:
 - i. Proper handwashing
 - ii. Mask wearing/Face Shields
 - iii. Avoiding contact with one's eyes, nose, and mouth
 - iv. Properly covering coughs and sneezes
 - v. Protocol for proper sanitization of hands and workspaces as these practices will be scheduled throughout the day.
 - vi. Protocols for identifying and reporting potential COVID 19 symptoms
 - vii. Other health and safety protocol and requirements based on current conditions

- viii. Continued training as conditions and information changes

B. Health and Safety

- a. Local Conditions - WOLCS will be monitoring State and County conditions, guidelines, and recommendations closely to ensure the safety of students, parents, and staff as we return to campus. Part of this process will include:
 - i. Monitoring local conditions that are in place such as, flexibility or lifting of State and County Stay-Home Orders that allow schools to physically reopen as well as a Local Public Health Clearance from health officials who have made determinations regarding current conditions.
 - ii. WOLCS may align with the local public schools regarding possible future closures. We will also monitor their decisions as they apply to their various school sites.
- b. Equipment Availability -
 - i. Have sufficient protective equipment available to comply with the California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification of duty.
 - ii. Purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings.
- c. Cleaning Supply Availability -
 - i. Ensuring that enough appropriate cleaning supplies are available to disinfect the school site in accordance with CDPH guidance.
 - ii. Ensuring sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, increasing limited to no-touch surfaces (dispensers, propping doors when safe), and paper towels.

C. Addressing Positive COVID-19 Cases or Community Surges - In accordance with CDPH guidance, when a student, teacher, staff member or a member of their household tests positive for COVID-19 and has confirmed exposure to others at the school, WOLCS will be implementing the following steps:

- a. In consultation with the local public health officials, the appropriate school officials (WOLCS Administration, Board, and Church Elders) may consider whether school closure is warranted and the length of time-based on the risk level within the specific community as determined by the local public health officer.

- b. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19 positive individual was based will typically need to close temporarily as students or staff isolate. The duration of time will depend on current recommendations. Students will have access to continued remote learning.
- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for additional cleaning and disinfection.
- d. Continuity of education will continue remotely.
- e. We will work with health officials to conduct contact tracing, and affected individuals may be required to be tested for COVID-19 and undergo appropriate quarantine, etc.
- f. WOLCS will consult with public health officials to determine if/when on-campus learning can safely resume.

D. **Identification and Contact Tracing Protocol** - WOLCS has taken specific measures to reduce exposure and assist in the identification of any individuals by establishing cohorts of adults and students that remain together as much as possible throughout the day. Each class has 1-2 designated adults and the student maximum per class is determined by space. The average class allocation based on square footage is 16 students.

Establishing cohorts that remain together will ensure we are able to quickly identify the individuals potentially affected by a confirmed positive COVID-19 case. Class lists are available to identify potential contacts and to share with public health officials as necessary.

Should a positive COVID-19 case occur at our school site, the COVID-19 Coordinator (School Principal, Maricela Najera) will ensure the campus adheres to the following protocols:

- a. In accordance with state and local laws and regulations, school administrators will 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), Family Educational Rights and Privacy Act (FERPA), and Health Information Privacy Accountability Act (HIPAA).
- b. Inform those who have had close contact with a person diagnosed with COVID-19 to self monitor for symptoms, and follow state and local guidance if symptoms develop. WOLCS students, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by the designated COVID-19 Coordinator (School Principal, Maricela Najera), by phone with follow-up written correspondence which will include: If known, date of potential exposure, information on the incubation period, and safety protocols that help to limit exposure (handwashing, face coverings, physical distancing, etc.). Phone numbers and the website to

schedule an appointment at a local testing site will be provided. Staff and families will be directed to sbcovid19.com or their medical provider. Closest current location to WOLCS is:

Jessie Turner Center – Fontana
15556 Summit Ave., Fontana, CA
909-771-2911

c. Additional Information to provide:

i. Students: Return to school protocols when applicable

ii. Staff: Contact information for Human Resources administration team.

E. Illness Prevention - The following policies will be implemented to comply with safe distancing policies and recommendations.

a. Staff Testing - To ensure compliance with the waiver requirements, all staff will be tested on a rotational basis with 50% of staff tested every month (100% of staff every two months) and ongoing. Staff will email appointment confirmations to administration. Test results will be emailed to Human Resources to ensure compliance.

b. Face Masks - All individuals, including but not limited to, students, families, caregivers, visitors, faculty, staff, Administration, Board Members, etc. are required to wear face coverings, face masks or a face shield upon arriving on campus and during the duration of their time on campus.

i. Face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible. Students need to arrive on campus wearing their face masks. Parents will be required to provide two to three additional face masks to be held in the student's classroom in case of an emergency, mask malfunction, or if your student misplaces their mask during their day. Parents will be asked to supply additional masks to replace those used.

c. Drop off and Pick up locations/stations - Morning drop off and afternoon pick up procedures will consist of a drive-through process. Designated areas on campus will be assigned to each grade level for dropping students off at school and for student pick up at school dismissal. Families with multiple students in various grade levels will be provided a designated single drop off/pick up location for all of their children. School start times will remain the same. However, drop off times have been expanded to begin at 7:40 am for middle school and families with multiple students and 7:50 am for elementary students. At each dropoff station, a COVID-19 screening shall take place. If any of the COVID-19 symptoms are present, the student will be directed to participate via remote learning, to monitor their symptoms and seek medical advice as necessary. Please note for all early morning daycare (Kids Club) students will be checked in through the main lobby between the hours of 6:30 am - 7:40 am. A COVID-19 screening station will be available at the front desk. In addition, students going to after school Kidz Club will be checked in by staff and all students will have their temperatures taken before signing into Kids Club. Pick up of students from Kids Club will be in the main lobby after school dismissal traffic has cleared. Information regarding your designated drop off and pick up locations will be sent out before the school year starts.

d. Campus Access - To further protect our students, families, and staff during this time WOLCS will be minimizing exposure and potential spread of the virus by limiting access to the campus and classrooms and eliminating non-essential visitors, facility use, and volunteers. WOLCS will continue to work with other church ministries to coordinate the use of facilities.

- ii. Any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 per CDC and CDPH guidelines for COVID-19 symptoms will be denied access to the campus. Staff will discuss with parents or caregivers, while referring to the student's health history form or emergency card, to identify whether the student has a history of allergies, which would not be a reason to exclude.
- iii. Visitors - due to guidelines provided by the local and state government and county, visitors must notify the school, via phone, their intent to visit, including the duration, and which location(s) so that staff can plan accordingly while the school ensures compliance for safety of the students and meet the needs of the parent/visitor.
- iv. Current recommendations include temperature checks and screening for symptoms which include but are not limited to:
 - a. Fever
 - b. Cough
 - c. Shortness of breath or difficulty breathing

- d. Chills
- e. Diarrhea
- f. Repeated shaking with chills
- g. Muscle pain
- h. Headache
- i. Sore throat
- j. New loss of taste or smell
- k. Rashes
- l. Contact with an individual with symptoms or positive results.

Students and staff will be monitored throughout the day for any development of the above-listed symptoms. Designated waiting areas have been developed to allow for safe monitoring of conditions and social distancing. Parents/guardians will be contacted if symptoms become severe, along with emergency medical services. Severe symptoms include elevated fever, persistent pain or pressure in the chest, confusion, or bluish lips or face.

WOLCS families will be notified when appropriate regarding any confirmed cases of COVID-19 as required by state and federal laws.

Any areas used by a person displaying any symptoms will be closed off and the area will not be permitted for use until cleaned and disinfected.

v. Students - Entering Campus

1. Face Masks - All students and families, caregivers, etc. are required to wear a face covering, face mask upon entering campus, and during the entire duration of their time on campus.
2. Passive Screening - Parents will need to screen students before leaving for school (check temperature to ensure temperatures are below 100.0 degrees Fahrenheit, observe for symptoms consistent with COVID-19). Keep students at home and seek your physician's guidance if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

3. Active Screening by staff- Engage in symptom screening as students enter campus consistent with public health guidance, which includes visual wellness checks and temperature checks. All parents will be asked about COVID-19 symptoms regarding their students within the last 72 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
4. All students must wash or sanitize hands as they enter their classroom and throughout the day.
5. WOLCS will provide supervised, sufficient points of access to avoid larger gatherings.
6. WOLCS will use privacy boards or clear screens when practicable.
7. If a student is symptomatic or develops symptoms during the school day:
 - a. Students who develop symptoms of illness while at school will be separated from others right away and escorted to an area through which others do not enter or pass. If more than one student is in an observation area, physical distancing will be ensured.
 - b. Any students exhibiting symptoms will be required to continue to wear a face-covering while being placed in an observation area. Students will remain in the observation area with continued supervision and care until they are picked up by an authorized adult.
 - c. Students with COVID-19 symptoms are not to return until they have met CDC criteria to discontinue home isolation and have provided documentation of a negative COVID-19 test result. During this time, students will be encouraged to participate via remote learning if they feel well enough to participate.

vi. Staff - Entering Campus

1. Face Masks - All Faculty, Staff, Administration, Board Members, etc. are required to wear face coverings/face masks upon entering campus and during the duration of their time on campus.

2. Passive Screening - Staff is required to self-screen before leaving for work (check temperature to ensure temperatures are below 100.0 degrees Fahrenheit, observe for symptoms consistent with COVID-19). Staff must stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
3. Active Screening - Staff will engage in symptom screening as they enter campus consistent with public health guidance, which includes visual wellness checks and temperature checks. All staff will be asked about COVID-19 symptoms within the last 72 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
4. All staff must wash or sanitize hands as they enter worksites.
5. Staff who are exhibiting symptoms from the workplace will be prohibited from entering campus.
 - a. Staff who develop symptoms of illness while at school will be separated from others right away and required to maintain face covering, and advised to seek out medical attention.
 - b. Staff with COVID-19 symptoms are not to return until they have met CDC criteria to discontinue home isolation and have provided documentation of a negative COVID-19 test result.

F. **Health** -

- a. Students and Staff will be required to wear masks according to CDC/CDPH mask guidelines.
- b. Teachers and instructional aides will be required to clean teaching areas and equipment before and after use. Examples of equipment may include but are not limited to, teaching podiums, teaching desk, tables, student desks, chairs, dry erase markers, stationary, etc.
- c. Students and staff will be required to wash their hands or utilize hand sanitizer before entering classrooms.
- d. In the event we are notified of a positive COVID-19 case, families who had contact will be notified as required. Any additional individuals in close contact with the individual will also be contacted as appropriate. School instruction for those contacted will continue via remote learning and they will be advised to follow the recommendations of their medical providers.

- e. Handwashing will be scheduled throughout the day in addition to making hand sanitizers readily available.
- f. Sanitizing Stations - will be located at the front lobby, classrooms, admin office, MPV, cafeteria, playground area, and any locations identified as high traffic areas.
- g. Floor mats and/or signage will be strategically placed in high traffic areas to help remind students and staff to maintain appropriate physical distance.
- h. Students and staff will be reminded to use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow and use sanitizer thereafter.
- i. Students and staff will be required to wash their hands before and after eating; after any incident of coughing or sneezing; after being outside; and before and after using the restroom.
- j. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
- k. Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits, and monitor proper handwashing.
- l. Students and staff will use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.

G. **Physical Distancing and Transitions** - A minimum of 6-feet of distance will be required between all individuals (6 feet is the current minimum recommendation for physical distancing from the CDC). In an effort to comply with proper social distancing requirements we have the following considerations in place:

- a. As space is needed more venues will be considered on our campus to accommodate proper social distancing footage.
- b. In some cases reduced class sizes or capped enrollment to ensure that safe social distancing is accomplished without academic disruption.
- c. Minimized movement of students, educators, and staff as much as possible throughout the day.
- d. In circumstances where sufficient physical distancing is difficult or impossible, all individuals, including staff and students will wear face coverings that cover the mouth and nose consistent with public health guidance.

H. Playgrounds -

- a. Increased supervision will be implemented to ensure physical distancing.
- b. P.E. - will be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.
- c. Equipment will be sanitized frequently throughout the day when utilized.
- d. Three designated areas have been identified for use during recess and lunch breaks (grass area/picnic-style lunch, basketball courts/picnic tables, and cafeteria/playground play structure) encouraging proper social distancing. Classes will be assigned locations on a rotational basis to allow equal experiences of the different play areas. Scheduled cleaning and sanitation will be completed between class rotations for the safety of all students. In the event of inclement weather, students will be eating in their classrooms.

I. Food Service/Water Fountains -

- a. Physical interactions will be limited during meal service (Ex. Serving meals in classrooms (for inclement weather, serving hot lunches in sealed bags/containers, increasing meal service access points, staggering cafeteria use).
- b. Self-service buffets for food and condiments will be suspended and provided in the individually packaged containers.
- c. Snack and Lunch periods will be held in the student's classroom or their designated area to minimize the movement of students and staff.
- d. Lunch - Students will eat in their designated areas with proper social distancing. Lunch provided by Progressive Catering will be packaged in containers and distribution to students will be provided in those areas. Students bringing their lunch will also eat in their designated areas.
 - i. During this time due to safety precautions and limitations of visitors on our campus, we will not be able to accept lunches from delivery services, parents, or family members. If your student has forgotten or needs a lunch they will be provided one through Progressive Catering and your account will be charged. We are aware of the three lunch limits and during this time that limitation will be lifted. Please note that Progressive Catering will be preparing meals adhering to all COVID-19 guidelines set for food safety.
- e. Water Fountains - Students and staff are encouraged to bring their own water bottles. Students can ask staff for refills of their bottles to ensure proper sanitation and avoid any possible exposure.

J. **Classrooms** -

- a. Maximum capacity will be determined for students in each classroom while meeting the 6-foot physical distancing guidelines which may result in splitting classrooms and/or reducing classroom sizes.
- b. In accordance with CDC and CDHP guidance, desks/students are to be a minimum of 6 feet apart. Sitting arrangements will be crafted to minimize face-to-face contact.
- c. When necessary other rooms, venues, and/or buildings on campus will be utilized to help with social distancing guidelines.
- d. Face shields will be available and assigned to each student to utilize only during classroom instruction. Teachers will instruct students on the usage of face shields and face masks. When face shields are utilized, face masks will still be required and can be lowered on the face to the chin when the teacher provides guidance to do so. Teachers will advise students as to proper usage.

- K. **Criteria for Switching to Remote Learning** - When there is a single confirmed case of COVID-19 within a class cohort, the entire class cohort will immediately commence distance learning for a minimum of 14 days from date of last known contact. Individuals will be allowed to return from distance learning following the 14-day minimum quarantine period or, if a cohort participant develops COVID-19, until the individual cohort participant is cleared by a medical provider to return to school.

School administration will monitor and report positive cases and track whether the school is approaching the 5% threshold (of on-sites students and staff) within a 14 day period. When the school reaches that threshold the entire school will switch to distance learning.

- L. **Communication Plan** - In addition to direct communication to individuals that have been exposed to a confirmed case of COVID-19, the school community will receive a general communication. General communication will include:

- Date school was notified of positive COVID-19 test
- Date individual was last on campus
- No names or identifying information will be provided to ensure confidentiality
- Cleaning and disinfection measures that were taken
- Resources regarding mitigation measures and testing options

Closing

WOLCS thanks you immensely for taking the time to review our plans. Due to the nature and the variability of the current COVID-19 situation, this document is considered a living document with frequent updates as they are necessary. We will continue to keep you up to date with any changes. May our Lord continue to guide all of us and keep us all safe.

Links for Reference:

Centers for Disease Control and Prevention

<https://www.cdc.gov/>

California Department of Public Health

<https://www.cdph.ca.gov/>

San Bernardino County Department of Public Health

<https://wp.sbcounty.gov/dph/>

Frequently Asked Questions

Why is WOLCS choosing in-person instruction (as opposed to continuing with remote/virtual learning)? WOLCS understands the importance of in-person education and interaction with a teacher and other students. As of the closing of the parent survey, 67% of families indicated that they wanted in-person instruction with the necessary safety precautions. An additional 17% wanted to continue with remote learning. WOLCS's current plan meets the needs of the vast majority of our families.

What about the cold season? We understand the symptoms may be similar. As such, during the cold season, all students or staff exhibiting symptoms similar to COVID-19 are asked to stay home and work or learn remotely as health conditions allow.

What types of masks will be needed to be worn? Families may provide masks of their choosing. WOLCS is currently looking into clear, comfortable face shields, which may be a good option in addition to the masks for staff and students. For more information on CDC approved home masks please visit [How to Make Cloth Face Coverings to Help Slow Spread](#).

What types of thermometers will be used for assessment? What about the process of cleaning the thermometers? We will be using no-touch thermometers. We will wipe down the thermometer after each reading if it touches an individual.

Will there be before and after school care? Yes. We anticipate the hours before and after school care to be the same. However, to maintain physical distancing, we may have to create smaller groups within the program.

Will there be an attendance issue, meaning if my student shows symptoms of COVID-19 and is required to stay home or if I feel more comfortable with my student continuing on-line learning will attendance be affected? WOLCS will be open for full-time on-campus learning. When your student is ill they may stay home and participate via on-line until they are healthy and able to return. To comply with attendance requirements, a note from your Physician must be provided to excuse absences that exceed five (5) consecutive days in duration without physical or online attendance.