



Dallas Christian Academy Re-Opening Procedures

This document is a living document and is subject to change. In an effort to mitigate the spread of COVID-19, Dallas Christian Academy has established various initiatives to protect the health and safety of individuals within our school community. It is our desire to help our families feel secure in their choice to send their students to Dallas Christian Academy by implementing this COVID-19 operational plan before the upcoming school year. Please be aware that as new mandates are issued by local and state authorities, procedures may change. The guidelines from our state and local governing agencies will be used to guide our re-opening at Dallas Christian Academy.

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Instructional Learning Options

1. Live, in-person instructional learning

Students and teachers will attend class live, in-person, five days a week, from 8 a.m. to 3:00 p.m. while adhering to the safety measures implemented and attendance requirements.

- Students are required to arrive on campus with ample time to begin the school day.
- Students are required to wear CDC compliant protective facial covering such as masks, or neck gaiters for Pre-K through second, prior to entering the building.
- Students shall be subject to temperature checks before being allowed to enter the school building. Parents shall not leave the drop-off/pick up area until their student(s) has been deemed as meeting the temperature threshold established by the CDC for potential COVID-19 symptoms.
- Parents/guardians are not allowed to enter the building or accompany their students(s) into the building to minimize the number of people in the building and reduce the potential for the spread of the virus.
- Protective facial covering shall be worn throughout the school day, unless exempt in designated areas due to six feet social distancing.
- Students shall arrive to school with appropriate school supplies and attire that enables the students to participate in the in-person classroom environment.
- Students shall adhere to school handbook, classroom rules, and health and safety measures instituted by the school.
- Students will practice social distancing at all times.
- An authorized school staff member shall supervise dismissal. Parents/guardians are not allowed to enter the school building.
- School staff are not allowed to engage in in-person discussions or meeting with parents/guardians during arrival or dismissal or any part of the school day.
- Students wanting to switch learning environments must meet the criterion as referenced below (Live, Virtual Instructional Learning).



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2. Live, Virtual Instructional Learning

Students will receive instruction in a completely live, online environment, five days a week, from 8 a.m. to 3 p.m. while adhering to the safety measures implemented and attendance requirements.

- Students who want to attend live, virtual instructional learning must complete an agreement form agreeing to the terms and conditions to this learning environment. The agreement must be executed prior to the student starting the online instruction.
- Students electing this instructional environment must complete the quarter. Exceptions will require Administrative approval.
- Any changes to the learning environment must be submitted to the Administrator in writing.
- Parents are responsible for providing and maintaining proper internet, hardware, scanning/uploading, and printing capabilities. Parents are required to inform the teacher when students are experiencing technical difficulties and the student is unable to complete the instructional day, or any part thereof.
- To be considered in attendance, students must log in to live, virtual instruction during each scheduled class time (synchronous learning). Students must be visibly seen on the screen to be counted present for the duration of the class and in suitable classroom attire.
- Students are expected to adhere to classroom rules, and the student handbook e.g. be on time, class attire, no picture taking of others on screen, participation, speak up, raise hand, wait your turn, cameras not pointed to ceiling, etc. during live, virtual instruction.
- Dallas Christian Academy is not responsible for students deviating from the online classroom environment.
- Parents need to help students establish a learning space at home for their child's success.
- It is recommended that parents provide computer monitoring software and safety controls for their child.
- Parents need to stay current on their student's progress and contact the teacher with any questions or concerns.



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Attendance/Enrollment

As stated in the Texas Education Code, students must attend 90% of a course in order to receive credit for the course and be promoted to the next level. This requirement will remain in effect during the 2020-2021 school year, even for live, virtual learning.

Campus Access Protocols and Screening

Teachers and staff will be required to self-screen for COVID-19 symptoms before coming onto campus daily. The teachers and staff must report to the DCA Principal if teachers/staff, or any member of the household have been exposed to COVID-19 symptoms or if the teachers/staff, or if any member of the household have tested positive. Individuals must remain off campus until criteria for re-entry has been met, as determined by the CDC or local governing authority.

Parents and guardians are expected to screen their students daily for COVID-19 symptoms before sending them to school. The parent/guardian must report to the DCA Principal if students, or any member of the household have been exposed to COVID-19 symptoms or if the students, or if any member of the household have tested positive. If parents are called to come and pick up a sick child, parents need to pick up the child immediately. The parent will have the child receive remote instruction until the student has met the criteria of re-entry.

In order to access Dallas Christian Academy campus, individuals will agree to a temperature check prior to entering the campus or building.

Campus Visitations for Parents, Visitors, and Volunteers

In the interest of maintaining the safety and well-being of the DCA campus, the campus will be closed to all non-essential personnel to include all parents/guardians, visitors, and other personnel. Meetings and conferences shall be held virtually to limit the COVID-19 exposure. Any exceptions will be considered on a case-by-case basis.

Personal Protective Equipment and Supplies Protocols

Any individual accessing the campus must wear personal protective equipment such as face masks, as defined by the CDC, and shall adhere to the 6 feet social distancing



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requirements. The face mask shall be worn at all times for the duration of their campus stay.

Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth). Face shields or goggles may be worn in addition to a protective mask in order to protect the eyes. Protective masks must be a solid color, and must not contain words, lettering, or graphics, with exception to the manufacturer's manufacture labeling.

DCA shall place hand sanitizing stations strategically throughout the campus. Hand sanitizer stations shall be easily accessible to all individuals on campus and shall be required to sanitize hands frequently throughout the day. Hand sanitizers are an alternative to hand washing in bathrooms and or kitchen areas.

Appropriate signage shall be placed throughout the campus to provide additional direction to add additional measures to health and safety. Examples of signage placements are but not limited to, on the floor where students assemble in common areas, on walls over hand sanitizers, and to promote social distancing.

Pre-K through Second grade – will be required to wear a face mask upon arriving to campus. Parents are encouraged to wash masks daily, or purchase multiple masks to ensure the students' health and well-being is maximized and thus reducing the risk of spreading of COVID-19. Students will put on a face shield once in class (applies to Pre-K through second grade only) and may remove their personal mask. The student will return the face shield for disinfecting each day, and will leave with their personal mask on.

Third Grade through Twelfth Grade - will be required to wear face masks upon arriving to campus and their mask will be worn at all time unless otherwise defined.

Lunch - Individuals shall wear their mask until the individual arrives at the eating destination at which time they may unmask. Once the individual has finished their lunch, the individual will put their mask back on. No visitors will be allowed during lunch, and food drop off will not be accepted. The parent may purchase an emergency lunch for that day if a student does not have lunch.

Cafeteria - Individuals will eat in the class or in an alternate location for social distancing. The cafeteria staff will be required to wear a face mask. Microwaves will not be provided



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due to the opportunity for cross contamination with a high-touch device. All individuals are expected to wash hands before and after eating lunch.

Physical Education Activities will be outdoor as weather permits. Masks are not required during events where social distancing (6 feet) is followed. Competitive sports are to be determined.

Field Trips are cancelled until further notice.

Music Class, Band, Choir will be modified while wind and vocal activities are suspended until further notice.

Classroom - Individuals will be socially distancing as much as possible. Individuals will not share personal supplies. Individuals will disinfect working areas throughout the day.

Restroom / Hallway / Recess / Playground /

Signage will be placed on or by restroom doors limiting the number of people allowed in the restroom at any given time. Restrooms will also be monitored for capacity compliance. Additional signage will be placed in the restrooms instructing individuals of hand-washing frequency, protocol, and instructions.

Individuals will use hand sanitizer when exiting and entering a room or the building. High visibility signage will be placed throughout the school directing individuals to hand sanitizer stations. Additionally, social distancing signage will be placed in classroom and hallway floors to show students where to line-up. Students will walk single file in hallways. Masks will be utilized unless social distancing outside. The number of individuals outside at one time, will be limited to the number of acceptable individuals for social distancing.

Water Fountains Students will need to bring a reusable water bottle to drink from throughout the day. Water fountains will be closed. Students will take their water bottle home for cleaning each night. Parents will need to support and help prepare students for success each day.

Arrival Procedures Parents will remind students to walk into the building while social distancing. All individuals must arrive wearing a personal mask. Students will go straight to the designated areas in the gym. Parents will not be allowed to walk students to the classrooms.



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Dismissal Procedures DCA will continue to utilize the “pick-up line” during dismissal. Individuals will remain in their classroom rather than congregating in the gym. Individuals will be called and walked to the car. Parents will call ahead if they need to pick up their student. Planning ahead will be required so that the student may be ready once the parent arrives.

Afterschool Care Individuals in after school care will adhere to the protective mask requirements as outlined in the health and safety procedures as it pertains to the use of mask and social distancing as established by the school according to each grade level. Students will remain in designated areas for the health and safety of every person in the gym. Parents/guardians must ring the doorbell (or stay at the playground entrance if the students are outside on the playground) and stay at the door to sign out their student. All individuals must arrive on campus with a mask. No person shall approach or enter the school grounds if they are experiencing COVID-19 symptoms or have tested positive for COVID-19. The school reserves the right to conduct temperature checks for any individual on school grounds.

Symptomatic Individuals

Any individual with symptoms will be isolated, quarantined, and sent home immediately.

In the case of an individual who has symptoms that could be COVID-19, and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19; the individual may not return to the campus until the individual has completed the same three-step criteria as follows:

1. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
2. the individual has improvement in symptoms (i.e. cough, shortness of breath), and
3. at least fourteen calendar days have passed since symptoms first appeared.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either:

1. Obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis or



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2. Receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID 19 testing location found at:

<https://tdem.texas.gov/covid-19/>

Confirmed Cases

In the event the individual has tested positive or has demonstrated symptoms, the school is required to:

1. If an individual who has been on campus is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
2. DCA will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that was on campus.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities.

Dallas Christian Academy will move the class from live, in-person learning to live, virtual learning for fourteen days if an individual has been confirmed with COVID-19.

Symptoms

No person shall enter the campus (church or school) if they have felt or experienced any of these symptoms:

- Sick or has been sick in the past 14 days
- Cough
- Feverish or measured temperature greater than or equal to 99.0 degrees Fahrenheit
- Loss of taste or smell



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- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore Throat
- Shaking or Exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19 within the last 14 days, isolation and quarantine guidelines must be followed per local health authorities or their physician. Individuals are presumed infections at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to confirming lab test.
- Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
- Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations.
- **Confirmed or suspected with COVID-19 must stay at home throughout the infection period until conditions for re-entry have been met.**

Campus Cleaning and Disinfecting

Enhanced cleaning routines will be in place to disinfect surface areas daily. Individuals will be trained to disinfect their work area throughout the day. Individuals will be trained in routine hand washing. A professional cleaning crew has been hired to institute an effective cleaning including high-touch point areas every day. The cleaning crew will disinfect areas of the individual confirmed with COVID-19.

Training

Students and staff will be trained on the safety procedures. Parents / guardians are expected to read and adhere to the safety guidelines.



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Appendix A

Terms and Definitions

Individuals are defined as any person accessing the campus.

Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth).

COVID Screening Form will be required of any person that is considered as an exception for accessing the campus or the building. The form is required to be completed the same day requesting access to the school campus. Appendix B



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Appendix B

COVID Screening Form

This form will be required of any person that is considered as an exception for accessing the campus or the building. The form is required to be completed the same day requesting access to the school campus.

(Please print)

Name (first and last name) _____

Name of your child or children and grade _____

Reason for visit onto campus and location _____

1. Have you been out of the state or out of the country in the last 14 days?
_____ Yes _____ No
2. Have you experienced any of the symptoms or waiting test results for COVID-19 in the last 14 days? _____ Yes _____ No

Symptoms: Cough, Fever (99 or greater), Loss of taste or smell, Difficulty breathing, Shortness of breath, Headache, Chills, Sore Throat, Shaking or Exaggerated shivering, Significant muscle pain or ache, Diarrhea

3. Have you been exposed to, live with anyone that has shown signs of the symptoms, or is waiting test results in the past 14 days?
_____ Yes _____ No

Temperature taken at the time of requesting access to the building _____

By completing and submitting this form, I certify that the information I am providing is true and correct.

Signature _____ Date: _____



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Appendix C

Parent / Guardian / Student Commitment

I have read, and I understand the Safety Protocol for COVID-19 at Dallas Christian Academy. I will be responsible to become familiar with the procedures and implement these actions daily for the safety of my family, and the others around me. I will positively talk with my child (or children) to support the school in these practices at DCA.

Parent / Guardian Signature

Date