



Heritage Christian Academy

COVID-19 Plan & Procedures
Fall 2020

HCA is an inter-denominational Pre-K through 12th grade Christian school. At Heritage, we believe the best foundation we can offer is one deeply rooted in Christ. A worldview that is grounded in the teachings of the Bible will enable your child to face the challenges of society with integrity. All of our teachers are committed to ensuring that every subject is taught firmly on the truth of Christianity, which provides your student with rich opportunities to explore how their faith impacts every area of their life.

Each heading below outlines guidance and expectations for having our students in classrooms on a daily basis.

Daily Instruction

HCA will be offering in-person and remote learning for Fall 2020.

In-Person Instruction

1. Students in Pre-K – 12 will spend their days in a grade level cohort.
2. Students will eat lunch with their cohort to avoid mixing with other classroom cohorts.
3. Students will have recess with their cohort.
4. Students will maintain physical distancing when moving between classes.
5. Desks are spaced within each classroom following the guidelines for that grade level.
6. Teachers will be instructing students on proper handwashing and cleaning techniques to keep this at the forefront of students' minds.
7. Hand sanitizer is available and used regularly.
8. If we do have an outbreak in one classroom, then that grade level cohort could potentially temporarily remote learn. The entire school will not transition to remote learning unless it becomes necessary. We will follow state and county outbreak protocols.
9. All classrooms have a documented seating chart. This is to support county guidelines to help aid in contact tracing, should it become necessary.

Remote Learning

Remote learning is provided for a limited number of students upon request. This is similar to the option we undertook in the spring of 2020. Students will complete assignments at home. We use Microsoft Teams platform to facilitate remote learning. Any population that would have Covid-19 exposure would switch to remote learning using Teams.

Physical Distancing and Masks

Physical distancing and masks are required per county and state mandates. We want to make sure we are doing as much as we can to protect our students and teachers.

Students in grades Pre-K – 5th grade are not required to wear masks, but are encouraged to do so. Students in grades 6th – 12th are required to wear a mask, unless that student has a physical or educational reason not to wear a mask. A student not wearing a mask in the secondary may be required to wear a face shield depending on class size. All 6th - 12th graders will be required to bring their own masks or face shields to school on a daily basis. Masks need to remain in place when walking in hallways or on the playground.

Current guidance requires schools to enforce physical distancing (3 to 6 feet) for students at all times, including recess. School personnel are making efforts to encourage physical distancing on the playground, but as you know, this will be a challenge, so please encourage your child to keep some distance when playing with others at school.

Cleaning the Building

Heritage has hired a commercial cleaning company to clean the school every night. Students will be consistently hand washing and sanitizing throughout the day. All contact surfaces such as doorknobs and counters will be disinfected frequently. Building decontamination will take place multiple times throughout the day.

Water Fountains

Students are required to bring their own personal water bottles. Water bottle filling stations will be available on both floors. Water fountains will not be available for use at this time.

Temperature Screening

Temperature screening will be done every morning for all students. We encourage you to take your student's temperature each morning. A student with a fever of 100.4 or above will be sent home. Prior to that student reentering they must have a medical professional verify the student is COVID-free, and they can return to school once their symptoms have resolved.

We rely on families to keep students home who are not feeling well. Parents are expected to keep children home per the CDPHE (Colorado Department of Public Health and Environment) guidelines. Students showing even mild symptoms may be sent home for medical evaluation.

Drop-Off and Pick-Up Procedures

To prevent students from mixing with other classroom cohorts, students are allowed into the building directly upon being dropped off. We discourage parents from dropping off students too early in the morning, and to be at school to pick up at designated times. Secondary students must wear masks at all times when they come to school and leave school.

Morning Drop Off

Secondary Students: Doors open at 7:40 am. Population flow monitors will supervise both inside and outside to direct students physically spaced to their lockers and classrooms. All students must carry first hour materials with them every morning to be prepared in case they do not have time to go to their locker before class. Secondary students will be monitored and assigned to zones at all times, including free periods.

Elementary Students: Doors open at 8:00 am and students should go directly to their class. Any students dropped off prior to 7:40 am will be charged for before care and needs to be registered the day prior with Mrs. Sheppard (contact her at library@heritagechristian.info).

Siblings of secondary students may go to their classroom upon drop off, but all other students are required to be dropped off between 8:00-8:15 am.

Afternoon Pick Up

Dismissal will be through our pick up lane. All students will be physically distanced from one another, and we are requiring parents to drive through the pick up line in order to maintain population flow.

Bus Service

We will continue to run the HCA bus or van from Loveland and south Fort Collins. We will be utilizing either the van or the bus in order to maintain physical distancing, depending on the number of students who register to ride the bus.

Lockers

Students may use their lockers in the hallways. Keeping bags and jackets in the hallways helps reduce clutter in classrooms. With students spaced apart more than normal, every square inch of the classroom is needed.

All students must carry first hour materials with them every morning to be prepared in case they do not have time to go to their locker before class. Secondary students will be monitored and assigned to zones at all times, including free periods.

Lunch & Hot Lunch

During the lunch hour, we will be maintaining physical distancing through population flow. Secondary students will eat outside, weather permitting. In the case of inclement weather, each class will be assigned a zone to eat as a cohort.

Hot lunches will be available for any students wishing to purchase hot lunch. Milk is also available to purchase. All will be charged to your student account.

No microwaves or hot water will be available for the time being.

Volunteers & Visitors

At this time, parent volunteers are not allowed in the building in order to minimize additional exposure to students and staff.

Visitors are required to schedule an appointment ahead of time.

Positive COVID Test by Student(s) or Staff Member(s)

If a student tests positive for COVID, some members of their cohort may be quarantined and move to remote learning for 10-14 days (per county guidance). The county will provide the school with guidance and contact-tracing support if it becomes necessary. Quarantined students will need to move to remote learning from home for a period of time. After 10-14 days (per county guidance), and if student(s) are no longer symptomatic, they may return to school. We will follow all county and state outbreak protocols.

Extended Absences Due to Sickness or Quarantine

We should all be prepared to be out of school more than normal. Students may be directed to stay home for any sicknesses or COVID-related quarantine. We will make every effort to keep your child's learning experience as positive and seamless as possible by utilizing Microsoft Teams platform throughout the 2020-2021 school year.