



# CVCATOGETHER

## Protocols for Success

AUGUST 24, 2020 *(Updated September 8, 2020)*

A core value of CVCA is that of community. **Therefore, our principal desire is to have all students back on campus five days a week as we provide a high-quality Christian education. Our goal is to create a setting to minimize risk during this time of pandemic. We believe that this is the best model for student learning and for us to achieve our mission of both *Educating and Cultivating Servants for Christ* in a community of caring adults.**

While it probably goes without saying, in order to achieve this goal in the midst of the pandemic, daily school life looks rather different than in the past. We are committed to the mission of the school and the need to keep students and staff safe during this time. While information seems to be ever-evolving, we will remain vigilant in our approaches to student safety. However, we realize that zero risk in a broken and fallen world is both unrealistic and impossible.

These protocols include preventative measures with which we need everyone's participation. If done effectively, together these should greatly reduce the risk of virus transmission within the school which will allow us the best opportunity to continue to meet in person for the longest period of time. It also includes procedures we will follow if there is a positive case of COVID-19 among our school community. We need to be prepared for this likelihood, and for everyone to know in advance how it will be addressed.

These protocols allow for flexibility depending on governmental recommendations and restrictions, enabling CVCA to provide the continuous, mission-focused education you have come to expect, with Christ at the center. It is vital that we all realize this is a working, fluid plan that may be adjusted. The protocols are not exhaustive. The virus will likely be around for some time, and we will need to be nimble and willing to pivot as necessary (based on the ever-changing landscape) to reach the mission of the school.

For the past several months the CVCA administrative team has been collaborating with local healthcare professionals, Summit County Health Public Department, American Association of Pediatrics (AAP), Center for Disease Control (CDC), and schools around the country to develop our plans to have school together in person and on campus. We have also researched and discussed best practices with highly valued schools across the country in the development of this plan.

While we cannot control the threat of COVID-19 until a vaccine is developed, we are working to minimize the risks as much as possible for the protection of our entire community. On the following pages are the three major areas of implementation that we have taken (or will take place) to minimize the risk while striving for face-to-face mission focused interaction:

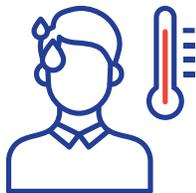
- **Staying home when sick or after exposure**
- **Preventatives Steps to Reduce Transmission Risk in the Building**
- **Cleaning Procedures**

**After reading this document, we know you may have specific questions so feel free to email us at [administration@cvcaroyals.org](mailto:administration@cvcaroyals.org).**

# SECTION ONE

## Staying Home When Sick or After Exposure

### STUDENT SCREENING

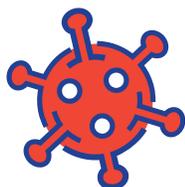


- **The identification of COVID-19 symptoms helps to prevent the spread.** You may have COVID-19 if you are experiencing one or more of the following symptoms:
  - fever or chills
  - cough
  - shortness of breath or difficulty breathing
  - fatigue
  - muscle or body aches
  - headache
  - loss of taste or smell
  - sore throat
  - congestion or runny nose
  - nausea or vomiting
  - diarrhea

Symptoms range from mild to severe and may appear 2 to 14 days after exposure to the virus. The CDC reports that COVID-19 is mainly spread through contact with an infected person's respiratory droplets (such as saliva or mucus from coughing, sneezing, yelling, or talking).

- **Do not come to school if you have any ONE of the following symptoms** (Updated 8.24.20):
  - Body temperature of 100°F or higher any time in the previous 24 hours
  - Persistent cough
  - Chills
  - Body aches
  - Headache
  - Shortness of breath or difficulty breathing
  - Nausea, vomiting, or diarrhea
  - Loss of taste or smell
  - Runny nose or congestion
  - Sore throat
- **If students have any of the above symptoms:** They either need to stay home or be sent to the nurse's office.
- **If a student tests positive for COVID-19:** A written clearance needs to be provided from a medical professional before returning to school.
- **Teachers will take students' temperatures during homeroom.** If a student registers a temperature of above 100°F they will need to be immediately isolated and separated from other students, staff, or volunteers and sent directly to the nurse's office. Parents will be notified and ask for the student to head home that day.
- CVCA has a medical professional on-site all day, every day.
- **What about other students (siblings) living in my household?** If you have been exposed ("exposure" defined as maintaining less than 6-foot distance for more than 15 continuous minutes or as communicated by the Summit County Health Public Department) to someone with COVID but remain symptom free, you may return to CVCA after meeting the Quarantine Guidelines found at: [cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html).

### EXPOSURE & POSITIVE TESTING PROTOCOL



#### CDC Guidance:

- **If you have tested positive for COVID-19, you can return to CVCA after:** You bring a doctor's note specifically indicating that you are COVID-free and safe to be on campus.
- **If you had/have symptoms but have not had a test or are awaiting test results to determine if you have COVID, you can return to CVCA after:** You have completed one of the following options:

#### OPTION 1

At least 10 days have passed since your symptoms first appeared

#### AND

All symptoms have improved (for example, cough or shortness of breath have improved)

#### AND

You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

← OR →

#### OPTION 2

You have contacted a medical provider and received clearance to return to school. (Updated 9.8.20)

- **If you have been exposed** (“exposed” or “exposure” being defined as maintaining less than 6-foot distance for more than 15 continuous minutes or as communicated by the Summit County Health Public Department) **to someone with COVID but remain symptom free, you may return to CVCA after:**

OPTION 1

14 days or after any required Summit County Public Health Department quarantine period.

← **OR** →

OPTION 2

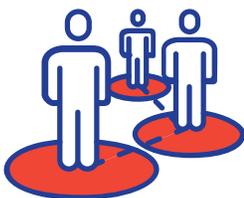
You bring a doctor’s note specifically indicating that you are COVID-free and safe to be on campus.

- Quarantine Guidelines can be found at: [cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html)
- CVCA will communicate with the Summit County Public Health Department when a student or staff person has tested positive for COVID-19 and will fully cooperate with their guidance. When it becomes known that a student is showing symptoms and has tested positive the following protocol applies:
  - CVCA will contact the family in order to verify if they have been in contact with both their doctor and the county health department (and been tested).
  - CVCA will contact the Summit County Public Health Department and cooperate in contact tracing. Summit County Public Health Department will contact potentially exposed students’ families per their policies.
  - This does not mean a student is automatically quarantined/isolated if he/she was in the same class or on the same team as someone who tested positive (see “exposure” definition above).

## SECTION TWO

# Preventative Steps to Reduce Transmission in the Building

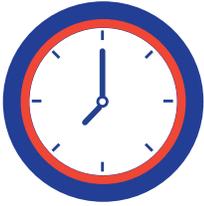
### SOCIAL DISTANCE



Following the AAP guidelines, social distanced student seating are placed up to 6 feet apart but no less than 3 feet apart. Class sizes at CVCA have traditionally been limited to a maximum of 26 students. However, in order to appropriately social distance students in the classroom, we have done everything possible to reduce classes to produce maximum potential for social distancing each classroom.

- All **desks** face the same direction. Seating is not arranged to form tables in which students face each other. Desks are moved as far away from each other as possible.
- When possible, the **sharing of supplies** among students will be avoided. When supplies are shared, they will be disinfected between uses.
- Students are encouraged to **maintain distancing** at appropriate times.
- **Group work assignments** will be adapted to provide more physical distance among groups of students than usual in the classroom
- Activities and locations for courses such as PE, visual arts, and performing arts, have been adapted to maximize distance and avoid activities which have shown greater risk of virus transmission.
- Reducing and eliminating shared classroom materials is done whenever possible.

# 2020-2021 DAILY SCHEDULE



CVCA has adopted a new daily schedule for the 2020-2021 school year with **block classes**. Four blocks are offered each day. Class periods 1-4 meet three times the first week and two times the second week (and vice versa for periods 5-8).

BLUE DAY	ROYAL DAY	BEGIN	END	MINUTES
Period 1*	Period 5*	7:50 a.m.	9:23 a.m.	93
Period 2	Period 6	9:27 a.m.	10:57 a.m.	90
LUNCH A	LUNCH A	10:57 a.m.	11:27 a.m.	30
Period 3A	Period 7A	11:01 a.m.	12:31 p.m.	90
LUNCH B	LUNCH B	12:31 pm.	1:01 pm.	30
Period 3B	Period 7B	11:31 a.m.	1:01 p.m.	90
Period 4	Period 8	1:05 p.m.	2:35 p.m.	90

- **Rationale:** The pandemic has changed everything. The primary reasons for moving to block schedule are as follows:
  - For flexibility given the possibility of needing to transition to CVCA Online at some point during the school year.
  - For pandemic related school safety, the block schedule lessens the number of times students pass in the hall.
- If you are scheduled for a study hall during the first block (Period 1 or Period 5) or last block (Period 4 or Period 8), you may request a release form from the Guidance Office. You may be eligible to request for a late arrival or early dismissal in lieu of sitting in a study hall at school. Any approved releases must be consistent throughout the semester and approved by CVCA Administration. Students required to participate in OASIS are not eligible.
- Note: The day ends at 2:35 p.m., as opposed to 2:50 p.m. in past years, and there are no late-start days.

# BEFORE AND AFTER SCHOOL PROTOCOL



We have significantly modified arrival and dismissal procedures in order to eliminate large, dense gatherings of students at any given time.

- **Before School:**
  - Students may arrive at school as early as 7:15 a.m. Students arriving between 7:15 a.m. and 7:35 a.m. should arrive at the Royals Fieldhouse entrance. No other doors will be open before 7:35 a.m. Students arriving early are expected to socially distance in the Royals Fieldhouse while seated at tables.
  - If at all possible, students should arrive between 7:35 and 7:45 a.m. and proceed directly to their first class of the day. All entrances are open to students at 7:35 a.m.
- **After School:**
  - For the safety of all students, it is critical that families pick up students as close to the 2:35 dismissal time as possible. If a student does not have an extracurricular practice, club meeting, or rehearsal they need to leave campus.
  - In order for thorough, extra cleaning to occur each afternoon, the building needs to be clear of students by 2:50 p.m.
  - Between 2:35 and 2:50 p.m. students are encouraged to transition to their after-school practice or leave campus immediately at 2:35.

## FOOD SERVICE & LUNCHES

- AVI Food Service provides daily boxed lunches for students who sign-up. Details are available at [cvcroyals.org/food-service/](http://cvcroyals.org/food-service/).
- High school students are socially distanced in the CVCA Fieldhouse during lunch periods.
- Middle school students are socially distanced in either the Middle School Lunchroom or the main Cafeteria.

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## VISITORS

- In an effort to reduce exposure from outside sources, visitors are extremely limited in the school building.
- Only internal personnel (students, teachers, and employees, as well as a few essential services) are permitted in the school building.

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## FACE COVERING POLICY



**It is vitally important to be reminded of our main goal to have the entire student, faculty, and staff community back together as long as possible during this time of pandemic as we deliver our mission at the highest level.** Considering that we have more than 100 adults and over 800 teenagers in the building every day coming from 8 different counties in Northeast Ohio, we want to proceed with measures that give us the very best opportunity to reach our goal of being together daily for the longest period of time with face-to-face instruction and mentoring.

The wearing of facial coverings has been debated and politicized with plenty of data. However, as the science continues to evolve, there seems to be increasing consensus that wearing masks does slow the transmission of the virus ([recent CDC report](#)). Therefore, at this time CVCA students are required to wear face coverings while indoors on campus before, during, and after school (per the [AAP Guidance for School Re-entry](#)) – *except when socially distanced six feet or more, and **only as instructed by a teacher or staff member***. Some of these instances in a student's day may include: lunch, outside opportunities, and smaller class sizes or larger spaces where students are safely distanced 6+ feet from one another.

The face covering policy may change as the situation evolves. At this time, it is impossible to predict how long it may need to last. We will certainly be overjoyed to remove this face covering policy when deemed safely appropriate for students and staff.

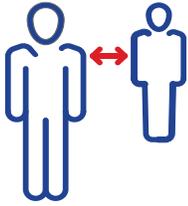
- Per the state of Ohio mandate for schools, all faculty and staff are required to wear face coverings during the school day at all times, except when alone in their assigned workspace or classroom.
- If you feel your student has a medical condition that prevents using a face covering, please visit your healthcare provider for a signed document to be exempt and submit it to the Main Office before the first day of school. *Note: Students with a medical release must wear a CVCA-issued bracelet for easy identification.*
- Face coverings may include: gaiter or cloth face mask. (Updated 8.20.20)
  - Gaiters and face masks must safely cover one's nose, mouth, and chin and be fully secured to the face.
- Students should bring their own fresh, clean face covering to school every day. Masks or face coverings should be plain or patterned, appropriate in nature, encourage unity, and have no lettering (except for a CVCA logo).

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## RESTROOMS AND WATER FOUNTAINS

- Restroom facilities are available throughout the school day.
- Water fountains are not open during the day; but refillable bottle stations are available. We encourage students to bring their own water bottles with them to school.

## TIME BETWEEN CLASSES



We have made a number of adaptations to provide an environment where students, faculty and staff are able and encouraged to maintain appropriate physical distance from one another throughout the course of the school day. It should be noted that we cannot guarantee that 6 feet of distance from others will always be able to be maintained within our building. Still, we have taken a number of steps for physical distancing of students, faculty, and staff, including:

### Class Transitions and Pass Periods:

- Students need to proceed from one class to the next during transition periods and are asked not to congregate in the hallways between classes.
- Hallways are divided into directional lanes to maintain distance during passing periods.
- No lockers are available to students at this time. Students should bring only what is necessary for a given school day (only 4 periods per day).

## DISTANCE LEARNING OPTION



- **CVCA has provided a distance learning option** which allows students to keep pace with learning activities and assignments in their classes. Students can keep up with their classwork any time they need to be at home, so long as they are well enough to do so. They can follow along with their classmates and teachers who are in the building through this distance learning platform. This is not CVCA Online, but a live-streamed distance learning opportunity.
- **Distance learning is synchronous and utilizes classroom-based cameras and video conferencing technology.** Distance learning is different from CVCA Online in that it is a “live look-in” to the in-person instruction occurring in our building. Students who are at home and able are expected to join their classes during all scheduled class times and fully participate in all assignments/assessments. In this way, students learning through the distance model can continue to progress through the curriculum.
- Students should stay home and learn through the distance learning option when they are feeling sick, confirmed sick, or are self-monitoring due to possible exposure. Parents still need to call the Main Office (330-929-0575) to call their student off for the day.
- An **extended distance learning option** is also available for families who do not feel comfortable with the risk of being in a group setting. Please complete [this online form](#) indicating your family’s desire to pursue this option.

## CVCA ONLINE

If CVCA experiences an outbreak or needs to close for deep cleaning, we will transition to CVCA Online. Additionally, if our governor or other governmental authority to whom we are responsible orders schools to close, we will transition to CVCA Online.

## CVCA ATHLETICS

All policies pertaining to social distance, screening, and other COVID-19 issues within CVCA Athletics are available on the CVCA Athletics website at [athletics.cvcroyals.org/](https://athletics.cvcroyals.org/). Any questions should be directed to the Athletics Office at [jyoung@cvcroyals.org](mailto:jyoung@cvcroyals.org).

## SCHOOL CALENDAR

All events on the 2020-2021 school calendar are subject to change due to COVID-19 uncertainties. The calendar is available on the website at [cvcroyals.org/events/](https://cvcroyals.org/events/) and will be updated as needed.

# SECTION THREE

## Cleaning Procedures

### CLEANING & HVAC



- We have greatly increased our efforts in **cleaning and sanitizing**. Continual cleaning, sanitizing, and disinfection is a daily routine in common spaces.
- **Ventilation:** We have implemented enhanced HVAC/AC system cleaning and maintenance procedures, including the use of new high-grade filters in all facilities. There is increased ventilation to increase fresh air flow in classrooms and common spaces.
- **Restrooms** are cleaned during each block period.
- CDC hygiene protocol and **signs** are posted throughout campus.
- A **full-time nurse** with a designated room for students who become ill is on campus throughout each school day.
- Only **EPA-approved disinfectants** are used for cleaning, sanitizing, and disinfection.
- **Vending machines and water fountains** are unavailable. Bottle-filling stations have been added for student hydration.
- **Faculty and staff** observe protocols for cleaning each classroom and meeting room after each use.

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### HAND HYGIENE

- Hand washing and sanitation are important in the prevention of COVID-19 spread. Students and staff need to **frequently wash hands** for at least 20 seconds before eating, when hands are dirty, and before and after using the restroom.
- All classrooms and common spaces have **hand sanitizing stations** available to students and staff. Students are encouraged to use it regularly.

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### STAFF SUPPORT

Because we have increased the number of class sections in many courses in order to reduce the number of students in each class, we have several **openings for additional part-time Student Monitors** (e.g. before school, study hall, lunch). If you are interested in learning more about these needs, please email [administration@cvcaroyals.org](mailto:administration@cvcaroyals.org).

## SECTION FOUR

# Tuition

The present unpredictability of the pandemic might create questions for you about cost and value, so we want to remain as transparent as possible in order to move forward with clear expectations.

CVCA has been a fiscally responsible non-profit organization, maximizing funds for programmatic improvements and enhancing opportunities available to students for a total educational experience. To continue this trend despite impacts of the pandemic, our financial team is proactively finding solutions to fund these areas:

- Increased costs for sanitization, supplies, and safety protocols
- Added staff for nurse's clinic and custodial services
- Added staff to accommodate smaller class sizes for proper social distancing
- Increased budget for classroom-based camera and distance-learning technology for instructional support
- Furnishing non-traditional spaces to enable physical distancing
- Increased financial aid for impacted families, given employment furloughs

As we communicated at the end of last school year, current events will unfold over the next few weeks/months that do not allow for quick financial adjustments week to week or even month to month. The majority of our costs are budgeted expenses related to supporting the incredible people that deliver on the mission regardless of the venue. At this point, our internal expenses have significantly increased (see list above) to help insure we can deliver our product at the highest level in these times of uncertainty. However, if state officials mandate school closure for a lengthy period of time that results in a significant reduction of expenses to our mission-driven budget, we will pass those expense savings on to our families.