

# 2020-2021 School Re-Opening Plan



**PALMETTO**  
CHRISTIAN ACADEMY

## Three Overarching Principles for Re-opening

- **Mitigating Risks**

We are committed to the safety of our students, faculty, and staff. The administrative team and task force members will continue to work with medical experts and DHEC throughout the year to ensure our practices and policies are up-to-date.

- **Maintaining Healthy Environment**

We are committed to ensuring the well-being of our students, faculty, and staff. Health safety measures are in place and we will continue to evaluate them as the situation changes. In addition to physical safety, we will continue to provide opportunities for our students to develop and grow spiritually, mentally, and physically.

- **Equipping Teachers to Serve our Students Well**

We are committed to providing the best educational experience for our students. We have established a new learning platform, methods for virtual streaming, and technological integration in all of our classrooms. Our teachers have been trained and will continue to be supported in their efforts of teaching the whole child.

## Summary of Re-opening Models

As a school, we are preparing to provide the following options during the 2020-2021 school year:

### Synchronous Virtual Learning Program (online and on-campus classes)

The Synchronous Virtual Learning program will run concurrently with the in-class instruction for the duration of concern related to COVID-19. The purpose of this virtual option is to help meet the needs of students and families that are considered high-risk and therefore cannot attend classes in the building with other students. Families may enroll in or discontinue the virtual program at any time while operating under this option. This program will also serve any families who may encounter the need for quarantine. Standard on-campus instruction will continue for families that feel it is safe to be on campus. Safety measures such as masks, temperature checks, and social distancing will be required for all individuals on campus. See safety guidelines section for more information.

### 100% on-campus learning

This option is a complete return to the “normal” school schedule. If the COVID-19 cases are low and there are no mandates in place, we hope that all students can return to campus. This option will only be available if we can meet all health and safety requirements. We will remain focused on current health department information, AAP, CDC recommendations, and updated public health guidelines as they are issued.

### 100% virtual learning

In the event there is a need for a full school shut down, PCA will transition to a full virtual learning program. Unlike our emergency instruction in spring, this program will follow the normal school day schedule and students will be expected to login for live-stream instruction. Google Classroom will continue to be utilized for the learning platform and Zoom will be utilized for all class sessions.

## New Health and Safety Measures

Palmetto Christian Academy is providing a variety of health and safety measures to help mitigate the risk of exposure to the faculty, staff, and students. Some of these measures include:

- Social distancing as much as possible throughout the school day
- Hand sanitizer and cleaning supplies in every room and at every entrance
- Signage to reinforce social distancing, hygiene, traffic patterns in the hallway, bathroom capacity, and lunchroom spacing
- Training for all students, faculty, and staff on the signs and symptoms of COVID
- Replacement of large tables with individual desks for smaller classrooms to allow for social distancing
- Organized lunch and recess procedures to maintain social distancing and sanitation
- Daily cleaning of commonly touched surfaces by classroom teachers
- Increased cleaning and sanitizing for all classrooms and restrooms each evening
- Invested in higher-rated HEPA filters and added UV lights to our HVAC system
- Disabled all water fountains (Students are encouraged to bring a refillable water bottle to school, as touchless bottle-filling stations are still functional)
- Installed plexiglass shields at the front desk areas and lunch room.
- Purchased thermometers and other PPE for temperature checking and safety
- Hired an additional nurse and set up an additional nurse's station for students who have any signs or symptoms of COVID
- New student ID cards for all students K-12 for a touchless lunch check-in system

## Entrance Procedures

The following procedures will be followed when students are on campus.

- Students will not be permitted to enter the building until 7:30 am.
- All students must wear an appropriate face covering when entering the building.
- **Students who have any symptoms of COVID-19 should stay home.**
- Student temperatures will be taken prior to entering the building.
  - Any student with a temperature of 100.4 or higher will be isolated for further evaluation.
  - Parents should not leave campus until their child's temperature is taken
- Students should not be dropped off - no student arrivals before 7:30 am

## Late Students

Students who arrive after the start of school, must go through the check-in procedures at the front desk.

## Student Absence

Please follow standard absence reporting procedures. If your son/daughter is going to be absent please email [attendance@palmettochristianacademy.org](mailto:attendance@palmettochristianacademy.org). Please include a reason for the absence. If you are out for possible COVID symptoms, please email our school nurses at [schoolnurse@palmettochristianacademy.org](mailto:schoolnurse@palmettochristianacademy.org) and put COVID in the subject line.

## School Day Procedures

These are some general guidelines for students during the school day.

- Students are required to wear an appropriate face covering at all times while in the school building. Designated mask breaks will be given.
- Students should practice social distancing, proper hand hygiene, and avoid touching their faces.
- Students should plan ahead in an effort to limit the amount of time at their lockers. Class change socialization will be minimal out of necessity.

- All students will use hand sanitizer or wash their hands upon entering and exiting the classroom.
- Students should not share computers, pens, pencils, calculators, or other items. The teacher may share materials with students if the items have been sanitized.
- Student bathrooms will have signs posted regarding occupancy and cleaning times.
- Students must follow lunchroom guidelines for social distancing. Marked tables and instructions will be given.

## End of School Day Procedures

These following procedures are for the end of the school day.

- Students must wear a school-approved face covering until they get in their car
- All students will be dismissed at standard time
- All students must exit the campus as soon as possible
  - Students may remain in the school building after school if:
    - requested by a teacher
    - attending extra help
    - participating in athletics, fine arts, or other club activity
- Students who are participating in after school sports, fine arts, or club activity must report to the practice/location or meeting immediately after school

## General Policies and Procedures

These are some general guidelines and policies that are in place when students are on campus.

### Face Coverings

In order to help prevent the spread of the coronavirus and recognizing that it is impossible to keep all students at six feet separation at all times, masks are required for all students at all times throughout the school day. Exceptions to the mask rule include lunch, recess, and during their designated mask breaks. However, if upper school students are sitting in groups during recess they are required to keep their masks

on. Failure to comply with these rules will result in disciplinary action. Students must bring their own mask each day.

### *How to wear a mask*

Students must wear an appropriate mask that covers both the nose and mouth at all times. “Gaiters” are also acceptable and must be worn properly while in the school building (covering only the nose and mouth).

### *Consequences for not wearing masks*

- First offense - a student will be asked to go back and get his or her mask, or be given one free of charge if he or she has misplaced their mask
- Second offense - Parents will be contacted for an in-person conference
- Third offense - Disciplinary action will be taken at the discretion of the principal and/or dean of students

<https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/use-cloth-face-coverings-covid-19>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

## Hallway Traffic and Common Areas

### *Lower School*

Teachers will safely guide their students from their classrooms to the lunchroom, recess, library, and carpool. The teachers for other special area subjects will attend the individual classrooms.

### *Upper School*

Students should refrain from congregating in large groups throughout the building. Students must social distance in the breezeway before, after, and during the school day and there is a maximum of two students allowed per breezeway table.

## Lunch

All students, K-12, must be socially distanced while eating. Food will be provided in closed clamshell style containers and a touchless checkout system will be in place. All food must be ordered online as no cash will be exchanged. Face coverings do not need to be worn while eating lunch.

### *Lower School*

Students will eat lunch in the cafeteria and sit four to a table. All lunch orders will be placed through the lunch ordering system and purchased using the school issued ID card that will be swiped by the lunch cashier. ID cards will be distributed to lower school children in grades 4 and 5 who are purchasing lunch and recollected at the end of the line. Upper school students will keep their ID cards on them throughout the day. Cash will not be used.

### *Upper School*

Outside lunch will be utilized as weather permits. Middle school students must eat lunch outside and will sit at designated seating areas based upon their grade level. High school students should be encouraged to eat and play outside. However, they are still able to eat their lunch in classrooms (with teacher permission) if they would like. However, no classroom should exceed 15 students during the lunch period. After eating, masks are to be worn.

## School Supplies

### *Lower School*

Students should not share supplies such as pens, pencils, markers, glue sticks, etc and are responsible for bringing their own items. Common resources will be sanitized between uses when possible.

### *Upper School*

Students are expected to store all supplies in their lockers and retrieve them as needed in order to be prepared for class. Supplies should not be shared, loaned, or borrowed from other students. Teachers may choose to loan pens and pencils that are new and/or have been sterilized.

## Field trips & School Events

All field trips are cancelled for the time being. Administration will continue to monitor the situation and inform teachers and parents when it is safe to resume these experiential learning activities. We will continue to evaluate whether we can hold large school events and gatherings currently scheduled throughout the school year, and more information will be shared for each event as it nears.



## Recess

### *Lower School*

Recess will continue with routine washing of hands. For classrooms without sinks, hand sanitizer stations will be provided and students are expected to sanitize before leaving and upon entering the classroom. Recess equipment will be sanitized each day for additional protection.

### *Upper School*

Students may play and participate in activities with their friends (i.e. - shoot a basketball, toss a football, etc.) after they are finished eating. However, athletic games that would require close contact are prohibited. Face coverings are not required while eating or during recess. However, if after eating students choose to sit in small groups at the lunch tables, they are required to put face coverings back on. Middle school students will have designated play areas during recess based upon their grade level. Middle school students are to play with their grade level only during recess in this area.

## Special Areas

All special area courses will still meet and continue to provide instruction. Each special area has been extensively examined by the Health & Safety Task Force, the teachers, and administration to ensure that we are able to provide each course while adhering to the safety guidelines of the CDC and DHEC. Certain alterations and accommodations have been put into place for some special area spaces and activities to allow for safe practices.

## Physical Education

PE classes will continue but will be limited to individual or small group activities. Classes will be held outdoors as much as possible and contact activities will be eliminated. Due to capacity limitations on all bathrooms, students will not be dressing for PE class. However, the following accommodations are being made:

### *Lower School*

Students will wear PE uniforms to school on their designated PE day.

### *Upper School*

On the days when a student is scheduled for PE, he/she will have the choice to dress in Eagle FAM attire or their PCA uniform. This will allow students flexibility in choosing their attire that they will wear during PE and during the school day.

## Chapel

The protocols for Chapel may change depending on the CDC/DHEC guidelines for large group gatherings.

### *Lower School*

Chapel will begin in September and be live-streamed to classrooms.

### *Upper School*

Chapel will start virtually via a livestream this school year. Students will remain in their 3rd block (HS) and 5th period (MS) to view Chapel. This year, Middle School and High School Chapels will be separate and biweekly. One will be designated for middle school (grades 6-8) and the other will be focused on high school (grades 9-12). Every other week, a student will attend Chapel, and the next week, he/she will attend a small group. Not only does this provide us with more individualized platforms to meet the developing spiritual needs of our students, but it also allows us to lower our capacity for in person gatherings.

- If our gathering numbers do not exceed the limit guidelines, chapels will take place in the Worship Center with social distancing precautions in place. Small group sessions will remain in their designated classrooms. Leaders will be encouraged to take their groups outside weather permitting.
- If our gathering numbers exceed the limit guidelines, chapels will be livestreamed from the Worship Center into the individual classrooms. Students will remain in their 6th period (middle school) or 3rd block (high school). Small group sessions will remain in their designated classrooms. Leaders will be encouraged to take their groups outside weather permitting.
- If there is a shift to a full virtual learning program, chapels will be live-streamed from the Worship Center. Students and families will be provided with a livestream link to attend virtually on Wednesdays. Small groups will take place through a Google Meet session provided by their group leader.

## Visitors

PCA will continue to welcome parents on campus as needed. Parent volunteers are also encouraged to continue with their assistance to teachers and Chef Bob. However, all parents must check in at the front desk and follow our visitor and safety protocols.

## Restroom Breaks

### *Lower School*

Classes will have normal restroom breaks. Students will observe social distancing in the hall as they wait and only send in the number of students as there are stalls. Standard handwashing practices will continue.

### *Upper School*

In order to observe social distancing, there will be a maximum occupancy for each restroom that students are expected to follow. Therefore, if needed, students may communicate with their teachers to take their restroom breaks throughout the day.

## Athletics

Our Athletic Department and our coaches are working diligently to prepare for the fall sports season. As always, we must follow the guidelines provided by SCISA in regards to athletic practices, games, etc. As additional updates are provided to us, we will share those with our families.

## Illness Policy

### Suspected and Confirmed Cases of COVID-19

Students and staff should be excluded from school if they have:

Any **one** of the following:

- Fever (100.4)
- Difficulty breathing
- Loss of taste or smell
- New or worsening cough

Any **two** of the following:

- Sore throat
- Muscle or body aches
- Fatigue

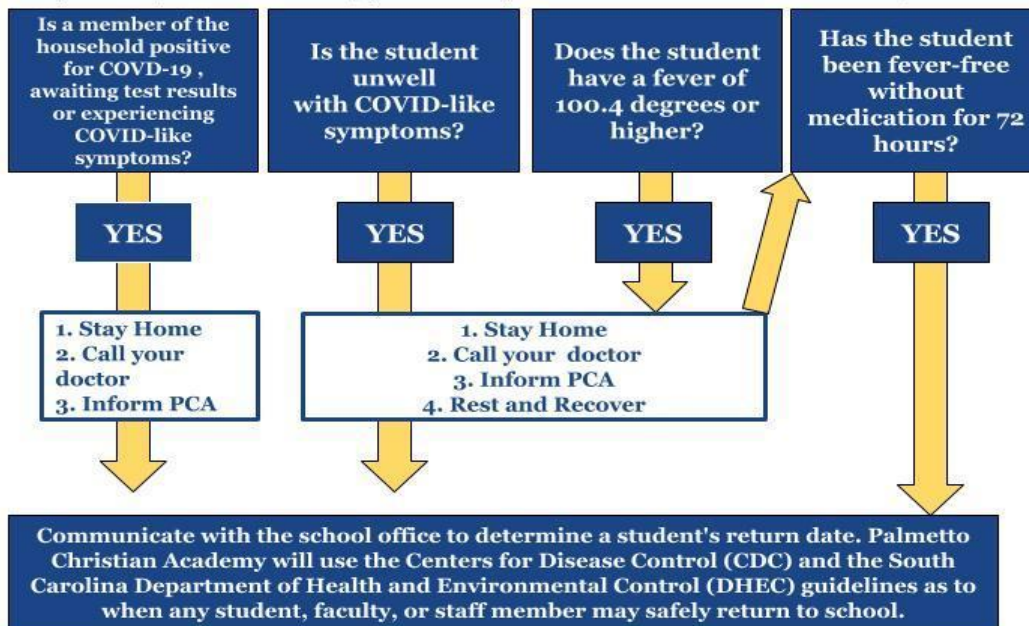
- Headache
- Congestion or runny nose
- Diarrhea
- Nausea or vomiting

## Parent Instructions

1. Please do not send your child to school with any of these symptoms unless the symptoms can be explained by an underlying condition. (example: allergies or asthma)
2. Please notify the school if your child is experiencing symptoms of COVID-19.
3. Please notify the school if someone in your household is positive for COVID-19.

### Deciding When To Stay Home

Parents agreeing and knowing when to keep children home from school is a very important part of keeping our campus healthy. We have outlined key protocols to help families determine when a child should stay home.



## Returning to School Per DHEC

Students or staff with COVID-19 symptoms should not return to school until they have received a negative test for COVID-19 or a medical evaluation determines their symptoms are due to another cause.

Students or staff who test positive for COVID-19 or who do not get tested, should follow the following isolation recommendations:

- 10 days have passed since symptoms started, AND
- 3 days have passed with no fever and no fever reducing medications, AND

- Overall improvement in symptoms

If a student or staff member tests positive for COVID-19 but does not have symptoms they will be required to stay out of school for 10 days after the specimen was collected.

## Cases in the Classroom

PCA will notify DHEC of any COVID-19 positive cases and follow their recommendations for quarantine. We are using face coverings, social distancing, student cohorts, frequent hand washing, and are cleaning the classrooms throughout the day to help avoid the need to quarantine all classroom contacts.

Please be aware of the possible quarantine requirements by the CDC and DHEC:

### *Close contact*

If the student or staff member has close contact (within 6 feet and for more than 15 minutes) the quarantine period is 14 days after the last close contact with the person that was contagious with COVID-19.

### *Household contact*

If the student or staff lives in the same household as the positive case, he or she will have to quarantine for an additional 14 days after the day their household member has been cleared from their isolation. (Students and staff should **NOT** attend school if someone in their household is positive for COVID-19.)

## Learning Models

### Synchronous Learning Model

#### Overview

The Synchronous virtual learning program will run concurrently with the in-class instruction for the duration of concern related to COVID-19. The purpose of this program is to help meet the needs of students and families that are considered high-risk and therefore cannot attend classes in the building with other students.

## Enrollment

In order to enroll in this program, we do ask that you have a specific health need or concern. Please understand that running a virtual program alongside a traditional model is going to require our teachers to go above and beyond their daily load. Therefore, for us to truly serve our families well, we ask that you only enroll in this program if there is an immediate risk for your child and/or household. Enrollment for this program started before school. However, if your need has changed and/or you are in a quarantine situation and you would like to enroll in this program, simply email Dr. Myra Finneran at [mfinneran@palmettochristianacademy.org](mailto:mfinneran@palmettochristianacademy.org).

## Duration

This program will be available on the first day of school and will continue until authorities (DHEC, CDC, etc.) determine that our area is no longer at risk. As a parent, you may un-enroll your child at any time you feel it is safe to transition them back to the traditional classroom.

## How Synchronous Learning Works

All classes will be live-streamed according to the normal bell schedules by Zoom. If your son/daughter is ill and therefore not able to attend, you must notify the teacher(s), and email [attendance@palmettochristianacademy.org](mailto:attendance@palmettochristianacademy.org). Google Classroom will be used as the learning platform for assignments, bulletin boards, updates, calendars, etc.

## Lower School Expectations for Synchronous Learning

- Important Note: Due to teacher workload, a change to virtual learning after the school year has begun may require your child to transition to the lead technology teacher for your grade level. Each grade level teacher will maintain similar pacing to ensure these transitions are as smooth as possible.
- A daily time schedule will be given to families from their grade level teacher. Students are expected to attend all content lessons throughout the day.
- Teachers may have additional packets and materials that will need to be picked up from the front desk by the parent.
- Teachers will also meet with all virtual learning students by either one-on-one or small group Zoom sessions to ensure their understanding and provide a time for interaction.

## Upper School Expectations for Synchronous Learning

- Students are expected to follow their regular class schedule and attend each class for live-instruction using Zoom.
- Standard code of conduct and attendance applies for students at home as it does for students in the classroom (See Disciplinary Section of Handbook for details).
- Teachers do have the ability to ask for students to participate in class discussions, questioning, etc. through their virtual session.
- Students will be held accountable for the same due dates and academic integrity is expected as part of PCA policy.
- All assignments must be completed and submitted through Google Classroom. Assignments and documents may NOT be submitted by email or other means unless approved by the child's teacher.
- If additional materials are needed, the teacher will provide these for parent/student pick up from the front desk.
- Teachers will meet with all virtual learning students by Zoom to discuss their progress, answer questions, and provide any clarification needed. Students **MUST** attend these prearranged additional help sessions. Attendance will be taken.
- The school day will operate using the traditional bell schedule. Students are expected to be in attendance on time for each class, both at-home and on-campus. Classes will progress through the curriculum daily, so student attendance is essential.

## Special Areas and Synchronous Learning

Special area courses will be included in the virtual learning option for at risk families. However, due to the nature of the subjects, there may or may not be a live video of the instruction. Teachers will check in with all students that are attending by virtual learning to ensure their participation.

## Grading Guidelines Synchronous Learning

All virtual learning students are responsible for the same content, assignments, and assessments as in-person students. No modifications will be made to the content or curriculum requirements. Students are expected to follow the same guidelines, expectations, and due dates. Standard penalties outlined in the student handbook apply to all students.



### *Lower School*

Parents may need to serve as proctors for student assessments. Instructions will be provided to parents at the classroom level. Parents may also be asked to pick up and/or drop off packets and materials as needed.

### *Upper School*

Teachers may administer formative assessments through online portals. In order to maintain academic integrity and hold validity to our grading practices, all summative assessment for upper school will be given through our **PCA testing center**. Students are expected to communicate with their teacher to set up a time to take their test in person on campus. Operation hours for the testing center will be Wednesdays from 3:30 pm until 5:30 pm and Saturdays from 9:00 am until 11:00 am. Social distancing and masks will be required for students to be on campus to complete their assessments.

## Full Virtual Model of Learning

### Overview

In an event where a full school shut down is required, a full virtual learning program would require all students to attend their classes online from home. No in-person instruction would be provided.

### How it Works

All students are expected to attend their class virtually on the designated schedule described below. Students will attend classes Monday, Tuesday, Thursday, and Friday. On Wednesdays, all students, K-12, are expected to attend a live-streamed Chapel followed by their small group sessions for grades 6-12. Teachers will also host Zoom sessions on Wednesday afternoons to provide additional assistance to students. This may be optional or required at the teacher discretion.

Lower school daily schedules will be provided by your teacher. At that time, each teacher will provide their daily lessons in live-time. Standard attendance policies apply for virtual learning and all students are expected to be in attendance unless prior approval is granted.

### Student Expectations

- Attend each class/session on time, in appropriate attire, and following the code of conduct as described in the student handbook.



- Complete all work on time and submit all work through Google Classroom unless otherwise designated by your child's teacher.
- Check Google Classroom daily to monitor assignments, due dates, expectations, etc.
- Ask questions and interact with the teacher as needed for clarity.
- Schedule one-on-one or small group sessions on Wednesday through Zoom for additional help and clarification as needed.

## Grading Guidelines for Full Virtual

Standard instructional and assessment practices should continue and the grading scale will not be adjusted. However, grading for VL may require teachers to reconsider the types of materials that are assigned. Students and parents should monitor their student progress by reviewing their student grades on Blackbaud.

## Special Area for Full Virtual

Special area courses will not be included in a full virtual learning program. Instead, special area teachers will be needed to assist with the testing center that would be used to help maintain academic integrity and validity.

## Class Expectations for Full Virtual

### *Grades K-5*

Teachers will focus on Bible, math, and language arts and supplement with social studies and science. Regularly scheduled "live" sessions will coincide with recorded lessons to present the direct instruction. All teachers will utilize Google Classroom to drive announcements, assignments, and the exchange of completed work.

Teachers will carefully follow a schedule to ensure that virtual students can participate in the "live" direct instruction and the modeling of the lesson expectations. Students will then complete independent work offline. The direct instruction and modeling will also be recorded and saved to the Classroom if students need to revisit the information.

### *Grades 6-8*

Full virtual learning for middle school will operate on a block style schedule following the high school. Students will attend periods 1,3,5, and 7 as their A day and periods 2,4,6, and 8 as their B day schedule.

### *Grades 9-12*

Each Google Meet session must last for at least 60 minutes but may extend to 75 minutes if needed. Teachers may not use the entire 90 minutes due to allowing computer breaks for the students. Sessions will run according to the normal bell schedule. Each session should open 5 minutes before class begins to allow students entry to the session. Teaching should begin no later than 5 minutes after the designated time according to the schedule.

## Schedule for Full Virtual

All students are expected to attend their class virtually based on the following schedule.

### **A Days (Monday and Thursday)**

8:00-9:34 - 1A (1st period)

9:38-11:12 - 2A (3rd period)

11:48-1:22 - 3A (5th period)

1:26-3:00 - 4A (7th period)

### **B Days (Tuesday and Friday)**

8:00-9:34 - 1B (2nd period)

9:38-11:12- 2B (4th period)

11:48-1:22 - 3B (6th period)

1:26-3:00 - 4B (8th period)

## Synchronous and Virtual Learning Guidelines

All requirements in the PCA handbook and addendum apply for in-person instruction, modified virtual learning, and/or full virtual learning programs.

## Attendance

Students should be prepared for all classes. Virtual learning sessions are not optional and regular attendance will be documented and recorded. Parents must email [attendance@palmettochristianacademy.org](mailto:attendance@palmettochristianacademy.org) to provide documentation and notation of the student absence in advance if possible. In the event of an emergency, documentation must be received when the student resumes instruction. Guidelines for the number of excused/unexcused dates/times per the student handbook will be applied to the Virtual Learning programs (both full or Synchronous models).

The standard PCA policy mandates no more than 10 unexcused or 15 excused/unexcused absences for students per academic year. However, in the event that

a student develops symptoms of the coronavirus and/or is recommended for quarantine due to the coronavirus, the number of days absent will be excused with proper documentation from a healthcare provider. Upon return to instruction, the student is responsible for working with their individual teachers to make up missed assignments. Standard late penalties will apply if work is not submitted by the teacher designated deadlines.

## Discipline

When operating under a Synchronous or Full Virtual learning program, students are expected to follow the standard guidelines as described in the student handbook.

Additionally, students must follow the following guidelines specific for virtual learning:

- Attend live class sessions in a quiet environment that is free of distractions
- Maintain respect for the teacher and his/her peers
- Wear appropriate attire for all sessions. Appropriate attire includes PCA shirts or FAM Dress Down Day attire.
- Refrain from doing any activities in front of the camera. Ex. eating, acting out, interacting with other people.
- Avoid creating distractions that may disrupt a class session. Ex. inappropriate comments, foul language, using pictures, gestures etc.

Standard disciplinary actions will be taken for violation of any guideline listed in the student handbook and/or this addendum.

## Academic Integrity

It is expected that students give their best efforts on their own work at all times. Outside assistance and tutors are allowed. However, all assignments that are submitted for grading purposes must be the sole work of the individual student. Plagiarism and academic dishonesty will not be tolerated and will result in disciplinary action according to the student handbook.

## Teaching/Learning Expectations

The school day will operate using the traditional bell schedule. Students are expected to be in attendance on time for each class, both at-home and on-campus. Classes will progress through the curriculum daily, so student attendance is essential.

## Student Attire

Students at school will be in uniform unless there is an Eagle FAM day. Students who are at-home in synchronous learning should be dressed in Eagle FAM day attire. If a student's attire is a significant violation, they will be removed from the online session and face disciplinary consequences.

## Physical Education Attire

Due to social distancing regulations, students will not be dressing for PE classes. Lower school students may wear their PE uniforms on their designated PE day. Upper school may wear Eagle FAM day attire on their designated PE days.

## At-home Environment

Students participating from home should be fully engaged in the class. Students should be sitting upright and in a quiet location to avoid distractions. Students may not participate in class on their beds. There should be adequate internet service to allow the student to participate. They should avoid public Wi-Fi or cell service. Because students are expected to participate fully, they should not be watching television, traveling, or doing anything else that would cause a distraction.

## Additional Information

Topic	Contact	Email
Health and Safety	Mrs. Tricia Turner Mrs. Ashli Rushing	<a href="mailto:pturner@palmettochristianacademy.org">pturner@palmettochristianacademy.org</a> <a href="mailto:arushing@palmettochristianacademy.org">arushing@palmettochristianacademy.org</a>
Synchronous Learning Program/Academics	Dr. Myra Finneran	<a href="mailto:mfinneran@palmettochristianacademy.org">mfinneran@palmettochristianacademy.org</a>
Google Classroom Support	Mrs. Ellen Peek (Lower School) Mrs. Melanie Rogers (Upper School)	<a href="mailto:epeek@palmettochristianacademy.org">epeek@palmettochristianacademy.org</a> <a href="mailto:mrogers@palmettochristianacademy.org">mrogers@palmettochristianacademy.org</a>
Lower School	Dr. Rick Martin	<a href="mailto:rmartin@palmettochristianacademy.org">rmartin@palmettochristianacademy.org</a>
Upper School	Mr. Sean Keiper	<a href="mailto:skeiper@palmettochristianacademy.org">skeiper@palmettochristianacademy.org</a>

When should a student/teacher/staff member stay home?

If you are exhibiting any one (1) of the following?



**Fever.**



**Shortness of breath  
or difficulty breathing.**



**New loss of  
taste or smell.**



**Cough.**

If you are exhibiting any two (2) of the following?



**Diarrhea.**



**Fatigue.**



**Headache.**



**Muscle or body  
aches.**



**Chills.**



**Sore throat.**



**Congestion or  
runny nose.**



**Nausea or  
vomiting.**

They have recently had exposure to a person with COVID-19

They have tested positive for COVID-19



Faculty/Staff/Student with Symptoms or Exposure to a positive COVID-19 individual outside of school

**STAY HOME**

1. Contact our school nurses, Tricia Turner or Ashli Rushing, at [schoolnurse@palmettochristianacademy.org](mailto:schoolnurse@palmettochristianacademy.org)
2. Provide details regarding exposure or extent of symptoms

Students or staff excluded for these symptoms should not return until they have either tested negative for COVID-19 or a medical evaluation determines that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat). In this later case, the individual can return when they meet criteria for that condition.

Students or staff that require testing for COVID-19 will require a negative PCR test (mouth or nose swab) or similar test that directly detects the virus or must complete the current isolation criteria for COVID-19 to return to school.

Students and staff who test positive for COVID-19 and persons with symptoms of COVID-19 (see list above) who do not get tested, should isolate until:

- Ten (10) days\* have passed since symptoms started - and -
- Twenty-four (24) hours have passed since last fever without taking medicine to reduce fever - and -
- Overall improvement in symptoms.

Those who test positive by a PCR (mouth or throat swab) test or similar viral test but do not have symptoms will be required to stay out of school until ten (10) days after the specimen was collected.

## Faculty/Staff/Student Exposure at School

1. Keep the following in mind:

If a student or staff member tests positive, they could have been contagious with the virus up to 48 hours before their symptoms began or before their test specimen was collected (for those with no symptoms)

Prevention – Routinely using these precautions will help avoid the need to quarantine all classroom contacts of persons with COVID-19:

- i. It is essential that staff ensure maximum distancing between students and other staff while in the classroom throughout the day to limit the possibility of transmission.
- ii. Face coverings must be worn by students and staff while in the building
- iii. Practice good hygiene by washing hands or using hand sanitizer frequently
- iv. Clean and sanitize high touch areas frequently throughout the day

2. Anyone known to be a close contact (defined as being within six (6) feet for fifteen (15) minutes or more) to a COVID-19 case while contagious must be excluded from school for fourteen (14) days after last contact with the person with COVID-19.

This exclusion requirement applies even if masks were worn if social distancing was not maintained.

People who have recovered from a confirmed illness (PCR test, nose or throat swab test) in the past three (3) months will not need to quarantine after a close contact with someone with COVID-19.

3. For any classrooms where **social distancing could not be maintained** (classes with young children who do not have assigned seating throughout the day), all children and staff must be considered close contacts and must complete a fourteen (14) day quarantine period.

4. Students and teachers in a classroom with a known COVID-19 case in which **social distancing was reliably maintained** should remain together in the same cohort to the extent that is possible.

They should receive screening for fever and symptoms each morning until 14 days after last contact with the case.

Note: anyone determined to be a “close contact” must be excluded.

5. Any of these students or teachers who are monitored and found to have symptoms of COVID-19 should be sent home and excluded and will be required to get tested or complete the required isolation period to return to school.
6. The classroom will need to be closed for cleaning and disinfection before use again.

For a list of testing sites, visit the DHEC COVID-19 Screening and Testing Sites page:

<https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/covid-19-screening-testing-sites>

## Quarantine

Some students or staff may have been told they were a close contact to a case of COVID-19 and have to complete a quarantine period. This means they will be required to stay home so they do not risk exposing others to COVID-19 if they become sick. For students, a parents' note that they have been cleared from quarantine may be used to allow return to school. CDC provides guidance on appropriately counting the quarantine period for different scenarios.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Those with COVID-19 who recovered: If a student or staff member is a lab confirmed case of COVID-19 by PCR (nose or throat swab), they do not need to quarantine again after close contact to someone with COVID-19 in the first three (3) months after recovering but will for any close contact that happens after that three (3) month period.

- The person must provide either a note from a healthcare provider that they had the positive lab result in the past three (3) months or provide a paper or electronic copy of the results (SARS-CoV-2 RNA – Detected or Positive)
- A positive antibody result (SARS-CoV-2 IgG or IgM) or any other lab test is not sufficient to meet these criteria to defer quarantine. They must quarantine according to the current guidelines.



## When To Return

1. If a sick employee or student suspects or knows s/he had COVID-19 and had symptoms, s/he may return to school after:
  - a. One (1) day with no fever and
  - b. Symptoms improved and
  - c. Ten (10) days since symptoms first appeared
2. Depending on a student's or employee's healthcare provider's advice and availability of testing, s/he might get tested if s/he still has COVID-19. If tested, s/he may return to school when s/he has no fever, symptoms have improved, and s/he receives two negative test results in a row, at least 24 hours apart.
3. If a sick employee or student tested positive for COVID-19 but had no symptoms, and continues to have no symptoms, that sick employee or student may return to school after ten (10) days have passed since the test.
4. If an employee or student has a weakened immune system (Immunocompromised) due to a health condition or medication, these additional precautions may need to be taken:
  - a. People with conditions that weaken their immune system might need to stay home longer than ten (10) days
  - b. Student and employees are encouraged to contact their healthcare providers for more information
  - c. If testing is available, it may be recommended by a healthcare provider. A student or employee may return to school after they receive two negative test results in a row, at least 24 hours apart.
  - d. If testing is not available in the area, the student's or employee's doctor should work with an infectious disease expert at the local health department to determine if they are likely to spread COVID-19 to others and need to stay home longer.