

**Health and Safety Plan 2021-2022**  
Upper Bucks Christian School (K-12)  
(Updated 1/12/2022)

As we prepare for the upcoming school year, I want to assure all UBCS families and prospective families that the health and wellbeing of our students, their families, and our staff/faculty continues to be of utmost importance. We are thankful for God's protection on our school during the 2020-2021 school year. While some of the requirements from 2020-2021 are no longer necessary, some precautions will continue to be in effect.

This plan is designed based on guidance at the time of approval on July 15, 2021 by the UBCS School Board. It will remain in effect for the 2021-2022 school year, and will be modified as needed when guidance from the county, state, or CDC changes. Changes to this plan will be communicated as they occur.

**Cleaning, Sanitizing, Disinfecting, and Ventilation**

- Our custodial staff has completed a deep clean throughout all campus buildings to prepare for the opening of school in the fall of 2021.
- All high touch surfaces (door handles, light switches, etc.) will be cleaned at a minimum of twice daily and on an as needed basis. Cleaning materials that meet CDC recommendations will be used.
- Desks will be cleaned frequently.
- Students will report to their homerooms at the end of each day to help clean the homeroom for the end of the day as necessary.
- All individuals will be recommended to sanitize and wash their hands on a regular basis.
  - Sanitizer stations will be available at all building entrance locations.
  - Sanitizer bottles will be available in each classroom.
  - Students and staff will be encouraged to bring personal sanitizer bottles.
- Students and staff will be encouraged to carry personal water bottles.
  - Water fountains will be available for filling water bottles/cups.
  - Students will be permitted to keep water bottles with them in classes.
- Windows will be opened to allow for ventilation of classrooms and common areas as weather permits.
- Training:
  - Staff training will take place during the following times:
    - Teacher orientation week
    - Monthly staff meetings and periodic in-service days
    - On an as-needed basis
  - Student training will take place during the following times:
    - Opening school chapels
    - Daily homeroom updates and reminders
    - Chapel reminders
    - On an as-needed basis
  - Substitute teachers, prior to teaching, will receive training on all pertinent health and safety policies and procedures.

- Cleaning of facility after a confirmed COVID-19 case on site.
  - All rooms used by individual with a confirmed case will be thoroughly cleaned according to approved CDC procedures.
  - Bucks County Department of Health will be consulted to determine if a classroom, building, or school should be temporarily closed.

### **Physical Distancing and Other Safety Protocols**

- As per Bucks County Department of Health, desks will be spaced as needed for physical distancing in the classroom:
  - Desks in the classroom will be spaced apart to the maximum extent possible, but at a 3' minimum (distance determined from center of student to center of student).
  - Group table times (for reading or small group instruction) will be permitted but students as long as appropriate separation is maintained.
- Upon arrival for the school day, students will report to their homerooms.
  - Students who arrive between 7:30 and 8:00 AM should use the following entrances:
    - Students in grades K-3 use the church resource area entrance of the building by the inside stairway to the school office/nurse station.
    - Students in grades 4-8 will use the high school wing door on the gymnasium side.
    - Students in grades 9-12 will go to the Timothy Education Center and use the cafeteria entrance.
  - All students who arrive after 8:00 should report to the school office to sign in prior to reporting to class.
- Large group areas (cafeteria, chapel, choir classes, etc.)
  - When in use, cafeteria seating will be arranged to maintain 3' physical distancing.
  - Chapel will be held in the church auditorium to allow for proper spacing.
  - Large group classes such as choir and music classes will be held in large space areas (auditorium, Timothy social center, or gymnasium) when possible.
- Hygiene practices for students and staff
  - We will remind and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
  - When soap and water is not available, hand sanitizer which contains at least 60% alcohol will be used.
  - Students and staff will be encouraged to cover coughs and sneezes with a tissue or to use the inside of their elbow if a tissue is not available.
  - After using tissues, hands should be washed with soap and water or sanitized with approved sanitizer.
  - All individuals are to wash/sanitize their hands before and after eating and after recess.
  - Students and staff should avoid touching their face/mouth or mask with their hands.
- Signs promoting everyday protective measures and how to stop the spread of germs will be posted in highly visible areas throughout the buildings.
- We will be limiting non-essential visitors and volunteers
  - All visitors/volunteers must report to the school office upon arrival to school.
    - Screening will take place to monitor possible COVID symptoms
    - All visitors/volunteers will be instructed on UBCS Health and Safety Plan procedures.
  - A visitor/volunteer log will be maintained in the event contact tracing is necessary.

- Limiting the sharing of materials among students
  - When possible, students will not share supplies.
  - When items are shared, items will be sanitized between uses.
- Staggering the use of communal spaces and hallways.
  - Hallways will be one-directional during class transition times.
  - During class transition times, stairways in each building will be designated as either up or down to have students traveling the same direction when using the stairways.
- Transportation practices will be adjusted to maintain proper distancing between students (athletic events and field trips).
  - If possible, one student per seat. If not possible, no more than two students per seat.
  - When weather permits, windows and roof hatches will be opened to allow for better ventilation.
  - High touch surfaces on busses will be sanitized after each use.
- Foodservice procedures:
  - All kitchen helpers will wear masks and gloves whenever they come in contact with ready to eat food.
  - All lunches will be plated and individually handed to students.
  - Only single served condiments will be made available. If a condiment is needed that is not available in single serve packets, kitchen personnel will give the condiment to the student.

### **Use of face coverings**

- The purpose of face coverings is to protect others from being infected by an individual who may not realize they are infected.
- It is the belief of UBCS that the decision to wear a face covering while in school is a decision for each family to make. Unless state mandates or laws require otherwise, UBCS will be face covering optional, with each family choosing what is best for their children and family. If state mandate or law requires differently, we will follow the mandate or law.
- When face coverings are required:
  - Face coverings should be of appropriate design, appropriate graphics, and not distracting.
  - According to the 2021 order regarding the wearing of face coverings, any student who cannot wear a face covering due to a medical condition, (including those with respiratory issues that impede breathing), a mental health condition (such as anxiety), or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Per the same order, students are not required to show documentation that an exception applies. However, if a parent determines their child falls into one of these categories, they must notify the school of the exception for their child not to be required to wear a face covering.
- Staff/faculty and students will be permitted to wear a face covering at any time, if they desire.
- Visitors/Volunteers
  - All visitors/volunteers must report to the school office upon arrival and sign in at the log-in sheet.
  - Visitors/volunteers will be screened for symptoms upon arrival.
  - Visitors/volunteers when in direct contact with students will be asked to wear masks during that time.

## Monitoring Student and Staff Health

- We recognize that COVID and the impact that it is having on all aspects, and especially the educational experience, can have an impact on a student's emotional and mental health. As a school, our faculty and staff will be educated on these issues and are ready to assist your students as needed. Please feel free to reach out to the school nurse or office if you notice increased anxiety/fear and desire to talk to someone about it.
- Monitoring students and staff for symptoms and history of health exposure
  - Step one is to educate all students, parents/guardians, and staff on the signs and symptoms of COVID-19.
    - We are asking parents/guardians to check their child(ren) daily for symptoms of illness (including fever {temperature of 100.4 or higher}, abdominal pain, vomiting, diarrhea, and fatigue) before leaving their homes for school.
    - All faculty will check themselves daily for symptoms of illness (including fever {temperature of 100.4 or higher}, abdominal pain, vomiting, diarrhea, and fatigue) before leaving for school.
  - Any staff or student who is symptomatic should stay home. Student attendance policy will not punish students academically. School attendance requirements will allow for students to miss school when symptomatic.
  - Any student or staff member who is sick with COVID-19 symptoms or a confirmed COVID-19 case, or has been in contact with someone who is sick with COVID-19 symptoms or a confirmed COVID-19 case **should notify the school**.
  - The school nurse (or a designated school employee if the nurse is not present) will evaluate any individual who presents symptoms of illness during the school day.
  - Any student or staff member who starts to show symptoms should report to the school nurse immediately.
- Any student, staff member, or visitor who becomes sick on campus will be isolated from other students/staff until they leave campus.
  - If feasible, any student who becomes sick while at school should wear a mask.
  - All students should sanitize their hands upon arrival and departure from the nurse's station.
- Any student or staff member who misses school or is sent home with symptoms but no known exposure to COVID-19 can return to school in 24 hours if they have been asymptomatic and fever free for 24 hours without the assistance of temperature reducing drugs (ibuprofen, Tylenol, aspirin, etc.).
- If any staff or student has a confirmed case, clearance to return will be granted based on current Bucks County Health Department protocol.
  - Just like dealing with other infectious diseases (example: measles), processes will be put in place to allow the classroom, building, or school to remain open.
  - There may be an increased monitoring of hygiene, use of masks, and social distancing enforcement.
- Any confirmed positive COVID-19 tests will be reported to the Bucks County Health Department. Names of students or staff who have a confirmed case of COVID-19 will be protected and communication would be coordinated with the Bucks County Health Department.
- Students/staff members who have been exposed to someone with confirmed COVID-19
  - Any student or staff member who has had direct contact with someone who is a confirmed positive COVID case will follow Bucks County Health Department guidance regarding attendance in or a return to school.

- All schoolwork missed during required absences will be allowed to be made up and academic support will be supplied by the school to help students to learn missed materials.

### **Handling of missed instruction time and schoolwork assignments due to absences**

- Absences for non-COVID related reasons will be handled according to the normal Make-up Work Due to Absence policy.
- Absences for COVID related reasons that are greater than 3 days will be handled using age appropriate means, including zoom meeting class attendance, online videos, and normal make-up procedures.

### **Travel Restrictions and Associated Quarantine Requirements**

- International Travel: UBCS will be following all Federal immigration and travel guidelines.
- Domestic Travel: UBCS will follow all PA state requirements for travelers entering or returning to the state and associated quarantine requirements.

### **How to Handle Remote Learning if Required**

- If at any time during the 2021-2022 school year the state requires schools to cease in-person instruction and transition to remote learning for a period of time, UBCS will follow the state requirement but will resume in-person instruction as soon as possible.
- Our goal for any instructional time during remote learning is for real teaching and learning to occur with real results and appropriate accountability. In addition to providing instruction, teachers will provide assignments, issue grades, monitor student progress, and engage regularly with students during this time.
- The school will provide technology devices to those students who do not have access to them at home.
- Instruction will be handled in a way to make the remote experience as close to the classroom experience as possible. Each grade level will have a plan in place that is designed for the age of the students involved.
- Teacher support will be available to help each child on a personal basis through remote means while remote learning is in place and in person once in-person instruction resumes.
- Attendance will be expected and monitored during remote learning, no different than when during in-person instruction. We also recognize that accommodating family needs and schedules during remote learning can be complicated and will vary from family to family. We will do our best to work with families to determine how to best support each student and family's needs.

### **Athletic Events**

- We will be following all PA DOE and PIAA requirements for participating in K-12 sporting events.
- There will be no communal water jugs. All athletes will be required to have their own water bottles.
- We will follow Health Department and PIAA guidance on the usage of masks or shields by players and coaches.

**Choir and Music Classes**

- Singing is a basic foundation of music education.
- We will continue to take any necessary precautions during choir and music classes.
- Chapel: We will sing at the beginning of Chapel for 5-10 minutes.

**Students at higher risk**

- The school nurse will discuss specific needs with the parents of students at higher risk to develop a student-specific plan.
- This student-specific plan will be developed for his/her attendance and a safe return to school.
- As needed, increased physical distancing strategies will be implemented.

## Appendix A

### Quarantine and Mask Wearing Policy for Positive Test and Exposure to a Confirmed Positive

(Effective 1/12/2022)

The following is the quarantine and mask-wearing policy for UBCS for faculty and students who either test positive for COVID-19 or are considered a close contact with someone who has tested positive for COVID-19.

1. If a faculty member/student or someone in their household is being tested for COVID-19 because of having symptoms, the faculty member/student may attend school as long as they are symptom free.
2. If a faculty member/student or someone in their household is being tested for COVID-19 because they were identified as a close contact AND NO ONE IN THE HOUSEHOLD HAS SYMPTOMS, the faculty member/student may continue to attend school.
3. If a faculty member/student has had a **confirmed case** of COVID-19 in the last 90 days **or** are **fully vaccinated**, and they are without symptoms, they do not need to quarantine or wear a mask.

Note: fully vaccinated is defined as:

- Adults who have been boosted, or
- Adults who completed the primary series of Pfizer or Moderna vaccines in the last 6 months, or
- Adults who have completed the J&J vaccine within the last 2 months, or
- Children (ages 5-17) who have the primary series of COVID-19 vaccines.

TESTING OPTIONS (IF APPLICABLE): Please provide a copy of negative results via email or send in a paper copy with your student on the first return date to school.

1. FREE rapid COVID-19 testing is available through Bucks County Intermediate Unit (BICU). You must sign-up for testing slots online. Testing is free to all Bucks County schools' faculty members/students regardless of residence.
2. Faculty members/students can be tested through a doctor's office, urgent care, or other testing sites (fees may apply).
3. Home testing kits are accepted. Please follow all directions carefully. Under normal circumstances, one home test will be acceptable. (Please send a picture of the results via email to Mrs. Zwart at [ezwart@upperbucks.org](mailto:ezwart@upperbucks.org)).

### COLD SYMPTOMS, FLU SYMPTOMS THAT ARE UNDIAGNOSED

1. Cold or flu-like symptoms include fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, sneezing, nausea or vomiting, and diarrhea.
2. Any faculty member/student with above mentioned symptoms should stay home and go remote.
3. Faculty members/students can return to school with a negative COVID-19 test result without any further restrictions (unless they fall into one of the below-mentioned categories).
4. If you decide not to get tested for COVID-19, the faculty member/student must stay remote until symptoms are totally gone **or** there is a doctor's note permitting a return to school sooner.

If a faculty member/student falls into one of the following categories, please email both Mr. Bergey ([sbergey@upperbucks.org](mailto:sbergey@upperbucks.org)) and Mrs. Zwart ([ezwart@upperbucks.org](mailto:ezwart@upperbucks.org)) as soon as possible so that appropriate notifications and arrangements can be made.

1. FACULTY MEMBER/STUDENT TESTS POSITIVE FOR COVID-19

- The faculty member/student must quarantine at home for **3 days** from the start of their symptoms or test date (if without symptoms).
- The faculty member/student may return to school as early as day 4 if they are **without symptoms or their symptoms have vastly improved** (no fever for 24 hours without the use of medicine).
- The faculty member/student **must wear a mask** (covering the mouth and nose) at all times while indoors through day 7 from the start of symptoms or test date (if without symptoms).
- While in the timeframe where a mask is required:
  - Students will eat lunch in a separate area but with other students to allow for 6' distancing.
  - Students will be excused from **indoor** PE and recess (unless they would like to participate in recess/PE with a mask on).
  - Students will be allowed to practice in after school sports with a mask on.
  - Face shields are not considered an acceptable face covering option for this scenario.
- If mask-wearing is not possible or not preferable, students will be allowed to remain remote through day 7. Mask exemptions do not apply to this scenario.

2. HOUSEHOLD MEMBER IS POSITIVE FOR COVID-19 and faculty member/student **IS** able to isolate from that household member:

- The faculty member/student may attend school as long as they are **without symptoms**.
- The faculty member/student **must wear a mask** (covering the mouth and nose) at all times while indoors through day 3 from exposure unless the faculty member/student is fully vaccinated or has had a confirmed COVID-19 case in the last 90 days.
- While in the timeframe where a mask is required:
  - Students will eat lunch in a separate area but with other students to allow for 6' distancing.
  - Students will be excused from **indoor** PE and recess (unless they would like to participate in recess/PE with a mask on).
  - Students will be allowed to practice in after school sports with a mask on.
  - Face shields are not considered an acceptable face covering option for this scenario.
- If mask-wearing is not possible or not preferable, students will be allowed to remain remote through day 3 from exposure. Mask exemptions do not apply to this scenario.
- If at any time during this period the faculty member/student develops symptoms, they must quarantine (stay home) and be tested.

3. HOUSEHOLD MEMBER IS POSITIVE FOR COVID-19 and faculty member/student **IS NOT** able to isolate from that household member:

- The faculty member/student must remain at home for **3 days** from the start of symptoms or test date for their family member who tested positive, unless faculty member/student is fully vaccinated or has had a confirmed COVID-19 case in the last 90 days.

- The faculty member/student may return to school on day 4 if the faculty member/student is without symptoms. The faculty member/student **must wear a mask** (covering the mouth and nose) at all times while indoors for an additional 3 days
  - While in the timeframe where a mask is required:
    - Students will eat lunch in a separate area but with other students to allow for 6' distancing.
    - Students will be excused from **indoor** PE and recess (unless they would like to participate in recess/PE with a mask on).
    - Students will be allowed to practice in after school sports with a mask on.
    - Face shields are not considered an acceptable face covering option for this scenario.
  - If mask-wearing is not possible or not preferable, students will be allowed to remain remote for these additional 3 days. Mask exemptions do not apply to this scenario.
  - If at any time during this period the faculty member/student develops symptoms, they must quarantine (stay home) and be tested.
4. IDENTIFIED AS CLOSE CONTACT OF COVID-POSITIVE INDIVIDUAL (NOT A HOUSEHOLD MEMBER)
- A close contact is identified as someone who was within 6 feet of an individual for 15 accumulated minutes within 24 hours of a COVID-19 (+) individual having symptoms or testing positive.
  - As long as the faculty member/student is **without symptoms**, they can still attend school. The following rules apply:
    - The faculty member/student **must wear a mask** (covering the mouth and nose) at all times while indoors **through day 3** from the day of contact with the non-household person who tested positive.
    - If the faculty member/student is fully vaccinated or has had a confirmed COVID-19 case in the last 90 days, they do not need to wear a mask.
    - While in the timeframe where a mask is required:
      - The student will eat lunch in a separate area but with other students to allow for 6' distancing.
      - The student will be excused from **indoor** PE and recess (unless they would like to participate in recess/PE with a mask on).
      - The student will be allowed to practice in after school sports with a mask on.
      - Face shields are not considered an acceptable face covering option for this scenario.
  - If at any time during this period the faculty member/student develops symptoms, they must quarantine (stay home) and be tested.

As with any mitigation strategy, we greatly rely on each family honestly reporting any symptoms or exposure. Upper Bucks Christian School continues to prioritize in-person education, but we do ask that you keep any student home who does not feel well.