

## **OSCA Operations Plan**

***Ephesians 6:10 “Be Strong in the Lord and His mighty power.”***

Offering excellence in education in a safe and loving environment is paramount to beginning the 2020-2021 school year. OSCA is committed to staying abreast of CDC recommendations as we work alongside local and state officials, however we also believe firmly that parents know how to care for their children and do not require government intervention to do so.

Because we live in a sinful world, flu and other contagions will continue to permeate even the most disinfected of spaces. OSCA will continue to mitigate risk, however we cannot guarantee a contagion free learning environment. Fortunately, we as Christians do not live in fear! We use common sense, wash our hands, stay away when ill, and work to protect our neighbor. We dearly love our OSCA children and will continue to work hard at providing a space that is safe and welcoming as we engage in learning.

### **Operations Plan**

1. Both church and school work seamlessly together to care for and sanitize the space children occupy. Public events sponsored by Our Savior and her Academy will include carefully thought out mitigation efforts.

#### 2. Back to School

- OSCA will begin August 24th for Meet the Teacher and August 25th as the first day of school.
- To mitigate risk, offer social distancing opportunities, and meet health guidelines, we offer the following grade / campus locations.
  - Preschool through 5th grades will learn on the Platte City campus.
  - Preschool and 6-12th grades will learn on the Smithville campus.
  - Christian Care (before and after school) will meet on the Smithville campus.
  - Children can be dropped off at each campus or ride the bus (which will run to and from each campus for parent convenience).
- We are deeply committed to the social and emotional wellbeing of our students, and have added various components to the curriculum (as well as staff continuing education) to better understand the world we live in (including social unrest, Covid-19 and our Biblical understanding / response).
- As we begin instruction, academic screening will be included to determine student progress and if the curriculum needs to be adjusted.

#### 3. Cleaning, mitigation, and sanitation will follow a (beginning, middle, end) schedule.

- Staff and volunteers will prepare lessons negotiating how to prepare the space (beginning), what needs to happen during the session or project (middle) and how they will prep for those coming in next (end). This includes sanitizing hands upon entering the building.
- We will post public service announcements.
- Cleaning supplies and materials are stocked including gloves, bleach and soap. Masks are not provided.

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- We will follow the 3 bottle system per the Health Department, which includes soapy water, water, bleach water.
  - If a child wears a mask into the building, due to the nature of a typical school day, we cannot guarantee it will be continually worn or that it will maintain its effectiveness (cleanliness). The Department of Elementary and Secondary Education does not recommend children any age wear masks for an extended period of time. Children who attend school with a mask, will be asked to remove it while going outside or while doing anything strenuous.
  - The American Academy of Pediatrics along with the American Medical Association, recommends in-person instruction with mitigation efforts.
  - Staff will help maintain common areas such as handrails in the hallways, door knobs, etc.
  - Antibacterial spray, gel and wipes are available to children and those entering the building. Properly washing hands is most effective.
  - Shoes will be disinfected as children enter the building. Sanitation stations are located at strategic entry points where the flow of traffic can be controlled. Children are asked to gently step onto a solution pad then proceed to the drying rug.
4. Classroom space will be cleaned and maintained.
- Chairs, tables and desks and materials will be sanitized regularly.
  - Food will be stored in closed containers.
  - No stuffed animals in the classroom.
  - No shared baskets or blankets in early childhood.
  
  - Dress up clothing will be washed after each use and not shared.
  - Recess time is vital to immune and emotional health and will include appropriate cleaning guidelines.
  - Classroom capacity could be limited. Early enrollment is recommended.
  - No homemade products for birthday events, etc. Only prepackaged, store bought treats.
5. The lunchroom will include appropriate sanitation while offering a social opportunity for children.
- We will continue to use the three bottle system (soap/water, water, bleach/water) for cleaning.
  - Gloves for workers and volunteers will be provided.
  - We will space student seating within reason.
  - If needed, we will offer lunch in classrooms to help control “pop up” contagions.
  - We will remind children not to share food or drink.
6. Children or staff diagnosed with Covid, those required to quarantine, or anyone caring for someone with Covid, should follow the guidelines of their local health department before returning to the building. Please communicate any illness to the school.

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- Children and staff should only attend school if they are fever and symptom free of all communicable illness.
- Children who show signs of illness during the school day will be provided a safe, quarantined space until a parent can pick up. Children will be provided a mask to wear until pick up to minimize the risk of spreading contagions.
- In keeping with HIPPA (Health Insurance Portability and Accountability Act) regulations, OSCA seeks to maintain the confidentiality of the families we serve.

7. Attendance requirements continue whether children are engaged in person-to-person, or virtual instruction, which are set forth by DESE (Department of Elementary and Secondary Education) and are in accordance with the OSCA handbook.

- Because we live in a sinful world, redeemed by Christ alone, learning will continue in an environment where Covid and other communicable diseases could be present.
- Regardless of the learning medium (virtual or in-person), assigned and completed work will result in on-going improvement, a complete report card / transcript and attendance record.

8. Ministry Adjustments

- The offering plate will be located centrally during Chapel.
- Chapel and Baptism will include all guidelines set forth for distancing and sanitation.
- The candlelighter will be wiped down after each use.

9. Transportation / Field Experiences

- Field experiences could be limited due to government regulation.

10. Athletics / Events

- Upcoming gatherings and large events for OSCA (e.g., assemblies, field days, spirit nights, athletic events) will continue to be assessed.

11. Mitigating Ongoing Risk

- Staff will utilize face shields and / or masks when deemed necessary.
- There may be times it is necessary to provide close individual contact to provide comfort, private discipline or personal instruction.
- Extra furnishings have been removed from classrooms to promote opportunities for distancing. Hard to clean surfaces have been eliminated.
- When possible, children are arranged to face the same direction.
- OSCA has always utilized the outdoors as an educational space. This practice will continue. Intentional areas for instruction have been created and / or enhanced for learning opportunities.

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**Virtual Instruction Plan**

1. Instructors will facilitate virtual instruction through the use of Google Classroom, Facebook Private Group, Zoom, conference calls, email and Chalkboard. Teachers will post lessons, link documents, and provide content that mirrors that of the actual classroom. New weekly learning plans are posted by Saturday, midnight on Chalkboard. Assigned work is due the following Friday by 5:00pm.
2. Tuition charges continue regardless of educational medium (virtual, or in-person instruction).
3. Parents should plan now to meet the needs of possible virtual instruction. If a student computer is needed, simply contact the school office. Ensure you have adequate wifi and / or hot spot capability.
4. To meet the attendance and participation guidelines set forth by the Department of Elementary and Secondary Education, virtual sessions are no longer optional. If adequate wifi is an issue, please alert your homeroom teacher so a conference call can be arranged.
5. Each student will check in with their assigned homeroom teacher by 10:00am daily during virtual instruction. This daily communication, via e-mail, will be recorded as their attendance.

***Student Expectations***

1. Students must be seated at a table or desk for virtual (live) sessions.
2. Students are not allowed to eat or sleep during virtual class.
3. The student computer camera must be on and facing forward, reflecting the learner.
4. Students will not disrupt or intentionally talk over others. On-line behavior should reflect the kind of decorum and respect a physical classroom would have.
5. Remain muted unless the instructor asks everyone to unmute for the benefit of the lesson.
6. Children should come to the virtual lesson dressed as if they were going into the school building. The school dress code should be followed.
7. Students must be on time and ask to be dismissed. Simply disappearing during instruction is not appropriate.
8. Students should raise hands to contribute to the class.
9. Students should not engage with pets during live instruction unless it is a part of the lesson.

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**Liability Waiver**

By signing this Liability Waiver, the parent / caregiver acknowledges that officials have declared a public health crisis related to Covid-19. Parents / caregivers will not permit any child in their care to enter a school building if they show symptoms of Covid or other flu contagions. Further, it is understood that Our Savior Christian Academy cannot prevent the possible spread, transmission or contraction of viruses, including Covid-19, even as staff work to mitigate the risk through use of the Operations Plan.

Parents and caregivers hold harmless, release and indemnify, Our Savior Evangelical Lutheran Church along with Our Savior Christian Academy, her officers, Board Members, insurers and agents, and anyone associated with the facilitation of said ministry, from any liability or medical expense, cause of action and / or legal liability associated with Covid-19, flu or other contagions. As a parent or caregiver of enrolled children, I believe in-person education is best regardless of any recommendations, current or otherwise, to the contrary.

Finally, I consent to my child’s participation in virtual learning programs offered by Our Savior Christian Academy. I consent to the collection and use of live video conferencing, online classes, recorded applications and other procedures in connection to virtual learning. This information may include my child’s name or user sign on, image, communications and schoolwork. All of these may be transmitted to teachers, students and other school personnel. Virtual learning sessions may be recorded for later review but will not be held longer than the 2020/2021 school year.

The information described above is intended to be used solely for educational and school-related purposes. Any other use or disclosure of this information or any similar information relating to other students, such as sharing it with an outside person or a social media account, is strictly prohibited.

Parent / Caregiver Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_