

# West Bay Christian Academy's COVID-19 Policy

Updated 12/13/2021

West Bay Christian Academy's (WBCA) policies regarding the COVID-19 protocol take into account Rhode Island Department Of Health (RIDOH) and Rhode Island Department Of Education (RIDE) COVID-19 Guidance, our school-specific data, and the transmission of COVID-19 related illness due to new variants of the COVID-19 virus in the state.

We believe that students benefit from in-person learning, and safely remaining in in-person instruction is our priority. It is critically important to protect students, faculty, and staff from COVID-19 and to reduce transmission of the new COVID-19 variants in the school setting and beyond.

While continuing to review a substantial amount of information, the **West Bay Christian Academy Transition Administrative Team**, David Greenhalgh and Sheila Palmer, has carefully updated this policy, which has been reviewed by the Board of Trustees. We will continue to make changes as necessary regarding these policies throughout the school year.

## **A Change in Circumstances**

**The following plans are reflective of and will continue to be contingent upon the positive case and hospitalization rates within our state and local community. If the state updates requirements, the West Bay Christian Academy Administrative Team in consultation with medical professionals will evaluate the new information and keep families informed of any needed changes.**

The more layers of protection applied, the less likely it is for students and staff to become infected if exposed in the school to someone who has COVID-19. Layers of protection include masking, distancing, increased ventilation, stability pods, increased hygiene, diligent cleaning, and frequent testing. Every layer that is removed weakens the effectiveness of protection.

## **COMMUNICATIONS**

***Please include Jess Silva (nurse@wbca.info) on COVID-related communications.*** Jess will communicate all expectations for testing, isolation, and quarantine. All test results should also be sent to nurse@wbca.info. **Please wait for acknowledgement of receipt of test results from Jess before sending your child back to school.**

## **Masks**

Masking indoors is one of the best ways to prevent the spread of COVID-19. Masks help prevent the spread of droplets from the nose and mouth that can carry COVID-19. Masks should completely cover the mouth and nose and fit snugly against the sides of the face. Reusable cloth and one time use disposable masks are acceptable, but gaiters, bandanas, and masks with valves may not be substituted for approved masks. Exceptions for the use of a face shield in place of a mask may be granted by the Head of School under special circumstances. Mask exceptions are permitted for specific categories of people as outlined in Health and Safety guidance according to the ADA.

Choose a well-fitting and comfortable mask that can be worn properly. A poorly fitting or uncomfortable mask might be worn incorrectly or removed often, which would reduce its intended benefits. Choose a size that fits over the nose and under the chin but does not impair vision. Please send students to school with an extra mask. Reusable masks should be washed at least once a day. (REF 8) An extra mask in a child's backpack, desk, or locker will come in handy if their mask gets soiled or they forget or lose theirs.

### **INDOORS: Masks must be worn by all people when moving around the school building.**

The only time it is permissible for students to remove masks in the building is when they are at their desks (spaced at a distance of 3 ft or more) with their stability pod in a classroom and in PE classes. Teachers, faculty and staff may remove masks while in classrooms when it is possible to consistently maintain a distance of 3 ft. *Masks are required indoors and in crowded outdoor settings at all times for those identified as close contacts for 14 days after exposure or, if vaccinated, until they receive a negative test result.* (p. 30, REF 3)

**OUTDOORS:** Mask use is not required at this time.

## **Spacing and Grouping**

We will continue to use a stability-pod model.

- Students from the same classroom should remain together as much as possible.
- School staff are allowed to travel between different classrooms.
- For stability pods:
  - Physical distancing of at least 3 feet is recommended as much as possible.
  - At least 3 feet of physical distancing should be maintained between students while dining without a mask indoors.
  - Assigned seating charts will be utilized.
- Outdoor learning experiences and dining are encouraged whenever possible.

### Elementary Stability Pods

- Each K-5th grade class level will be its own stability pod
- PE will be limited to a single grade
- Anytime multiple grades/stability pods are gathered in the same indoor space (e.g., morning assembly, chapel, Extended Day, etc...)
  - masks are required at ALL times
  - Stability pods should be seated apart from other stability pods
  - 3 feet of distance is necessary between stability pods (p. 4, REF 4)

### Middle School Stability Pods

- Each Middle School grade will be its own stability pod
  - Students in classes that include multiple Middle School grades will remain masked at all times with stability groups separated by at least 3 ft (p. 4, REF 4)
- PE will be limited to a single grade
- Anytime multiple grades/stability pods are gathered in the same indoor space (e.g., morning assembly, chapel, Extended Day, etc...)
  - masks are required at ALL times
  - Stability pods should be seated apart from other stability pods
  - 3 feet of distance is necessary between stability pods (p. 4, REF 4)

### Daily Routines

Morning drop-off will occur at the main entrance for K-8 students. ELP students will be dropped off at their exterior classroom doors.

At the end of the school day, students will exit through their exterior classroom doors..

### Symptoms of COVID-19

Staying home from school when feeling sick is an important part of keeping our community safe and healthy. *Anyone experiencing new onset of one major or two minor symptoms* of COVID-19 must isolate, stay home, and get tested. *Anyone developing one major or two minor symptoms at school will be sent home.* The individual must stay home, isolate, and be tested (p. 9, REF 3).

(NOTE: Exceptions for the testing requirement are detailed in the Testing section of this policy.)

MAJOR SYMPTOMS	MINOR SYMPTOMS
Cough Shortness of breath or difficulty breathing Loss of taste or smell	*Fever (temperature of 100° F or greater) or chills Muscle or body aches Headache Sore throat

	Fatigue Congestion or runny nose *Vomiting or nausea Diarrhea
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\*Fever and vomiting are reasons for which individuals should not come to school according to the illness guidelines outlined in the Parent-Student Handbook.

WBCA will utilize the CDC Guidance for cleaning, disinfection, and hand hygiene. (REF 5)  
Symptom Signage is posted at the entrances of the school building.

### **Infectious Period for COVID-19** (p. 16, REF 3)

#### **Symptomatic cases**

Two calendar days PRIOR to symptom onset until 10 days AFTER symptom onset.

#### **Asymptomatic cases**

Two calendar days PRIOR to testing date until 10 days AFTER testing date.

### **Contact Tracing, Close Contacts, Testing, Quarantine, and Isolation Guidelines**

WBCA is following RIDE and RIDOH recommendations regarding contact tracing, testing, and quarantine guidelines.

**Close Contacts** are defined as individuals who have been within six feet of an infected person (with or without a face mask) for a **cumulative** 15 minutes or more over a 24-hour period in either an indoor or outdoor setting regardless of vaccination status. Close contacts are also defined as individuals who have had unprotected direct contact with secretions or excretions of a person with confirmed COVID-19 in either an indoor or outdoor setting. (p. 21, REF 3)

#### **Contact Tracing**

Families will be notified if there is a positive COVID-19 case in their student's class. It will be important to monitor your family and be tested if anyone is symptomatic. Individual names will not be released and privacy will be upheld.

WBCA will inform staff and parents of students if they or their student has been identified as a close contact. Close contacts may also be contacted by RIDOH. WBCA also has the authority to:

- Ask students/staff to stay home while RIDOH completes the case investigation
- Shift a class or grade to distance learning

## Test Site Information

WBCA students, faculty, and staff who are symptomatic, identified as a close contact, or a classmate of someone who has tested positive for COVID-19 may schedule a free test at a [State-run test site](#) by calling 844-857-1814 or using [portal.ri.gov](https://portal.ri.gov). The phone line is available on weekdays from 8 a.m. to 7 p.m. and on weekends from 8:30 a.m. to 4:30 p.m. Assistance for accessing test results is available through the COVID-19 Test Result Portal User Guide (REF 6).

## At-Home Self Tests (p. 62, REF 3)

If a *symptomatic* person tests positive with an at-home test, there is no need for a PCR test. If an *asymptomatic* person tests positive with an at-home test, the results must be confirmed with a PCR test. **The results of an at-home self test cannot be used to shorten quarantine.**

## Symptomatic Testing

If someone with symptoms chooses not to get tested, the individual will be considered the same as a positive case of COVID-19.

- The individual should isolate for 10 days;
- Household contacts should quarantine;
- Close contacts in the school community must get a PCR test five to seven days after the close contact exposure, regardless of vaccination status. (p. 14, REF 3)

## Testing After Close Contact Exposure

***An individual identified as a close contact MUST get tested (regardless of vaccination status).***

This is a State law. (p. 30, REF 3; REF 2)

- **Unvaccinated close contacts** must get tested immediately after being identified as a close contact. If test results are negative, they must get tested right away if symptoms develop during quarantine or 5 to 7 days after last exposure.
- **Fully vaccinated close contacts** must get tested 5 to 7 days after exposure and if symptoms appear. Masks are required indoors at all times for 14 days or until a negative test result is received. (p. 30, REF 3)

**If an individual identified as a close contact does not test, the individual should quarantine for 10 days (non-outbreak setting) or 14 days (outbreak setting). (p. 32, REF 3)**

## Quarantine

Quarantine is for unvaccinated individuals identified as close contacts. (p. 23, REF 3) These individuals must stay home (apart from infected household members, if applicable) and monitor for symptoms. The last day of exposure is considered Day 0 for quarantine.

**Individuals identified as close contacts are exempt from quarantine if they meet any one of the following criteria (p. 24, REF 3):**

- are fully vaccinated
- have tested positive for COVID-19 in the past 90 days
- were exposed outdoors

NOTE: A quarantine exemption may also apply for PreK-12 STUDENTS (NOT a teacher, staff or other adult) in situations where ALL of the following criteria are met (p. 25, REF 3):

- infected individual to whom they were exposed is also a PreK-12 student
- both the exposed and infected students wore face masks **at all times** during exposure
- at least 3 ft of physical distance was maintained at all times during exposure

WBCA is using the “7 days with testing” quarantine option, the least disruptive to students' education and to families' lives. Quarantined individuals can return to school on Day 8 with a negative PCR test result from Day 5 or later. (p. 26, REF 3) Proof of the negative PCR test result from Day 5 or later must be provided to the school before the individual can return to school. (p. 30, REF 3) If a negative PCR test result from Day 5 or later is not provided to the school, the student can return to school on Day 11. Quarantined individuals should also watch for symptoms until 14 days after exposure.

If close contact status results because a household member is infected and the infected household member cannot isolate from other members of the household, unvaccinated individuals must isolate for 10 days after symptom onset or test date (if the household member is asymptomatic) and *then* start their own quarantine.

### **Isolation** (p. 17-19, REF 3)

Isolation is for the ill or infected.

- Separate individuals who are infected with COVID-19 from others.
- Stay home and isolate from household members as much as possible.

The duration of isolation depends on whether the individual is: symptomatic or asymptomatic or immunocompromised.

Symptomatic individuals:

- Isolate 10 days from appearance of first symptoms (20 days if severely immunocompromised) AND
- Be fever-free for at least 24 hours without fever-reducing medication AND
- Experience improvement in other symptoms of COVID-19

Asymptomatic individuals:

- Isolate 10 days from test date (20 days if severely immunocompromised) AND
- If symptoms develop during isolation, follow guidance for isolation for symptomatic individuals above.

## **When an individual tests positive for COVID-19**

Contact WBCA ([nurse@wbca.info](mailto:nurse@wbca.info)) to allow for contact tracing and follow the Isolation guidelines. Ask about remote learning options.

## **Remote Learning**

Any Remote Learning requests for a student with an extended absence will be evaluated on a case-by-case basis.

## **Onsite Testing at WBCA**

We are able to provide onsite testing at WBCA through a grant that provides us with the testing supplies necessary to test our community and a relationship with a local lab. We are working with the Rhode Island Department of Health and are joining other school districts throughout the state that offer this program.

WBCA offers testing to everyone—all students and staff—even if they don't have symptoms of COVID-19. Testing is also available for students and staff who have symptoms of COVID-19, even if fully vaccinated, or who have been in close contact with someone with COVID-19. COVID-19 testing at WBCA is free, quick, and easy. School staff will oversee testing with a PCR or antigen test, which includes gently swabbing the inner part of the lower nostril. This test is not painful. Longer swabs that reach higher into the nose are not used.

Consent for testing includes the process in which students and families are given important information, including possible risks and benefits, about the medical testing. This is to help you to decide if you want to be tested. **No medical testing will ever be done at WBCA without the explicit written signed consent of a parent or guardian.** Signing a consent will give WBCA permission to do one or more of the following:

- Test your child if they show symptoms consistent with COVID-19 (symptomatic testing) or have been in close contact with a person with COVID-19 while in school (close contact testing).
- Parents and Guardians can choose to sign a consent for:
  - Symptomatic testing only
  - Close contact testing only
  - Any combination of the above

Sharing of information about students will only be done for public health purposes and in accordance with applicable law and policies protecting student privacy and the security of your child's data.

## **Returning to School After Travel**

Post travel testing or quarantining will not be required after the Christmas holiday this year. Families are asked to consider the impact upon the school community when traveling and attending indoor gatherings during the holidays. Take into consideration the transmission rate in the area you are traveling to, as well as the mode of transportation (driving vs flying or public transportation). You can find more information by visiting <https://covid.cdc.gov/covid-data-tracker/#county-view> (REF 1)

## **Volunteers/Visitors**

All fully vaccinated and unvaccinated volunteers and visitors must wear masks while indoors AT ALL TIMES and follow all applicable WBCA COVID-19 protocols. A 30-day log of all visitors will be kept. Logs will document the date, contact phone number, and arrival/departure times.

## **Field Trips**

Field trips can take place as long as the necessary COVID-19 health and safety policies are met. Stable groups should remain consistent during field trips. This means the same classroom groups participate as a stable group in field trip activities as much as possible.

Masks must be worn while in cars and in close spaces where 3 ft of distance cannot be maintained at all times. See above Masks and Spacing and Grouping for specifics.

A Field Trip COVID-19 Protocol Checklist (included at the end of this document) will be completed by the organizing teacher and reviewed by the Head of School no later than the morning of the field trip.

## **Hot Lunch**

We will continue serving hot lunches prepared off-site and delivered to the school bagged for delivery to the classrooms.

See above sections on Masks and Spacing and Grouping and Volunteers/Visitors for more details.

## **Bus Transportation**

By federal order, masks are required to be worn by everyone on the bus during school bus transportation. Students using a bus will be considered a stability pod for identifying close contacts. Close contacts on a school bus do not need to quarantine if all of the following are true:

- At least two windows on opposite sides of the bus are open at all times
- Masks are worn at all times



## **Extended Day**

Unless they are in Extended Day or will be participating in sports practice or other after school activities, students are required to leave the campus by 3:15 pm. Students who utilize Extended Day must wear masks AT ALL TIMES while indoors and remain 3 ft apart. See above sections on Spacing and Grouping and Masks for specifics. For contact tracing purposes, daily logs of students who participate in Extended Day must be kept for 30 days..

## **Athletics**

WBCA will follow the guidance issued by RIDE regarding sports. No masks are required for **outdoor** athletic activities unless social distancing of 3 ft cannot be maintained. Personal water bottles must be provided, and there will be no water bottle sharing. ***Masks must be worn while in vehicles during transport of multiple athletes to and from practices and competitions.***

Indoor sports confer a higher risk of transmission than outdoor sports. Masks must be worn ***at all times*** by athletes, coaches, referees, spectators, and volunteers while indoors at WBCA facilities. Masks must be worn ***at all times*** by athletes and coaches while indoors at non-WBCA facilities. Social distancing will be maintained whenever possible (e.g., spread out on the bench; practicing in pods).

Coaches must screen players for symptoms before participating in each practice and game. Athletes must not attend practices or games if they have any symptoms of COVID-19 including if: (p. 82, REF 3)

- It's only one symptom (see list under Symptoms section above);
- They are only mildly ill, and they feel well enough to play
- They think their symptoms are due to allergies.

Athletes will not be penalized for missing practices or games due to COVID-19 symptoms.

### **Quarantine protocol for game situations for indoor sports (p. 85, REF 3; p. 11, REF 7)**

Only the team with the case, not the opposing team, will be required to quarantine, except individuals who:

- Did not attend game where exposure occurred;
- Are on the opposing team and did not enter the game in which exposure occurred;
- Had COVID-19 within the last 90 days; or
- Have been fully vaccinated.

See above Quarantine section for more details.

The Athletic Event COVID-19 Protocol Checklist (included at the end of this document) will be completed by the Coach/Athletic Director and Head of School the morning of game days.

## School Events

WBCA will follow all current State requirements for events that are held indoors.

- All attendees will be asked to self-screen for COVID-19 symptoms before attending a school event. (See Symptom section above for more details)
- Masks must be worn at all times while indoors
- Sanitation stations will be placed at entry/exit points, high-touch areas, and each table.
- Testing prior to the event may be required and will be announced in advance. WBCA may choose to request a PCR or rapid antigen test result. WBCA may accept proof of vaccination in lieu of testing.

As long as weather permits, events will be planned to take place outdoors as much as possible. See above Masking and Spacing and Grouping for more details. The Special Events COVID-19 Protocol Checklist (included at the end of this document) will be initialed and signed by the event coordinator and Head of School no later than the day of the event.

## Resources

1. <https://covid.cdc.gov/covid-data-tracker/#county-view>
2. <https://governor.ri.gov/executive-orders/executive-order-21-105>
3. <https://health.ri.gov/publications/guidance/Outbreak-Response-Protocols-Pre-K-12.pdf>
4. <https://health.ri.gov/publications/guidance/Pre-K-12-Fall-Guidance.pdf>
5. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>
6. <https://health.ri.gov/publications/guides/covid-test-result-portal-user-guide.pdf>
7. <https://drive.google.com/drive/folders/1WuGDOD7OqrXoGImtA1OIpUKb0iqkbSvD>
8. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

# Special Events COVID-19 Protocol Checklist

Checklist to be initialed and signed by the event coordinator and the Head of School

Initial

Task

- Send an email to [Nurse@wbca.info](mailto:Nurse@wbca.info) with
  - The location and date of the event
  - A list of volunteers with their phone numbers
  - A list of students involved
  - A follow up email if things change
  
- Plan for events to take place outdoors as much as possible as long as weather permits
  
- Inform attendees, volunteers, students, and guests that masks must be worn at all times while indoors and 3 ft of distance should be maintained
  
- Sign in sheet for guests/attendees
  - Name
  - Phone number
  
- Pre-screened for COVID-19 symptoms, at the door, before entry to indoor events.
  
- Place sanitation stations at entry/exit points, high-touch areas, and/or each table

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Event Coordinator

Date

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Head of School

Date

# Field Trip COVID-19 Protocol Checklist

Checklist to be initialed and signed by the organizing teacher and the Head of School

Initial

Task

- Send an email to [Nurse@wbca.info](mailto:Nurse@wbca.info) with
  - The location and date of the field trip
  - A list of the drivers/chaperones
  - A list of the students driving in each car
- Notify drivers/chaperones that masks must be worn at all times while in the cars or any time that 3 feet of distance cannot be maintained
- Day of field trip screen students and drivers/chaperons for symptoms of COVID-19

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Organizing teacher

Date

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Head of School

Date

# Athletic Event COVID-19 Protocol Checklist

Checklist to be initialed and signed by the Coach/Athletic Director and the Head of School

Initial	Task
	<ul style="list-style-type: none"> <li>● Send an email to <a href="mailto:Nurse@wbca.info">Nurse@wbca.info</a> with               <ul style="list-style-type: none"> <li>● The location and date of the sporting event</li> <li>● A list of the drivers/chaperones</li> <li>● A list of the students driving in each car</li> <li>● A follow up email if necessary with any changes</li> </ul> </li>   <li>● Notify drivers that masks must be worn at all times while in the car</li> <li>● Entire team will be pool tested each week during the season.</li> <li>● Coaches will screen players for symptoms before participating in practice/game.</li> <li>● Social distance whenever possible (i.e. spread out on the bench; practice in pods).               <ul style="list-style-type: none"> <li>● At least three feet of physical distancing should be maintained between all players, coaches, and participants during practices and active play</li> <li>● Parents will be notified day before students are tested</li> </ul> </li>   <li>● Everyone is required to wear masks (no gaiters/bandanas) which completely cover the nose and mouth when indoors:               <ul style="list-style-type: none"> <li>● Athletes</li> <li>● Coaches</li> <li>● Spectators</li> <li>● Essential/Non-essential staff</li> </ul> </li> </ul>

Athletes must not attend practices or games if they have any symptoms of COVID-19. No one should participate with any symptoms of COVID-19, even if:

- They have only one symptom;
- They are only mildly ill, and they feel well enough to play; or
- They think their symptoms are due to allergies.

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	Date
Coach/Athletic Director	
Head of School	Date