

# **MOUNTAIN VIEW ACADEMY**

**2020-2021 BACK TO SCHOOL**



**Parent Guide for Reopening School:  
Revised September 20, 2020**



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# **MOUNTAIN VIEW ACADEMY PLAN TO REOPEN**

The following plan has been developed to reopen Mountain View Academy based on guidelines and requirements provided to us by the Central California Conference (CCC) Office of Education. These guidelines were established and based on the best and most current health information known as of the latest revision date of this document. The guidelines follow the CDC, California State education and public health department, and Santa Clara County recommendations.

As new guidance and practices become available, updates will be communicated to parents. Any future decision in regard to discontinuing on-site instruction at Mountain View Academy will be made based on the Santa Clara County of Public Health directives under the guidance from the Central California Conference Office of Education.

## ATTENDANCE

Attendance will be entered at each class period. Absences due to COVID-19 symptoms or illness will be noted as a medical excused absence. Parents must report the absence and reason to the school office each morning in order to have an absence excused due to illness. Teachers and administrators will work with parents and students to ensure learning continues during a student's absence.

### **YOUR CHILD SHOULD COME TO SCHOOL IF THEY CAN FULFILL THE FOLLOWING REQUIRMENTS:**

- Can energetically participate in classroom activities and P.E. without the use of fever or symptom-reducing medicine (Tylenol, ibuprofen, cough syrup, etc.)
- Has a temperature below 100.3
- Has no symptoms of COVID-19 such as fever, cough, shortness of breath, trouble breathing, chills, sore throat, fatigue, muscle or body aches, new loss of taste or smell, headaches, or confusion
- Has no symptoms of vomiting or diarrhea

### **YOUR CHILD SHOULD STAY AT HOME AND WILL BE SENT HOME, IF THEY HAVE ANY OF THE FOLLOWING:**

- They appear or complain of feeling unwell or they have a suspected communicable disease
- A temperature of 100.3 or higher, or other new COVID-19 symptoms (fever, cough, shortness of breath, trouble breathing, chills, sore throat, fatigue, muscle or body aches, new loss of taste or smell, headaches, or confusion)

Students with fever will be isolated (Conference room or nurses' room) and be required to wear a face covering until they can be picked up by their parent/guardian.

Your child should stay at home if they have had close contact with someone who has COVID-19 as defined by the CDC. Close contact = less than six feet for more than 15 minutes.

## RETURN TO SCHOOL AFTER ILLNESS/FEVER RELATED TO COVID-19 OR EXPOSURE TO COVID-19

(THE FOLLOWING ITEMS ARE TAKEN DIRECTLY FROM THE DOCUMENT *COVID-19 PREPARED: REOPENING OF SANTA CLARA COUNTY K-12 SCHOOLS*)

<https://www.sccgov.org/sites/covid19/Documents/ReopeningofSantaClaraCountyK12Schools.pdf>

- Students **may not** return until they have met CDC criteria to discontinue home isolation.
  - Students and staff should get a test as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
  - Positive test results:
    - Notify school administration immediately if the student, staff or if one of their household members or non-household close contacts tested positive for COVID-19.
    - Students/staff who test positive and have complete isolation requirements of at least 10 days since symptoms first appeared AND at least 24 hours with no fever AND improvements in other symptoms.
    - Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result was collected.
  - Negative test results:
    - Symptomatic individuals who are not close contacts and who test negative for COVID-19 can return to in-person school/work after at least 24 hours from resolution of fever (if any) and improvement in symptoms.
    - Documentation of a negative test result must be provided to school administrators.

- Close contacts to a COVID-19 case who test negative can return to in-person school/work only after completion of 14 days of quarantine from last exposure.
- In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides an alternative explanation for symptoms and reason for not ordering a COVID-19 test.
- If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.
- If they test negative, close contacts to confirmed COVID-19 cases can return 10 days after (1) the date of last exposure to a COVID-19 positive non-household contact or (2) the date that a COVID-19 positive household member completes their isolation, whichever is longer.

## HEALTH & SAFETY

### Face Coverings

- Faculty and staff will be wearing face coverings on campus.
- **Students must wear face coverings (Santa Clara County Guidelines)**
  - Face coverings will be required at all times.
  - Face coverings are required while moving on campus and in all areas of the school (including restrooms, drop-off and pick-up points).
  - If a student forgets their face coverings, the school will provide face coverings – keep in mind, if this is abused, you may be charged for the provided face coverings.
- Students may remove face coverings:
  - Only while eating / drinking

## Hygiene Procedures

- Personal hygiene procedures will be taught and reinforced.
  - Students will be reminded both verbally and by signage to use hand sanitizer upon entering each classroom and to wash hands frequently.
  - Classrooms are outfitted with hand sanitizers.
  - Hand washing stations are being installed upstairs for more frequent handwashing.
- Classroom Celebrations and Food Fundraisers
  - All food, including condiments, must be commercially prepared and individually packaged. Buffet or family-styled meals will no longer be allowed. (Hot Lunch fundraisers are cancelled until further notice.)
- Drinking Fountains
  - The drinking fountains will be closed. However, the water bottle refill stations will still be available. Students should bring a full water bottle, clearly marked with their name. Students are not to share water bottles.

## Cleaning, Disinfecting & Ventilation

- **Cleaning and Disinfecting:**
  - Classrooms will be cleaned and disinfected daily. All touch points will be disinfected with a CDC-approved product.
  - Frequently touched surfaces throughout the campus will be disinfected regularly during the day.
- **Ventilation**
  - MVA's HVAC system is maintained regularly and equipped with HEPA filters to maintain clean air in the buildings.
  - As much as possible and where it is safe to do so, teachers will introduce outdoor air by having outside doors open.
  - Lunch activities will be outside as much as possible.



## CAMPUS ACCESS

- **Pre-screening at Home:** Parents must screen their students before leaving for school to ensure temperature is below 100.00. Parents will need to fill out the COVID19 questionnaire every morning before leaving for school through your Parents Web Portal. They are to check for other COVID-19 symptoms outlined by public health officials. If a student fails this screening or if they have had close contact with a person diagnosed with COVID-19, they should remain at home and follow the guidelines for how to return to school. Parents should fill out the COVID-19 prescreening form on Parents Web daily and submit that online before bringing student to school. If student has not been cleared, they will not be allowed in the classroom.
- **Pre-screening at School:** All visitors and students will be screened upon entering campus. As they walk in, student's temperatures will be taken by school personnel at the screening stations or by Mr. Theo, our automated temperature screening device. (Locations TBD)
- **Please Note:** Please note if any student is symptomatic when entering campus or during the school day, they will be separated from others immediately and isolated with a face covering until they are picked up by an authorized adult.
- **Guardians and Visitors** – Access to campus will be limited. There will be a temperature check and screening in order to access the campus and face coverings will be required.

## PHYSICAL DISTANCING

In order to maintain high standards of safety and hygiene, everyone in the school community must take responsibility for themselves and for each other. As such, expectations for social distancing and hygiene will be communicated and reinforced throughout the school.

## **Arrival and Departure**

- There will be markers showing where students should stand as a line forms at screening stations.
- There will be a designated route for entry and exit of the campus.
- During drop off and pick up times, students, visitors, including guardians, will be required to maintain a minimum of six feet of distance between individuals.
- Parents/guardians/drivers, please plan to remain in your cars during pick up times to avoid gatherings.

## **In the Classroom**

- To the greatest extent possible, seating and desks will be rearranged in the classrooms to allow students to be 6 feet apart and facing the same direction.
- Students must wear their face coverings at all times.
- Where a six-foot distance is not possible, the following measure will be taken:
  - If less than three feet, dividers will be provided.
- When working together in labs, students will be required to wear face coverings and face shields.
- Physical Education activities will follow the guidelines set up for the athletic program. Currently only non-contact activities are allowed with social distancing protocols.

## **NON-CLASSROOM SPACES & ACTIVITIES**

### **Lunch**

- Students will eat outside in designated areas or in their assigned homeroom.
- Outside tables will be disinfected before lunch time.
- The number of students at each table will be limited.
- Hot Lunch service will be discontinued at this time.
- Students may order delivery (Door Dash, etc.) only during lunch time and it must be delivered to the gym parking lot (1281 W. Dana St. Mountain View, CA 94041). We will have a designated area where food will be able to be dropped off starting 30 minutes before lunch time starts.
- Lunchtime activities will be limited to no-contact activities.

## **Chapel Programs & Assemblies**

- A variety of options will be implemented for social distancing including virtual chapels in homerooms.
- Chapels will meet daily for 10 minutes; on Fridays they will meet for 30 minutes. These will be required meetings even if we are forced to go into virtual learning. We are preparing for virtual chapels as well as smaller groups with social distancing protocols in place.

## **Trips, & Field Trips**

- All trips and field trips requiring school transportation all school activities will be virtual until further notice. Second semester plans for field trips and activities will be evaluated in January.
- Out-of-Union Trips: To allow planning for these, submit formal trip requests to the CCC Board of Education for out-of-Union and overnight trips within the USA. The formal request can be made only when the destination is open for visitors by the health department and civic authorities. Any approved trips planned must be fully refundable.

## **Dismissal**

- Students will be directed to maintain social distance as they are waiting to be picked up.
- Please plan to have your student picked up by 4:30 pm Monday – Thursday and by 12:30 pm on Fridays.

## **ATHLETICS**

At this time, the CIF will be meeting to establish guidelines for sports. These guidelines will be reviewed by our CCC Athletic Commissioners and a decision on how to proceed will be given for us to implement.

## **PLANS IN THE EVENT OF ANOTHER STAY-AT-HOME ORDER**

Mountain View Academy administration will hold a parent information meeting regarding all the protocols put in place on Wednesday, September 30, 2020 at 6:30pm via zoom. Students will be informed of all protocols as well during the week of October 5 – 9, 2020. A small group of students will be allowed for in-person instruction started October 13, 2020 for 6 weeks. Starting Monday, November 23, we will return to remote learning.

These transition plans will include a consistent use of one main online platform to communicate and house tools for learning. This will be through Google Classroom. A new daily schedule will be done for direct online instruction starting in January. In order to support a seamless transition, the same online platform will be used to communicate throughout the regular school year.

To ensure uninterrupted instruction, in the event MVA needs to transition to distant learning, the new daily schedule will include a full day of synchronous and asynchronous instruction with students being connected and interacting with their teacher(s). This will be a combination of screen time, breaks, and off-screen activities.

In January, the Board will revisit the Flu season to transition during second semester to a full in-person setting with the option of remote learning for those that would need it. Currently, the plan is to be in-person by the first week in March.