



## COVID-19 Preparedness & Response Matrix



# New Hope Christian Academy

## COVID-19 Preparedness and Response Matrix

The following COVID-19 Preparedness and Response Matrix was created using recommendations from the federal, state and local government and follows the most recent guidance provided by public health experts such as the Center for Disease Control (CDC), National Institute of Health (NIH), World Health Organization (WHO) as well as state and local health officials. We are following a phased approach with four levels that address the following: Operations Management, Classroom and Aftercare Operations, Instructional Program, and People Management.

### COVID-19 Response Planning Team

Lionel Cable, Head of School

Liz Stone, CFO

Tamika Jackson, School Director

Laure Nell Pope, Early Childhood Coordinator

Jillian Krahel, Director of Curriculum and Instruction

### Parent Input Team

Ashlee Jones, PTCO President

Knicole Barrentine, PTCO Vice President

Joy Carmichael Thornton, Parent

### Medical Advisory Team

Dr. Blake Bergeron

Dr. Kimberly Marsh



		Level 1 Low Risk	Level 2 Moderate Risk	Level 3 Medium Risk	Level 4 High Risk
<b>OPERATIONS MANAGEMENT</b>	<b>Campus Access</b>	- Normal entry procedure	- Enhanced entry procedure with restrictions - Hand sanitizer stations at all entry points - Plexiglass partition in main office	- Enhanced entry procedure with restrictions - Hand sanitizer stations at all entry points	- Restricted access
	<b>Cleaning</b>	- Normal cleaning routine by janitorial staff	- Enhanced cleaning routine by janitorial staff - All classrooms deep cleaned 1x per week by afterhours janitorial staff	- Enhanced cleaning routine by janitorial staff - All classrooms deep cleaned 1x per week by afterhours janitorial staff - Additional janitorial staff added to daily operations	- Deep cleaning of entire facility before school resumes
	<b>Lunch</b>	- Normal operation	- PK, JK, SK, 1, 6: Eat lunch in classroom - 2, 3, 4, 5: Eat lunch in cafeteria	- Lunch in classrooms for all students - Support staff assist in lunch delivery	- School closed
	<b>Field Trips</b>	- Field trips allowed with school director approval	- All field trips suspended	- All field trips suspended	- School closed
	<b>Programs &amp; Events</b>	- All regularly scheduled activities allowed with school director approval	- All regularly scheduled activities allowed with school director approval, subject to social distancing considerations (i.e. Chapel split - LS/US)	- Virtual delivery	- Canceled or virtual delivery
	<b>Athletics</b>	- All regularly scheduled activities allowed with approval by school director	- Decisions determined from recommendations of local health officials and Private School Athletic League	- Decisions determined from recommendations of local health officials and Private School Athletic League, or cancellation altogether	- School closed



	<b>Morning Carline</b>	Normal operation	<ul style="list-style-type: none"> <li>- Student temperature checks alongside vehicle by team of staff members</li> <li>- Temps must be under 100 degrees</li> <li>- Early Childhood will utilize carline in parking lot (PK entrance)</li> <li>- SK-6th will utilize main entrance and gym carline (University St only)</li> </ul>	<ul style="list-style-type: none"> <li>- Student temperature checks alongside vehicle by team of staff members</li> <li>- Temps must be under 100 degrees</li> <li>- Early Childhood will utilize carline in parking lot (PK entrance)</li> <li>- SK-6th will utilize main entrance and gym carline (University St only)</li> </ul>	- School closed
	<b>Morning Intake</b>	Normal operation	<ul style="list-style-type: none"> <li>- Children of faculty/staff arriving early must remain in their parent's classroom/office until 7:30 am start time</li> <li>- Breakfast in classrooms (SK-1st grade: Pick up sack breakfast in front of cafeteria; 2nd grade: pick up sack breakfast at bottom of JK stairs; 3rd grade: pick up sack breakfast at bottom of JK stairs; 4th grade: pick up sack breakfast at bottom of SK stairs; 5/6th grade: pick up sack breakfast at bottom of 1st grade stairs; EC delivered to classrooms)</li> <li>- teacher takes lunch count for PK-1st and 6th</li> </ul>	<ul style="list-style-type: none"> <li>- Children of faculty/staff arriving early must remain in their parent's classroom/office until 7:30 am start time</li> <li>- Breakfast in classrooms (SK-1st grade: Pick up sack breakfast in front of cafeteria; 2nd grade: pick up sack breakfast at bottom of JK stairs; 3rd grade: pick up sack breakfast at bottom of JK stairs; 4th grade: pick up sack breakfast at bottom of SK stairs; 5/6th grade: pick up sack breakfast at bottom of 1st grade stairs; EC delivered to classrooms)</li> <li>- teacher takes lunch count for PK-6th</li> </ul>	- School closed



	<b>Hallway Transitions</b>	- Normal operation	- Teachers on teams will transition; students will not move except for co-curricular classes - Scheduled restroom breaks, lunch breaks, recess, co-curricular	- Teachers on teams will transition - Scheduled restroom breaks, lunch breaks, recess - Co-curricular teachers will travel to classrooms	- School closed
	<b>Seating/Set-Up</b>	- Normal operation	- Classroom rugs removed - Practice social distancing when possible - Teachers and students will sanitize their hands prior to entering and leaving classroom - Limit small groups to include no more than 2-3 students - Teachers required to wear face masks or face shields during small group instruction only	- Classroom rugs removed - Practice social distancing when possible - Teachers and students will sanitize their hands prior to entering and leaving classroom - Teachers required to wear face masks or face shields in classroom - No small group instruction	- School closed
	<b>Supplies</b>	- Normal operation	- Students will sanitize their hands prior to use of community supplies and tools - Classroom teacher will sanitize hard surfaces and community supplies and tools periodically throughout the day	- Students will sanitize their hands prior to use of community supplies and tools - Classroom teacher will sanitize hard surfaces and community supplies and tools periodically throughout the day	- School closed
	<b>Transitions/Lockers</b>	- Normal operation	- Staggered and scheduled while practicing 6' social distance protocol	- Staggered and scheduled while practicing 6' social distance protocol	- School closed



	<b>Restroom</b>	- Normal operation	- Staggered breaks that are scheduled while practicing 6' social distance protocol	- Staggered breaks that are scheduled while practicing 6' social distance protocol	- School closed
	<b>Recess</b>	- Normal operation	Students will sanitize their hands before and after use of community equipment - Classroom teacher will sanitize hard surfaces and community equipment before and after use	Students will sanitize their hands before and after use of community equipment - Classroom teacher will sanitize hard surfaces and community equipment before and after use	- School closed
	<b>Co-curricular &amp; Specialists</b>	- Normal operation	-Students will sanitize their hands prior to entering and leaving classroom - Co-curricular teachers will sanitize hard surfaces between classes - Specialists will limit small groups to include no more than 3 students per group - Specialists and co-curricular teachers must wear a face mask or face shield in the presence of students	- Co-curricular teachers travel to classrooms - Specialists must wear a face mask or face shield in the presence of students	- School closed
	<b>Dismissal</b>	- Normal operation	- Grades 4th-6th dismiss from gym - Early Childhood dismiss from classrooms (outer lane only) - SK-1st dismiss from classrooms through cafeteria - 2nd-3rd dismiss from cafeteria and main hallway	- Grades 4th-6th dismiss from gym - Early Childhood dismiss from classrooms (outer lane only) - SK-1st dismiss from classrooms through cafeteria	- School closed



			<ul style="list-style-type: none"> <li>- Families with children in multi-grades will be able to dismiss together at the same time youngest student leaves (library)</li> </ul>	<ul style="list-style-type: none"> <li>- 2nd-3rd dismiss from cafeteria and main hallway</li> <li>- Families with children in multi-grades will be able to dismiss together at the same time youngest student leaves (library)</li> </ul>	
	<b>Early Childhood Centers/Naptime</b>	- Normal operation	<ul style="list-style-type: none"> <li>- Remove rugs and replace with individual foam squares</li> <li>- Students will sanitize their hands prior to use of community equipment</li> <li>- Classroom teacher will sanitize hard surfaces and community equipment prior to use</li> <li>- Practice social distancing through use of small groups/individual supply trays. (4 students max.)</li> </ul>	<ul style="list-style-type: none"> <li>- Remove rugs and replace with individual foam squares</li> <li>- Students will sanitize their hands prior to use of community equipment</li> <li>- Classroom teacher will sanitize hard surfaces and community equipment prior to use</li> <li>- Practice social distancing through use of small groups/individual supply trays. (4 students max.)</li> </ul>	- School closed
	<b>Aftercare Operations</b>	Normal Operation	<ul style="list-style-type: none"> <li>- Reduced number of students (60 max.)</li> <li>- No drop-ins allowed</li> <li>- Snacks will be eaten in grade level classrooms</li> <li>- Students will sanitize hands prior to entering and leaving classroom</li> <li>- Aftercare employees will sanitize hard surfaces between classes</li> </ul>	<ul style="list-style-type: none"> <li>- Reduced number of students (60 max.)</li> <li>- No drop-ins allowed</li> <li>- Snacks will be eaten in grade level classrooms</li> <li>- Students will sanitize hands prior to entering and leaving classroom</li> <li>- Aftercare employees will sanitize hard surfaces between classes</li> </ul>	- School closed



			<ul style="list-style-type: none"> <li>- Aftercare employees must wear face mask or face shield</li> <li>- Contactless carline dismissal</li> </ul>	<ul style="list-style-type: none"> <li>- Aftercare employees must wear face mask or face shield</li> <li>- Contactless carline dismissal</li> </ul>	
<b>INSTRUCTIONAL PROGRAM</b>	<b>Instructional Delivery</b>	<ul style="list-style-type: none"> <li>- Regular instruction in parallel with Distance and Blended Learning</li> <li>- Quarantined and sick students receive distance learning instruction</li> </ul>	<ul style="list-style-type: none"> <li>- Regular instruction in parallel with Blended Learning</li> <li>- Quarantined and sick students receive distance learning instruction</li> </ul>	<ul style="list-style-type: none"> <li>- Regular instruction in parallel with Blended Learning</li> <li>- Quarantined and sick students receive distance learning instruction</li> </ul>	<ul style="list-style-type: none"> <li>- Full implementation of Distance Learning plan</li> </ul>
<b>PEOPLE MANAGEMENT</b>	<b>All Staff and Subs</b>	<ul style="list-style-type: none"> <li>- Staff with flu-like symptoms must remain at home until fever-free for 48 hours</li> <li>- Face masks optional</li> <li>- Staff required to notify senior leadership if they or family member came in close contact within last 14 days of someone with flu-like symptoms or has confirmed case of COVID-19. Together, with senior leadership and based on mandates by CDC, a determination will be made if self-exclusion is required.</li> <li>- Staff who come into contact with someone with flu-like symptoms are required to do daily temperature checks for 14 days upon entering building</li> </ul>	<ul style="list-style-type: none"> <li>- Staff with flu-like symptoms must remain at home until fever-free for 48 hours</li> <li>- Staff required to notify senior leadership if they or family member came in close contact within last 14 days of someone with flu-like symptoms or has confirmed case of COVID-19. Together, with senior leadership and based on mandates by CDC, a determination will be made if self-exclusion is required.</li> <li>- All staff required to do daily temperature checks at sign-in</li> <li>- Face masks required during transitions/ parent meetings</li> <li>- All staff considered high risk and/or with serious underlying medical conditions advised to work from home as directed</li> </ul>	<ul style="list-style-type: none"> <li>- Staff with flu-like symptoms must remain at home until fever-free for 48 hours</li> <li>- All staff are required to wear face masks</li> <li>- Staff required to notify senior leadership if they or family member came in close contact within last 14 days of someone with flu-like symptoms or has confirmed case of COVID-19. Together, with senior leadership and based on mandates by CDC, a determination will be made if self-exclusion is required.</li> <li>- All staff considered high risk and/or with serious underlying medical conditions are advised to work from home as directed</li> </ul>	<ul style="list-style-type: none"> <li>- Restricted access</li> </ul>





				- All staff required to do daily temperature checks at sign-in	
	<b>Students</b>	<ul style="list-style-type: none"> <li>- Students with flu-like symptoms must be kept at home until fever-free without the use of fever reducing medicine for 48 hours</li> <li>- Face masks optional</li> </ul>	<ul style="list-style-type: none"> <li>- Students with flu-like symptoms must be kept at home until fever-free without the use of fever reducing medicine for 48 hours</li> <li>- Students required to remain home for 14 days if they or family member have been in close contact within last 14 days of someone with confirmed case of COVID-19</li> <li>- Students who are high-risk due to underlying medical conditions should remain at home and follow distance learning plan</li> <li>- Face masks required during all transitions throughout building and assemblies</li> </ul>	<ul style="list-style-type: none"> <li>- Students with flu-like symptoms must be kept at home until fever-free without the use of fever reducing medicine for 48 hours</li> <li>- Students required to remain home for 14 days if they or family member have been in close contact within last 14 days of someone with confirmed case of COVID-19</li> <li>- Students who are high-risk due to underlying medical conditions should remain at home and follow distance learning plan</li> <li>- Face masks required during all transitions throughout building</li> </ul>	- School closed
	<b>Parents</b>	<ul style="list-style-type: none"> <li>- Normal entry procedure for parents</li> <li>- Face masks optional</li> </ul>	<ul style="list-style-type: none"> <li>- At-risk parents advised to self-exclude from visiting school</li> <li>- All parents will complete health screening at entrance and may be denied entry</li> <li>- Temperature checks for all parents</li> <li>- Campus access for all parents by appointment only</li> <li>- Face masks required</li> <li>- Cafeteria closed to parents</li> </ul>	<ul style="list-style-type: none"> <li>- Campus access for all parents by appointment only</li> <li>- Parents will complete health screening at entrance and may be denied entry</li> <li>- Temperature checks for all parents</li> <li>- At-risk parents advised to self-exclude from visiting school</li> </ul>	- School closed



				<ul style="list-style-type: none"> <li>- Face masks required</li> <li>- Cafeteria closed to parents</li> </ul>	
	<b>Visitors</b>	<ul style="list-style-type: none"> <li>- Normal entry procedure for visitors</li> <li>- Face masks optional</li> </ul>	<ul style="list-style-type: none"> <li>- All visitors will complete health screening at main entrance and may be denied entry</li> <li>- Face masks required</li> <li>- Temperature checks for all visitors</li> </ul>	<ul style="list-style-type: none"> <li>- Campus access for all visitors by appointment only</li> <li>- All visitors will complete health screening at main entrance and may be denied entry</li> <li>- Unannounced visitors only allowed, subject to senior leadership approval</li> <li>- Temperature checks for all visitors</li> <li>- Face masks required for all visitors</li> </ul>	- School closed



## FAQs

### School Day and Classroom

**Will breakfast and lunch be served during the school day?**

On Levels 2 and 3, breakfast and lunch will be served with modifications as outlined in the COVID-19 Preparedness Matrix.

**Will students have access to the library?**

Yes, during Levels 1-3.

**Are students required to wear the same uniforms as before the pandemic?**

Yes, uniform expectations remain the same.

**Can students wear backpacks to school?**

Yes.

**Can students bring personal items from home to school?**

Only labeled water bottles, backpacks, coats/jackets/sweaters, lunch, snacks and school supplies will be allowed. All other items must remain at home. Students cannot bring birthday snacks for classmates.

**Will the school be able to meet social distancing requirements in all classrooms?**

We have confirmed that the square footage in each classroom allows for the 36 sf per person recommendation.

### Facility Access

**How will my child know where to go once they enter the building?**

During the staggered entry days at the start of the school year, students will be taught facility movement expectations and faculty/staff will be available and positioned to assist.

**Can I walk my child into the building instead of using the carline?**

No. On Levels 2 and 3, we ask all parents to utilize the carline. Parents are not allowed into the building except under extenuating circumstances.



**Can I pick up my child by walking into the building at the end of the day and waiting?**

No. On Levels 2 and 3, parents are not allowed into the building except under extenuating circumstances.

**Can I drop my child off before 7:30 am?**

No. Due to the lack of supervision, safety concerns, social distancing requirements and mandatory temperature checks, students cannot be dropped off before 7:30 am. Parents who violate this rule the first time will be charged \$100. If the parent continues to violate this rule, they will be charged \$100 in addition to their child facing expulsion.

**Can I visit my child's classroom?**

No. On Levels 2 and 3, parents and visitors are not allowed into the building except under extenuating circumstances.

**What if I need to pick up my child early for an appointment?**

Please notify the main office staff. Upon arrival, parents will be screened prior to gaining admittance into the building. In some cases, the child will be escorted to the car. Only one parent per child will be allowed to enter the building to minimize the number of visitors.

**What if I need to bring my child late due to an appointment?**

On Levels 2 and 3, we ask that parents limit appointments to times when their child is not in school. Upon arrival, parents will buzz the main office to begin the student check-in process. Prior to being released to go to class, students will have their temperature checked and will wash or sanitize their hands followed by putting on a face mask.

**Will visitors be allowed in the building?**

On Levels 2 and 3, visitors will be restricted.

## Health and Wellness

**Will students have their temperature checked every day?**

Yes, prior to entering the building every day. Students with a temperature of 100 degrees or higher must stay at home and will not be able to return to school until they are fever-free without fever reducing medication for 48 hours. Parents should check their child's temperature at home every morning using oral, tympanic, or temporal scanners.

**What if my child has a cold, a runny nose or has a temperature?**

We ask that any child with a runny nose or other symptoms of illness stay home until symptoms do not exist without the use of medication for 48 hours.



**Will faculty and staff complete a Self-Screening Checklist every day?**

Yes, faculty and staff will be screened daily during sign-in.

**Will faculty and staff have their temperature checked every day?**

Yes, temperature checks will be taken during sign-in every day.

**What happens if my child becomes ill at school?**

Children who become ill at school will be placed in an area of quarantine and will be required to wear an N95 surgical mask. Parents will be notified and must immediately come and pick up their child.

**What happens if a student or faculty/staff member tests positive for COVID-19?**

The New Hope community and Memphis Health Department will be notified. The Health Department will assist the school with contact tracing and advise on next steps. Based on Health Department recommendations, the school may experience short-term closure (2-5 days) for cleaning and disinfecting.

**Should I send hand sanitizer to school with my child for personal use?**

The school will be providing sanitizer for students, faculty and staff.

**Will students have to wear a face mask?**

Yes, we view the use of face masks as an important way that we, as a community, can slow/stop the spread of the virus and protect each other. On Levels 2 and 3, students will wear face masks during all transitions and assemblies but not inside of the classroom with their cohort.

**What if I want my child to wear a mask all day?**

We are aware there may be students on campus who will wear face masks for longer periods of time, including students who are directed to do so by their healthcare providers.

**Does the school provide face masks?**

Yes, we view the use of face masks as an important way that we, as a community, can slow/stop the spread of the virus and protect each other. All students will receive two face masks at the beginning of the school year. Parents will be billed for these masks through their FACTS accounts. If parents would like to purchase additional face masks, they will be available through Lands End and Midsouth Solutions.

**Will teachers be required to wear masks?**

Yes, we view the use of masks as an important way that we, as a community, can slow/stop the spread of the virus and protect each other. On Level 2, all faculty and staff will wear masks during transitions throughout the building and face shields during small group instruction. On Level 3, they will wear masks all day.



## Athletics/Arts

### Will there be sports in the fall?

No decision has been made on athletics. Current guidance regarding sports in the fall is fluid and decisions will be made based on recommendations from local health and athletic league officials.

### Will there be an Arts Academy in the fall?

Arts Academy will be offered with smaller class sizes.

## Playground

### Is the playground cleaned and sanitized?

Yes, there will be a regular cleaning schedule and protocol for sanitizing after each usage.

### Will my child be with other children on the playground?

During Levels 2 and 3, student and staff groupings are as static as possible by having the same group of children stay together throughout the day.

## Distance Learning and Technology

### Will all students be issued a Chromebook to take home for distance learning?

Yes, New Hope will provide all SK-6th grade students with a Chromebook to use during the school day and at home during distance learning days.

### How many distance learning days are built into the calendar?

- There are 8 planned distance learning practice days that will occur on Saturdays.
- There are 14 planned distance learning days for students in grades SK-6th. During this time, the building will be closed for all students in SK-6 grade. All PK and JK students will attend classes like a regular school day.
- Based on recommendations from state government and local health officials, and if the local cases of COVID-19 increase substantially, the school will be prepared to shift to distance learning for an extended period of time.

### What platforms will be used for distance learning?

All classes will utilize Google Classroom and Zoom for lesson delivery and assignments. We will continue instruction using the current curriculum in all subject areas as well as co-curricular classes.



**I want my child to attend New Hope, but I want them to do so at home. What are my options?**

Parents will be given the option for their child to do distance learning or attend regular classes. In order to maintain a consistent school culture and climate, students will not be able to swap from distance learning to on-campus learning throughout the semester. Distance learning or on-campus learning is a semester commitment.

**Aftercare****Will there be space for drop-ins?**

No. Drop-ins will not be allowed this school year.

**How do I sign up for aftercare?**

Spots in aftercare will be first-come, first-served and parents will be able to sign up electronically.

**How many aftercare spaces will be available?**

Spacing is permitted for a maximum of 60 students.

**What is the cost of aftercare?**

- \$165 for Quarter 1
- \$130 for Quarter 2
- \$165 for Quarter 3
- \$165 for Quarter 4
- \$530 if you pay for the entire year upon completion of application (no refund or credit for withdrawing from aftercare)

**If New Hope has to move to distance learning, will my aftercare payment be refunded?**

Provisions will be made, either in the form of refunds or credits, for prorated aftercare payments in the event New Hope has to move to distance learning.



## School Calendar Revisions

### When is the first day of school?

If Health Department restrictions are lifted, we will begin staggered entry for all students on **Monday, August 10**. See below for staggered entry details. Please note that staggered entry for all students is new this year.

- Monday, August 10                      Students in PK, JK, SK-1, 1A, 2A, 3A, 4A, 5A, 6A only
- Tuesday, August 11                     Students in PK, JK, SK-2, 1B, 2B, 3B, 4B, 5B, 6B only
- Wednesday, August 12                Students in PK, JK, SK-3, 1C, 2C, 3C, 4C, 5C, 6C only
- Thursday, August 13                  All students attend, staggered for PK, JK
- Friday, August 14                        School closed for planning and deep cleaning
- Monday, August 17                      All students attend

### Are there any major changes to the school calendar?

Yes.

- Fall break has been shortened to a three day weekend (October 16 - 18)
- All SK - 6th grade students will participate in mandatory distance learning days (November 30 - December 18)
- All PK and JK students will attend regular classes (November 30 - December 18)

### When does the second semester start?

The second semester starts on Tuesday, January 5, 2021. The plan is to start the semester with students present in the building; however, based on the current climate and conditions in the city and immediate New Hope community at that time, parents and students should be prepared to start the semester in distance learning mode for an indefinite period of time. All plans will be communicated to parents as soon as information is available.

