



THE KING'S
ACADEMY

HYBRID LEARNING HEALTH & SAFETY PLAN

2020-2021

The King's Academy Mission Statement

The King's Academy is a Christ-centered school that inspires academic excellence, servant leadership, and enduring relationships.

Dear TKA Community,

TKA's administration has been actively and strategically working together in our responses to COVID-19. The reopening of TKA's campus in a hybrid format will present certain challenges. TKA believes there are many positive benefits of reopening, and they outweigh the negatives. However, every parent needs to make the appropriate decision for their student.

This Hybrid Learning Health and Safety Plan is designed to protect the health and safety of the entire TKA community -- students, families, faculty, staff, and visitors. It aligns with Centers for Disease Control and Prevention (CDC) guidance and the Santa Clara County Public Health Department's (SCCPHD) [COVID-19 Prepared: Reopening of Santa Clara County Schools K-12 Schools](#). In addition, TKA has received guidance from professional organizations, peer schools, the Santa Clara County Supervisors of schools, and a consortium of local private schools.

The goal of this plan is to guide a safe reopening of school on campus. This plan reflects our current knowledge and will be updated as new information is made available. TKA will communicate updates to the school community.

As we continue our work together to navigate the COVID-19 pandemic, we thank you for your partnership in support of your children. We appreciate the trust you have shown TKA in the education of your children. We invite you to reach out to the Director of Operations, Matt.Nisbet@tka.org if you have questions, concerns, or suggestions about this Health & Safety Plan.

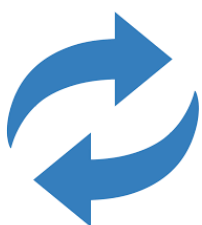
You have our continued commitment to strive to serve you and your children in extraordinary ways in the year ahead.

With appreciation,

Scott Meadows
Head of School

Principles for Reopening

- Be compliant with [Santa Clara County Public Health Department](#) recommendations.
- Protect the health and safety of students and faculty/staff.
- Assess and attend to our students, staff, and school community's spiritual, social, physical, mental, and emotional health needs.
- Provide students with familiar school schedules for learning.
- Ensure that each student is engaged in their learning and that appropriate resources are offered to promote academic success.
- Provide staff with professional development and support mechanisms that address the unique challenges of hybrid learning.
- Utilize best practice technology platforms for learning and communicating with students and families.
- Prioritize in-person instruction to the extent safe and allowable.
- For on-campus cohorts:
 - Establish health-screening protocols for staff and students.
 - Limit the number of students on campus to meet public health department guidelines.
 - Establish effective use of spaces and places to support physical distancing.
 - Ensure adequate supplies of hand sanitizer and access to handwashing stations.
 - Establish protocols to sanitize frequently-used surfaces and furniture.



Potential for Interruption of On-Campus Learning

For the 2020-2021 school year, The King's Academy community must prepare for waves of interruption to on-campus learning. If there is a spike in COVID-19 cases, and we are mandated to close school or a stay-at-home-order is issued, students will revert immediately back to remote learning. If the physical campus closes, and TKA reverts to 100% remote learning, tuition will not be reduced. If the athletic season is canceled, athletic fees will be reimbursed or pro-rated, depending on the timing.

Options for Student Learning

Given the likelihood that a vaccine will not be available for some time, we recognize that some families may want or need an option for their children to participate in school remotely. While we value the opportunities that result from in-person instruction, we understand some families may have a student or family member in a high-risk category or may not feel comfortable having their student on campus due to the inherent risk of possible exposure. TKA will continue to offer live-feed, remote learning for those students who may not be able to come to campus for in-person instruction. We are extending this opportunity to all families in the school, as long as COVID-19 remains a concern in our community.

Hybrid Participation Choice

Parents will make a binding commitment for the remainder of the first semester with the choice between having their student(s) be part of a cohort or continue online in remote learning. Note these stipulations are required to preserve the health and safety for those on-campus:

- If a parent chooses to keep a student home in remote learning, the student cannot be considered for a cohort **until Semester 2 starts in January.**
- If assigned to a cohort, a student may choose to move into a fully online format at any point in the semester. However, the student cannot return to the hybrid format **until Semester 2 starts in January.**

Hybrid Schedule



We will continue the [current schedule](#). Monday through Thursday will be live, synchronous learning. Each teacher will determine if Friday will be synchronous, asynchronous, or no work required. Teachers will post whether a class will be synchronous or asynchronous on Fridays in a Google Classroom announcement and the Family Portal homework section. There will be no Home Group on Fridays. **The campus will be closed to all students on Friday**, allowing TKA to disinfect the campus before the next cohort begins the following week.

Live Feed for Remote Learning



A hybrid learning model, with live feed using Webex and Cisco PresenterTrack, will allow us to support students whose families choose to keep their student home. Remote learning will also help students who must be temporarily absent due to a health concern where on campus attendance is not recommended or allowed. The student can still work from home, continue with instruction remotely, and not fall behind.



On-Campus Cohorts

Students who choose to participate in the hybrid model will be assigned to one of two cohorts, Blue and Gold, that rotate coming to campus every other week with on-campus classes held only Monday-Thursday. ***The campus will be closed to all students on Friday.***

Parent Commitment Letter for Cohort Participation



Parents of students in cohorts will be required to sign a commitment letter, acknowledging and agreeing to the following:

- You will not send your student to school with any signs of symptoms of COVID-19, including fever or chills, cough, shortness of breath or difficulty breathing, the new loss of taste or smell, or any of the following symptoms that are not explained by another reason: fatigue, muscle or body aches, headache, sore throat, nausea, vomiting, or diarrhea.
- Your student will complete the COVID-19 training provided by TKA no later than 11:59 p.m. on Wednesday, October 14, 2020.
- Your student will take a daily temperature check and fill out the COVID-19 Response Form on the FACTS Family Portal.
- You will be prepared to keep your student at home, or pick up your student from school as soon as possible if the school administration determines there are at-risk conditions present for COVID-19 infections that involve your student.

Parent Commitment Letter for Cohort Participation (continued)

- Your student will be assigned to one of two cohorts, Blue or Gold, by TKA following established priorities that include siblings, carpools, class schedules, and class size limits.
- You will hold TKA and Fremont Union High School District (FUHSD) harmless should your student contract COVID-19.

Students who return to campus in cohorts will be required to:

- Complete a daily online health screening form.
- Respect all social-distancing guidelines in class and during breaks/lunch.
- Wear a face covering the entire day except when eating, drinking, or engaging in physical activity. (See face-covering exclusions on page 10)
- Bring their own lunch, snacks, and water bottle as TKA will not be serving food.

Parents of students in cohorts will be required to:

- Remain in their cars as they drop off and pick-up students.
- Drop off students no earlier than 7:30 a.m. on Mondays, Tuesdays, and Thursdays and no earlier than 9:15 a.m. on Wednesday mornings.
- Pick up students when school ends and no later than 3:15 p.m.
- Limit exposure to staff as much as possible by utilizing email or by scheduling an online meeting.
- Make an appointment to speak to someone in the office if an in-person meeting is desired.

The guidelines below have been carefully considered to address and promote our entire school community's safety, health, and welfare. The community health guidelines and policies are subject to change as new information becomes available. Procedures to protect the health and safety of the TKA community fall into three main categories:



PROTECT



DISTANCE



CLEAN

All staff/faculty and students are expected to follow the sick policy and stay home if they exhibit any signs of illness. If symptoms arise during the school day, the individual will be sent home promptly.

COVID-19 Screening Form

Staff and Students will fill out the **COVID-19 Response Form** in the **FACTS Family Portal (School Home→Web Forms)** indicating they are not ill and are symptom-free by answering **NO** to all of the following questions each day before coming to school:

<p>Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?</p>
<p>Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.</p>
<p>Have you had any one or more of these symptoms today or within the past 3 days? Fever (100.0°F or higher) or chills, cough, loss of taste or smell, or shortness of breath or difficulty breathing.</p>
<p>Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason? Fatigue, muscle or body aches, headache, sore throat, nausea, vomiting, or diarrhea.</p>

Temperature Checks: The [CDC and SCCPHD](#) indicate temperature screening “has limited effectiveness” and has “several drawbacks and limitations.”

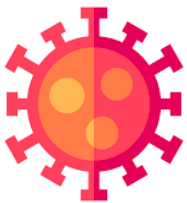


Absences: The school will monitor absenteeism to identify any illness trends amongst the students and staff.



Student Mental & Emotional Health: We recognize that the pandemic's additional challenges and stress may contribute to students' becoming overwhelmed. If you need assistance with student mental health concerns, please contact Dean of Students, [George Parsons](#), or Assistant Dean, [Stephanie Huber](#).

The guidance below is from SCCPHD COVID-19 Prepared: Reopening of Santa Clara County K-12 Schools.



- [Linked here](#) are the specific pages about the response to confirmed or suspected COVID-19 cases

In Case of Suspected COVID-19 Exposure Within the School Community:

- Individuals experiencing symptoms of COVID-19 (fever, cough, shortness of breath, muscle pain, new loss of taste and/or smell, sore throat, headache) MUST stay home and follow up with a medical provider.
- Individuals who know they have been exposed to someone with COVID-19 MUST stay home and follow up with a medical provider.
- If the student or staff member is already at school, the school administration has identified an isolation room to separate anyone who exhibits COVID-19 symptoms.
- Any student or staff member exhibiting symptoms should already be wearing their face covering and need to wait in the isolation area until they can be transported home or to a healthcare facility as soon as practical.

If There is a Confirmed COVID-19 Case Within the School Community:

- If there is a confirmed case of COVID-19 within our school community (including faculty, staff, students, or individuals' household members), the Head of School will notify the SCCPHD, and follow their guidance.
- TKA will follow all SCCPHD protocols to send infected or exposed individuals home.
- TKA will follow all SCCPHD protocols to sanitize or temporarily close any at-risk areas of the school.
- Parents will be notified if their student may have been exposed to COVID-19 as a close contact. According to the County of Santa Clara Reopening of Schools plan, a close contact is someone who has been **within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts will need to get COVID-19 testing around 7 days after the last exposure to the case and need to remain quarantined at home for 14 days.** Due to Family Educational Rights and Privacy Act ([FERPA](#)) privacy laws, no individuals will be identified.



Face Covering Requirements

These guidelines are from SCCPHD.

All TKA employees and students must comply with the requirements for wearing a face covering* while on campus.

- **Teachers and Staff:** All adults must wear a cloth face covering at all times while on campus, except while eating or drinking or engaging in physical activity. Staff excluded from this requirement are those that require respiratory protection, according to Cal/OSHA standards.
- **Students:** All students are required to wear cloth face coverings during each of these circumstances:
 - while arriving and departing from school campus
 - in any area outside of the classroom except when eating, drinking, or engaging in physical activity
 - when in the classroom, even in a stable classroom cohort

Face Covering Exclusions

Students excluded from face covering requirements include:

1. Anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
2. Students with special needs who are unable to tolerate a face covering.

***What is Defined as a Face Covering?**

([CDC Guidance on Face Coverings](#)) A face covering means a covering made of two or more layers of washable cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. Use of gaiters or face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. Face shields may be worn only if a face covering is worn underneath.

Video: [How to Wear a Fabric Mask Safely.](#)

Education and Awareness



Mandatory Student Training Module: Students who participate in a cohort will be required to complete online training about how to keep themselves and others safe while on campus.

Signage on Campus: Signage regarding signs and symptoms of COVID-19, proper handwashing, respiratory etiquette, and how to properly wear a face covering will be placed around the school.

Individual Supplies: Students must have individual supplies. No sharing of electronic devices, writing tools, textbooks, etc.

Handwashing Hygiene Will Be Emphasized

- Students will be reminded of proper handwashing techniques. Ongoing hygiene will be consistently reinforced.
- Hand hygiene (handwashing for 20 seconds with soap and water if available, or use of hand sanitizer) will be expected when entering a building, changing your environment, after using the bathroom, and before and after eating.

Respiratory Etiquette Education Will Be Provided

- Cover your mouth and nose when coughing or sneezing.
- Use tissues and throw them away after one use.
- Wash your hands or use a hand sanitizer every time you touch your mouth or nose

Extra-Curricular Activity Protocol



Specific guidance has been issued by the County of Santa Clara Public Health Department about [programs that serve children or youth](#). Rules from this directive apply as listed below.

The protocols below apply to all Visual & Performing Arts, Athletic, and Club Activities.

- Students involved in any co-curricular activity **must complete a COVID-19 Response Form each day prior to participating in the co-curricular activity.**
- Individuals involved in a co-curricular program must be able to maintain six feet of physical distance from one another.
- If practical, any co-curricular activities are encouraged to be held outdoors.
- **Groups can include no more than twelve (12) students** (not including adult personnel).
- Parent participation is not allowed at this time.
- **Students cannot attend more than one before- or after-school program or activity within the same three-week period.** This means a student can attend school and only one (1) before- or after-school program or activity, whether at TKA or elsewhere.
- **Face coverings must be worn at all times** by both students and staff as described in the paragraph above outlining face covering requirements.
- Additional exceptions to wearing a face covering include the need to communicate by or with someone who is hearing impaired; when students are actively exercising outdoors provided that they remain at least 6 feet away from others at all times; or when engaged in activities during which wearing a face covering may pose a danger. In addition, students may remove their face covering for a short period of time if they are experiencing difficulty wearing their face covering.



Specific Protocols for Visual & Performing Arts Activities

- “Aerosol generating activities” are not allowed at this time, including in-person choir, band, and vocal cheerleading activities (cheers and chants) due to an increased risk of disease transmission.
- In-person choir, band, and vocal cheerleading activities may be conducted if they do not include aerosol-generating activities such as singing, playing of wind and brass instruments, cheering, or chanting.



Specific Protocols for Athletic Activities

- Recreational and athletic activities that involve physical contact or close physical proximity (within 6 feet) are prohibited at this time.
- However, sports and activities are allowed to the extent people can engage in a modified version of the activity while maintaining 6 feet of spatial distance from each other at all times.
- Indoor recreational and athletic activities that involve cardio/aerobic exercise are prohibited at this time.
- Equipment cannot be shared between members of different households, except for items such as a ball or Frisbee.
- When outdoors, participants must wear face coverings unless actively involved in exercising and able to maintain 6 feet of distance from other participants. If a participant is not able to maintain 6 feet of distance from others, a face covering must be worn.


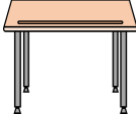






Specific Protocols for School Events

Rules including limitations on group size and density, the wearing of face coverings, and maintaining social distance will apply during any school event such as field trips, assemblies, and other gatherings. No visitors will be allowed.



All staff and students will practice social distancing.

	<p>Visitors to campus will be restricted to only those that are essential and will be asked to comply with all health & safety protocols established by TKA.</p>
	<p>Space between student desks will be maximized to allow for spatial distancing in the classroom. Teachers' desks will be placed at least 6' from students.</p> <p>Stable seating arrangements for students will be established to ensure that close contacts within classrooms are minimized and easily identifiable.</p>
	<p>Outdoor space will be utilized to its full potential, as practical, for instructional, co-curricular, and social purposes.</p>
	<p>Staff will supervise breaks, lunches, and drop-off and pick-up times to ensure that spatial distancing and face covering requirements are being met.</p>
	<p>Students will be assigned lockers with the maximum space possible between cohort participants. Lockers may not be shared.</p>
	<p>Occupancy limit signs will be posted on each restroom, and occupants will be expected to keep 6 feet of distance from each other.</p>



High touch areas of the building will be wiped down periodically throughout the day and deep cleaned each evening.

Hand Cleanliness: Adequate supplies will be provided for proper hand hygiene--water, soap, and paper towels in all restrooms, and hand sanitizers in all classrooms and common work areas.

Handwashing Stations: Handwashing stations will be placed at strategic locations on campus if students or staff need only to sanitize their hands. To the extent practical, these stations should be utilized during passing periods and breaks instead of restrooms (during times of more concentrated use), so others in need of using the restrooms can more readily do so without exceeding the posted occupancy limits.

Water Fountains: Students and staff are encouraged to bring their own water from home in their own personal water bottles. If needed, students and staff can fill their personal water bottles using the water bottle filler portion of the water fountains. The bubbler portion of the water fountains (for direct water consumption) is least recommended for use, but can still be used, as they will be disinfected each day.

Daily Cleaning: All desks, tables, and chairs in the classrooms will be wiped down with disinfecting wipes at the end of each class.

Nightly Cleaning: High touch areas of the campus will be cleaned each evening.

Weekend Deep Cleaning: All classrooms and indoor common spaces will be disinfected over the weekend.

Cleaning Supplies: All disinfectants used by TKA are approved by the CDC for fighting COVID-19 and meet EPA standards for child safety and as a green solution.

This plan is based on the most recent information as of September 22, 2020.
Any updates or changes will be published as they become available.
Updates will be sent via email and post to the TKA website.

Questions? Contact Director of Operations, Matt.Nisbet@tka.org.

Ongoing Daily Expectations

STUDENT: PRE-ARRIVAL ON CAMPUS

- Complete self-check COVID-19 Response Form daily in Family Portal.
- Stay home if sick or temperature above 100.0°F within past 3 days.
- Stay home if experiencing any COVID-19 symptoms within past 3 days.
- Bring your own lunch, snacks, and water bottle.

ARRIVAL ON CAMPUS

- Students arrive wearing a mask.
- Students maintain 6' spacing when waiting for classes to begin.
- Parents remain in cars.
- Parents drop-off after 7:30 a.m. Monday, Tuesday, Thursday (9:15 a.m. on Wednesday).

STUDENT: ATTENTION WHILE ON-CAMPUS

- No sharing of lockers, books, devices, food.
- Keep 6' spacing ALL DAY even during breaks.
- Masks on unless eating, drinking, or engaging in physical activity.
- Wash hands often.
- Adhere to signs for occupancy limits.

DEPARTING CAMPUS

- Students maintain 6' spacing while waiting for pick-up.
- Parents pick up students by 3:15 p.m.

EXTRA-CURRICULAR ACTIVITIES

- Students cannot attend more than one before- or after-school program activity (whether at TKA or elsewhere) within the same three-week period.
- Student completes self-check COVID-19 Response Form if student has not already completed the form for school that day.
- Follow specific protocols for VPA/Sports/Teams/Clubs.