



COVENANT
CHRISTIAN ACADEMY



COVENANT CHRISTIAN ACADEMY

REOPENING GUIDE

Important Information for the 2020-2021 School Year

A LETTER FROM THE HEAD OF SCHOOL & CHAIRMAN OF THE BOARD

Updated January 4, 2021

Dear Covenant Community,

Over the last several months, the Administrative Team at Covenant Christian Academy has been working to prepare for the 2020-21 school year, while closely monitoring the developments of COVID-19. We sought to be thorough, thoughtful, and proactive in our planning. The well-being of our students, faculty, staff, and extended school community has remained at the forefront of our conversations as we have prayerfully considered how best to proceed.

Our reopening plan has been built on a thorough review of current medical and scientific literature and careful observation of best practices already being implemented by schools around the world. Based on current public health data and COVID-19 trends in Massachusetts, the medical community supports the return to in-person learning with appropriate health and safety guidelines in place. Guidance from the DESE (Department of Elementary and Secondary Education), the CDC (Center for Disease Control), the AAP (American Academy of Pediatrics), and the Harvard T. H. Chan School of Public Health was carefully reviewed and used to inform decisions made in Covenant's reopening plan. We have chosen to incorporate safety measures that are widely considered to be the current best practices for schools. In full transparency, the guidance used to inform our decisions are all linked at the end of this report, in their entirety, available for your review.

This Reopening Plan will likely prove to be a "living document" as research and experts give us more and more accurate information on how best to keep our students safe. If, at any point, it becomes necessary to update our policies and practices, this document will be updated and shared directly with all of our parents.

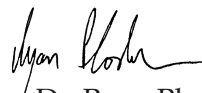
Thank you for your continued partnership in the mission of our school. We know that our community has been praying for us all throughout this process, and we covet your continued prayers moving forward. We always have the safety and well being of our students, faculty and staff as our first priority and we're excited to have developed a plan that allows for that safety whilst on campus, and provides for a robust remote learning plan should this become necessary.

We're really looking forward to being back on campus....we are definitely stronger together!

In Christ Alone,

Andrea L. Bergstrom

Mrs. Andrea L. Bergstrom
Head of School



Dr. Ryan Plosker
Chairman, Covenant Board of Directors

Re-Opening Plan Contributors

CCA Board of Directors
CCA Administrative Team
CCA Faculty (volunteers)
CCA Nursing Staff
CCA Partnering Medical Doctor

Planning Resources abbreviations used throughout this report

DESE (Department of Elementary and Secondary Education)
CDC (Center for Disease Control)
Harvard T.H. Chan School of Public Health
AAP (American Academy of Pediatrics)

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OUR MISSION

Covenant Christian Academy offers a Christian and Classical education that builds students' academic, spiritual and social foundations for lives of leadership and service in today's global community. A Covenant education prepares students to excel in collegiate studies and intellectual pursuits, nurtures Christian faith and character, and fosters individual gifts and abilities.



A COMMITMENT TO OUR COMMUNITY

Covenant administration began monitoring the progress of the COVID-19 virus in late-January 2020. At that time, there were 477 confirmed cases all localized to the Western Pacific. Once it became clear in February that the virus was not contained to the West, dramatic steps were taken to ensure the cleanliness and sanitation of the entire facility. Covenant's administration worked with faculty and staff at every grade level to immediately establish a contingency learning plan which would allow for continued learning for a period of 30 days. That plan was completed three weeks prior to the March 16th shut down and allowed Covenant's community and education experience to continue without interruption. Covenant was not caught by surprise and was therefore well prepared for what we experienced this Spring.

That level of preparation and preparedness has not ceased. Covenant increased its communication with health officials and closely monitored guidance and implemented recommendations from global, State, and local health officials. We've also paid very close attention to best practices and experiences of schools overseas which opened several months ago. As you will see in the following pages, Covenant spared no expense this summer in preparing and planning for this upcoming school year, whether those expenses were human resources or financial resources. What may also go as unseen, is the absolute commitment to maintaining 6-feet of distance between students in each classroom. To uphold this commitment, Covenant turned away numerous well-qualified applicants that otherwise would have joined our community this year.

At the outset of our planning, we set a balanced goal to safely have "every student, everyday" on campus. As parents, we know how vital in person learning is to each student's development. We also know that in-person learning should not come at the expense of health or safety. To give families the highest level of confidence and peace of mind, Covenant has taken steps and precautions in every single area of its operations. This plan also includes a robust remote learning option, Covenant@Home, should conditions require us to pivot our approach. We pray that Covenant's commitment to you and your children is more clear now than ever. It is a commitment that will remain unwavering as we begin this new year together. Vigilance by every member of our school community, along with unceasing prayer, is our best protection.

Starting a new job is almost always a challenge. There is so much to learn, so much to adapt to. It can seem overwhelming, and sometimes frustrating, to say the least. But taking it day by day, as Jesus teaches us and trusting Him for the promised strength and help He offers, we soon find ourselves familiar with the work, able to accomplish it, and reaping a good reward for our efforts. The CCA family is starting a "new job", schooling in a pandemic setting. We praise God that the students will be back in school this September! Doing all this "new job" requires will reduce COVID-19 risk and bring the great reward of our children learning and growing in community. The CCA administration, staff and faculty covenants with your family to move forward in full faith, knowing that the blessing of God's goodness and mercy follows us!
"If God be for us, who can be against us" Romans 8:31

- The Administrative Team at Covenant Christian Academy

PLANNING RESOURCES & GUIDING PRINCIPLES

Over the summer, Head of School, Andrea Bergstrom, and the administrative team formed strategic planning committees to consider all aspects of campus life in preparation for our return to campus this fall. The committees made detailed recommendations which were incorporated into this document, and the Board has approved and adopted the re-opening plan which follows. This is a working document that may need to be revised as the situation continues to develop in the coming weeks and months.

Our reopening approach has been built on a thorough review of current medical and scientific literature. Based on current public health data and COVID-19 trends in Massachusetts, the medical community supports the return to in-person learning with appropriate health and safety guidelines in place. Guidance from the DESE (Department of Elementary and Secondary Education), the CDC (Center for Disease Control), the AAP (American Academy of Pediatrics), and the Harvard School of Public Health has been carefully reviewed and used to inform our decisions. We have incorporated measures that are considered best practices across all guidances. A list of specific resources and guidances, with links, can be found at the end of this report.

While returning students to campus, we want to be very clear that our plans are intended to reduce, not eliminate, risk. The American Academy of Pediatrics (AAP) states, “No single action or set of actions will completely eliminate the risk of SARS-CoV-2 transmission, but implementation of several coordinated interventions can greatly reduce that risk.” With the goals of prevention and mitigation in mind, we are also committed to maintaining a learning environment that is as close as possible to a normal Covenant experience for our children.

It is likely that at some point this year, we will have COVID-19 cases on campus, and we need to be prepared for that. As long as the re-opening plan protocols are followed, this should help prevent large groups of students and faculty from needing to self-quarantine in the event there is a positive case. We will share more about our approach later in this document.

Covenant’s plan hinges on the longstanding, strong partnership we experience between the school and parents. We take our responsibility to keep our community safe with the utmost seriousness. **We are, in turn, counting on each family to take responsibility for not only caring for their own families, but for taking care of others in our community as well.**

OUR GUIDING PRINCIPLES

- We will stay true to our mission as a Christian and Classical school.
- Our top priority is to have every student safely in the school building, every day.
- School-wide remote learning will occur if mandated by the state due to COVID-19 statistics or due to multiple cases present in our community.
- We will prioritize the health and safety of our students, faculty, and families.
- We will thrive through innovative solutions to difficult problems and situations.
- We will remain committed to regular and transparent review and communication of changes to our plans.

INVESTMENTS MADE BY COVENANT FOR 2020-2021

Following the guidance and recommendations of State and local health officials, global health organizations, lessons learned from schools that have opened overseas, and current best practices, Covenant is pleased to report the following investments for the 2020-21 school year.

To ensure that our campus is as sanitized and clean as possible, additional staff were hired to conduct periodic cleaning of designated areas throughout the school day. Medical-grade cleaning tools and products were purchased to facilitate this protocol. Enhancements were made to the facility itself, with the complete conversion of all HVAC air filters to True HEPA (99.97% particle filtration) air filters capable of filtering particles smaller than the COVID-19 virus. Individual medical-grade HEPA13 (99.99% particle filtration) air filters were also purchased for classrooms and offices. The School is prepared with an abundant supply of masks, gloves, and other personal protection equipment, including touchless infrared thermometers and the purchase and installation of several hand sanitizing stations. A six month supply of all anticipated cleaning products and solutions were purchased. An office within the main office was converted into a room where any child exhibiting COVID-19 like symptoms may be kept with the highest level of monitoring and ease of pickup by parents. This ensures the comfort, care, and privacy of the student with symptoms and the health of fellow students. Covenant will purchase additional equipment as necessary.

Although guidance from the state and CDC reduced the required social distancing space between students from 6 feet to 3 feet, Covenant will maintain the 6 foot distancing for students while seated at desks originally required to further protect students and faculty. This was achieved by intentionally capping enrollment, building climate controlled storage space on the premises and prioritizing items in the classroom, as well as renovating and repurposing rooms previously used as other meeting space. Individual student supplies were also ordered to eliminate shared resources.

Realizing that the need exists for a family, a grade, or the School to turn to remote learning, Covenant doubled its wireless connectivity capacity and increased its network bandwidth by 500%. Document cameras, voice amplifiers, and other teaching tools were purchased and computer lab computers were re-purposed to ensure seamless and efficient continuous learning whether in the classroom or out. New desks were purchased to temporarily replace our Covenant Roundtable discussion tables. While the furniture is different, the valuable socratic conversation will continue.

Please see below for a detailed list of preparations. Direct COVID-19 related expenditures are budgeted to be approximately \$400 per student for the 2020-2021 calendar year.

Facilities

- All facility air filters replaced with True HEPA (99.97% particle filtration) air filters
- Individual medical-grade HEPA13 (99.99% particle filtration) air filters in each classroom and offices
- Additional custodial cleaning scope to include daily disinfecting
- Electrostatic sprayer and medical-grade sanitizing and disinfecting cleanser
- Build out of 2,000 square feet of storage to accommodate 6-foot classroom desk distance
- Installation of dedicated bathroom in nurses office
- Installed additional hands free water bottle filler for student use

PPE

- Masks
- Space Dividers
- Gloves
- Hand Sanitizing stations
- Infrared / touchless thermometers

Technology

- Upgraded Fiber Line into building to ensure seamless remote access (500/500)
- Doubled the number of Wireless Access Points in the building
- New projectors and audio amplifiers to ensure students can see / hear instruction in modified spaces.
- Full integration and implementation of the G Suite enabling Google Classroom at all grade levels for faculty and students.
- Creation of 24 Remote Teaching portable iMac stations.

Classrooms

- Replaced discussion-style tables with appropriately-sized desks to allow for 6 foot spacing
- Individual Storage Crates and Containers
- Voice Amplifiers as needed
- Teaching Carts for USLR faculty and Specialists (Art, Music, Library)
- Individual curriculum and learning materials to avoid the sharing of materials

Staff

- Full Time Nurse
- Additional Teacher Aides
- Additional Cleaning Staff during the school day to clean high touch surfaces
- Added three full time substitute teachers, available at all times in the building.
- One additional week of training for all faculty and staff





ACADEMICS



ACADEMIC EXPERIENCE: LEARNING MODES FOR THE 2020-2021 SCHOOL YEAR

Covenant will operate in one of two modes this year - mode one is on campus, in person learning, and mode two is remote learning (Covenant@Home). We will not be implementing a hybrid model (i.e. 2 days in person, 3 days home) or an option to choose full year remote schooling. Though many local public schools and some very large independent schools will begin the year using a hybrid (half-in, half remote) model, it is unnecessary for Covenant to consider such a plan as we have intentionally capped our enrollment and utilized our large facility to ensure that all of our students can be present and physically distant at the same time. Many schools and districts simply can not meet the physical distancing recommendations due to large class size and physical space limitations. Our size and our building work to our advantage in this situation!

Covenant has decided against offering a fully remote school option that runs concurrent with in-person schooling this year. While there are many reasons for this, chief among them is our desire to allow faculty to maintain their high level of teaching and engagement with students, which is core to our mission. We believe that asking faculty to concurrently manage and engage students at a high level, both in person and remotely, over the course of the entire year, would compromise our commitment to excellence. In addition, it will require nearly double the preparation time to make both formats engaging. In our research we found that most schools offering this option have hired secondary staff that will only teach remote students, and this was simply not feasible at this time for our school. We recognize that a fully remote option may have been the preferred choice for some families, yet acknowledge that we simply do not have the staffing to provide engaging and robust experiences concurrently. We will not compromise our personal commitment for excellent teaching and learning in a relational and supportive learning environment. That being said, we recognize that the ultimate decision for a child's education lies with the parents and we are committed to fully respecting the individual decisions families will make.

If your family is struggling with difficult schooling decisions due to the medical situation of a person living in your home, please contact Head of School, Andrea Bergstrom, to discuss options and how Covenant may be able to support you during this time.

Mode 1: Traditional On Campus Learning with Mitigation Strategies

As we prepare to return to school in September, some things will look different, but our mission remains the same. We strongly believe that a Covenant Christian and Classical education on campus and in person is best for our families and is the preferred mode of instruction for our teachers and students. The American Academy of Pediatrics, the Massachusetts Department of Elementary and Secondary Education, the CDC and many others agree that resuming school in person is in the best educational and developmental interests of our children. Covenant's education also focuses on character development, spiritual instruction, mentorship and deep community connections, along with providing accountability for students. These components of the CCA experience are fully realized with students on campus. For these many reasons, we intend to offer a full, five-day program for all of our students, Pre-Kindergarten through Grade 12.

In the event that a student, family, or group of students is required to remain home following quarantine guidelines, CCA has invested in various technology components that will allow for

continued learning from home. Students who will be out for more than 3 days due to COVID-19 symptoms or precautions can participate in Remote Learning. Students who are only out 1-3 days can keep up with work through Google Classroom and can make up assignments as detailed in the Student Handbook.

The specific approach will vary between schools (Grammar, Logic and Rhetoric) and will be developmentally appropriate. The newly implemented technology will allow teachers that are quarantining to teach from a remote location to students that are both in the classroom and at home. While these solutions are robust enough to keep students on track with their school work for a short period of time, they are not designed to be used as a fully remote solution as they lack sufficient real time interaction.

Mode 2: Remote Learning “Covenant@Home”

In the event that the Governor issues an executive order closing in-person schools, we are well prepared to transition seamlessly into a robust online learning program that will exceed the excellent program we were able to provide last spring.

Many in the world of education and the media are now referring to the period of remote schooling we experienced this past spring not as homeschooling, or remote schooling but as “crisis schooling,” acknowledging that the sudden, unplanned nature of the transition to remote schooling was, for many, not a positive experience. This summer we have intentionally redefined what planned, remote learning looks like for a more complete and robust remote learning experience.

Families should be prepared to pivot to remote learning at any point in the school year. We strongly suggest your preparations include considering the availability of internet connected devices available for student use and childcare and supervision needs. We recognize that the experience of remote learners at the younger grades comes with challenges and, unfortunately, will always require some level of parental or caregiver oversight and guidance. The recognition of dependence on parents’ and caregivers’ involvement at the lower grades is reflected in our tuition policies set for the year. *(see page 12 for details)*

It is our expectation that whenever Covenant is in a period of remote learning, school is still fully in session. Students are expected to be available for learning during normal school hours, attend classes online and complete assigned schoolwork in a timely manner. All students will be using Google Classroom and Google Meet to attend class, receive and submit assignments, and communicate with teachers.

We were grateful for all of the feedback we received regarding the spring’s remote learning experience and have addressed the common themes in our improved plan for Covenant@Home. Please note, however, that opinions regarding certain elements of remote learning, including screen time, synchronous instruction, and workloads represented very wide and at times, polarized positions. We have done our best to make compromises that will find a necessary middle ground while ensuring the integrity of our educational practices. Teachers will spend time during Back to School Night sessions orienting parents to this platform. Students will be introduced to our remote learning plan during the first weeks of in person classes to ensure a smooth transition should remote schooling become necessary.

At all grade levels:

- **Google Classroom** and **Google Meet** will be the platform for all instruction and learning. Google Classroom is the learning management system where all student assignments and supporting materials will be posted, and through which students can submit work back to the teacher. Google Meet is built into Google Classroom and is where all live teaching will take place (this replaces Zoom).
- All students will be assigned a CCA email address through which they can access Google Classroom.
- The total amount of synchronous and asynchronous instruction, independent work, and screen time will be determined by developmental level and evolving best practices in the field of education.
- Workload limits and expectations have been established and will be communicated at the outset of online learning
- Parent communication and personal student check-ins will be prioritized

Grammar School:

- Consistent schedules will be determined and communicated by grade level.
- Attendance will be taken
- Work packets will be produced ahead of time, whenever possible, to minimize the need for printing documents at home

For a complete Remote Learning Guide for the Grammar School, [please visit our website.](#)

Upper School of Logic and Rhetoric:

- Students will have both synchronous and asynchronous coursework over the course each week.
- A weekly schedule will be distributed at the start of remote learning, including a set class schedule. Daily work will be posted in Google Classroom.
- Classes will require a student to be present, dressed appropriately and seated in an appropriate work area.
- Attendance will be taken in all classes. Attendance will be closely followed by the administration to ensure students are keeping up with the pace of the course.

Full remote learning plan details, including a daily schedule, will be distributed during the first week of school. Students at all levels will be introduced to Google Classroom by their teachers and trained in how to access school work and assignments.

For a complete Remote Learning Guide for the Upper School, [please visit our website.](#)

Technology For Remote Learning

In light of the technology that will be used during times of Remote Learning, it is highly suggested that parents invest in a tablet, Chromebook or computer that their student can use. Our remote learning platform will work equally as well on both Mac and PC. Many of our Grammar School families have reported being pleased with a set up for their younger students that includes an iPad with an attachable keyboard and Apple Pencil. Most Upper School students will best be served by using a laptop or desktop computer. Additionally, families

should ensure they have consistent access to the internet from home or another easily accessible location.

Student Support During Remote Learning

Covenant is committed to maintaining a high level of student support during any periods of remote learning. Teachers will provide extra-help sessions and office hours for one-on-one support, available for both students and parents. Staff will be utilized as possible to provide additional student support. Our advisory program in the USLR and Morning Meetings in the GS will continue through remote periods of learning. Administrators will be available to parents as needed and our school counselor will also remain on call.

Tuition Model During Periods of Remote Learning

The tuition rates set by the Board of Directors for the 2020-2021 school year in January still apply. As previously communicated, the Finance Committee and Board of Directors began working towards a flexible tuition model back in May. Although Covenant is unaware of any other school offering tuition discounts such as this, the spirit behind the model is to further partner with CCA families during challenging times.

In addition to devoting human resources to keep our community safe this year, Covenant invested substantially in its facilities, personal protection equipment, and technology. In fact, while Covenant's staffing expenses and facility mortgage are its two largest expenses, spending on COVID-19 related items is the third largest expense for fiscal year 2021. Further, 85% of Covenant's expenses are fixed expenses. In other words, the vast majority of our expenses do not decline if the School is forced to turn to remote learning. With the addition of substantial COVID-19 related expenses, Covenant's total spending increased, while the number of students enrolled intentionally decreased.

While we spared no expense to ensure the safe return to campus this Fall, the COVID-19 virus levied a cost on us all: the School's preparation and contingency, the students having to forgo community events they love, and the increased role of parents during remote learning. Therefore, the Board of Directors instituted the following flexible tuition model for the 2020-2021 School year in the event that Covenant, in its entirety, is forced by government mandate to turn to remote learning.

For any day, past 20 school days of government mandated remote learning, the following discount rates will apply:

- 20% for Preschool and Kindergarten
- 15% for Grades 1 and 2
- 10% for Grades 3 - 12

Any realized discount will be refunded after the last official day of school but before June 30, 2021. The discount will be calculated by totaling the number of government mandated days of remote learning past 20 days, calculating each family's net per day tuition cost (net of

scholarships and financial aid), and applying the applicable discount to paid tuition for those days, up to a maximum of \$750 per student. Any refunds will be applied first to outstanding account balances.

In the event that a student, group of students, grade level, or family group are required to temporarily quarantine in the case of an exposure to COVID-19 (perceived or otherwise) or positive COVID-19 diagnosis, Covenant will not reimburse any tuition. As described above, preparations are in place for those students to continue learning remotely during their quarantine.

We are so thankful that, even in the midst of this pandemic, Covenant's community continues to grow; however, space is particularly limited this school year due to social distancing requirements. As such, CCA currently has waiting lists for every grade level. Covenant certainly understands that this year more than ever, families are forced to make decisions regarding school with numerous considerations. Therefore, should your family decide to withdraw from Covenant for COVID-19 related reasons, we deeply respect your decision and ask that you do so no later than 9:00am, Monday August 17th. Families choosing to withdraw will not forgo their tuition payments as the Financial Agreement stipulates. Covenant will roll those tuition dollars forward to next school year. Families who withdraw after 9:00am, Monday August 17th will be subject to the Financial Agreement.

START DATE

Covenant has the legal right to open school, on campus, in person, and on time. **Therefore, we are excited to announce that assuming COVID-19 conditions remain stable, Covenant Christian Academy will be starting the return to classes as planned on Wednesday, September 9, 2020.** We could not be more excited to be reunited on campus for the first time since March 13th!

While we finalize our preparations for the return to a 5-day in person program at all grade levels, we recognize that circumstances could change at any time, requiring us to pivot to our remote learning solution "Covenant@Home". This decision will be informed by state and local transmission rates in the counties CCA families live and by directives given by the Governor of Massachusetts.

The decision to resume in-person classes was not made lightly. The credentialed resources used to develop this plan support the reopening of schools under the current conditions. After months of fastidious planning we have met, and in many cases exceeded, the necessary requirements to safely open school. To meet the guidelines, school will not look and feel exactly the same. However, we are confident that the student experience will continue to be positive, enriching and valuable. We trust God will reveal His plans for us and we ask that His grace and providence be with us.



ON CAMPUS



BEFORE YOU RETURN TO SCHOOL

If You Travel

If you travel, you are required to follow the Massachusetts Travel Restrictions quarantine guidelines. Current guidelines require MA residents returning from travel locations on the Governor's restricted list to quarantine at home for 14 days or produce a negative PCR COVID test within 72 hours of returning to Massachusetts. Students returning from International destinations must be in-state for 5 days before taking a COVID test and must present a negative test result to the school nurse before returning to in-person learning. Please keep this in mind as you make travel plans. We can make absolutely no exceptions to these state mandated rules. If the school becomes aware of a violation we will enforce the rules and require a 14-day quarantine or negative COVID-19 test prior to returning. Should these guidelines change, we will adjust our policy accordingly.

Massachusetts Travel Restrictions as of August 1, 2020:

All visitors entering Massachusetts, including returning residents, who do not meet an exemption, are required to:

- Complete the Massachusetts Travel Form prior to arrival, unless you are visiting from a lower-risk state designated by the Department of Public Health.
- Quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts. CCA is requiring students returning from international destinations to be in country 5 days before COVID testing.
- If your COVID-19 test result has not been received prior to arrival, visitors, and residents must quarantine until they receive a negative test result.

Failure to comply may result in a \$500 fine per day. Please see the website for more detailed

All travel should be logged prior to departure with the school through our [Out of State Travel Reporting Form](#).

Mandatory Forms

Parents are required to submit responses to the following forms prior to their child's attendance.

- Assumption of Risk; Release and Waiver of Liability: COVID-19, including Parent Health Attestation (*see appendix page 41*)
- Any medical exemption forms that may apply

Recognizing COVID-19 Symptoms

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms



Keeping Sick Students Home

Keeping sick students home is the first line of defense and is essential to keeping our community healthy. In keeping with the tradition of our longer term partnership between families and the school, we will rely on families to keep symptomatic children at home. Students who are required to quarantine or are absent for more than 72 hours due to COVID-19 related circumstances will be able to participate in remote learning (as they are able) while absent.

Students absent for normal sickness or other reasons can still access make up work through google classroom. We are not implementing access to remote learning for all routine sickness at this time.

Please note - as of January 1, 2021, DESE and DPH have released guidance that says if any member of a family has any of the COVID-19 symptoms listed above, no one from that family may attend school in person. For example, if you have 2 children and child 1 has a cough and sore throat, and child 2 has no symptoms, child 2 must remain home as well. Once you have consulted with a family doctor and received a negative PCR COVID test, or the doctor has determined a different diagnosis for child 1, then non-symptomatic students / siblings (child 2) can return to in person school.

Screening

First Line of Screening - Parent/Self-Screening*

The first line of screening happens at home. It is each family's responsibility to screen children before each school day and to keep symptomatic children at home, especially children with temperatures at or over 100.0 degrees. Covenant will provide regular reminders to the community about the need to be vigilant in screening at home. By sending students to school, parents are attesting to their health and acknowledging that they have not knowingly been in contact with an infected person. (see *Daily Student Health Assessment Guide for Parents* page 18).

**Faculty and staff will follow the same screening set forth for students.*

Before students are able to return to campus in September, parents must sign **Acknowledgement of Risk and Release Waiver and Parent Attestation Agreement** found on page 41. This document requires parents to acknowledge and assume responsibility for the COVID-19 related risk of attending school and attest that students exhibiting COVID-19 symptoms, or students who have come into “close contact” to anyone with COVID-19 or with COVID-19 symptoms, will be kept home. Please see the following pages for further details.

Second Line of Screening - Administrators, Faculty, and Staff

Students arriving on campus will be spread out around the building, entering at multiple doors to control traffic flow and to minimize crowding. These arrival points will be assigned to each family in advance. In addition, the school will deploy administrators and faculty members outside the doors to assist in maintaining physical distance while waiting outside for screening. Teachers and administrators will monitor students for symptoms at the point of arrival and throughout the day and will ask for a nurse screening should symptoms warrant attention. (See medical attention protocols)

Third Line of Screening - School Nurses

Students presenting with any concerning symptoms will be immediately sent to the nurse's office for evaluation. Nurses will follow the protocols developed for assessing symptoms, contacting parents and recommending any necessary follow-up.

Please see more detailed health protocols for students while they are on campus on page 28.





Daily Student Health Assessment Guide for Parents*

Every school morning please answer the following questions:

Step 1: Check for Symptoms

- Properly take your child's temperature. Is it 100.0 F or higher?
- Is your child displaying any of these symptoms?

☐ Fever (100.0 F or higher), chills, or shaking chills. **You must wait 5 mins after eating/drinking to take temperature orally.**

☐ Cough (not due to other known cause, such as chronic cough)

☐ Difficulty breathing or shortness of breath

☐ New loss of taste or smell

☐ Sore throat

☐ Headache, *when in combination with other symptoms*

☐ Muscle aches or body aches

☐ Nausea, vomiting, diarrhea, abdominal pain

☐ Fatigue, *when in combination with other symptoms*

☐ Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

If you answer YES to any symptoms do not come to school.

1. Contact your physician.
2. If testing is required, remain at home until results are obtained.
 - If **negative**, your child may return to school after being fever free for 24 hours without the use of fever-reducing medications, have improvement in symptoms and in accordance with existing school illness management policy.
 - If **positive**, your child must isolate at home for a minimum of 10 days and may return to school after day 10 if your child has been fever free for 24 hours without the use of fever-reducing medications and have improvement in symptoms.
3. Please notify the school of test result before returning to school.
4. If physician makes an alternative diagnosis for COVID-19 symptoms you may return to school based on recommendations of that alternate diagnosis and in accordance with existing school policy.
5. If your child has COVID-19 symptoms and you *choose not to test*, your child may return to school 10 days after the start of symptoms, after being fever free for 24 hours without the use of fever-reducing medications and have improvement in symptoms.

Step 2: Assess Close Contact/Potential Exposure:

Please answer the following questions:

Has your child had close contact (within 6 feet of an infected person for at least 15 mins) with a person with confirmed COVID-19? This includes the 2 day period prior to the infected person showing symptoms.

If you answer YES do not come to school.

1. Contact physician for evaluation.
2. Seek testing as directed by physician.
3. All close contacts **must self-quarantine for 14 days** after the last exposure to the person who tested positive, regardless of test result.

Does any household member have COVID-19 symptoms?

If you answer Yes, your child MAY NOT come to school, even if your child is without symptoms.

1. Household member with symptoms should contact physician promptly.
2. If COVID-19 testing is advised report test result to school as soon as possible. Your Child may not return to school until a negative PCR test result is obtained for the symptomatic person.
3. If COVID-19 testing is not advised, follow the physician's directives for care. Your child may return to school.

Step 3: Out of State Travel

Have you traveled to or lived in an area where large numbers of COVID-19 cases are being reported?

If you answer YES do not come to school.

1. As of 8/1/20 the Baker administration issued a Travel Order that requires any individual who has traveled to restricted states to quarantine for 14 days or produce a negative COVID-19 PCR test within 72 hours of return, before returning to school. Any student returning from international travel must obtain a negative COVID-19 PCR test NO SOONER than 5 days after arriving back in Massachusetts. (<https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states->)

If, after careful assessment, you are not sure whether to come to school, you may call the nurse after 8:00 am for consultation. (978-535-7100 - ask to be connected with the Nurses' Office)

**developed through guidance from CDC, AAP, MDPH, Harvard Global Health Institute, Dr. Brian Sanders*



DROP OFF, PICK UP & PARENTS ON CAMPUS

Drop Off & Pick Up

Covenant is overjoyed to have begun the construction of the brand new Performing Arts and Athletics Center (PAAC). To accommodate construction and to comply with COVID-19 state mandates, significant changes have been made to facilitate morning drop off and afternoon pick up procedures. Important signage will be posted in the parking lot, and staff will be present to direct traffic.

Covenant will be implementing a **staggered Drop Off and Pick Up schedule** in order to decreased the concentration of students entering or exiting the building at one time.

Morning Drop Off

All students will be dropped off between 7:50 - 8:10 am. No students may arrive on campus prior to 7:50 am. There is no morning care (due to cohort group restrictions).

Traffic will proceed straight past the construction zone, around the building, and then circle back to Pine Street.

- **Families with students in Pre-K and Kindergarten:** Immediately past the construction, park in designated spots for **GROUP A** and walk your children into the building at the large entrance. Do not park in any other space as those spots must be reserved for tenant use. When entering the building, please wear a mask and maintain social distancing. Several families at a time will be allowed in the hallway to assist their children in the transition to the classroom. You will not be permitted to enter the classroom with your child. Children from your family who are in other grades will proceed directly to their classrooms. Please do not linger in the hallway.
- **Families with Upper School students only:** Proceed straight past the construction, around the back of the building, and up towards the Upper School entrance, labeled **GROUP B**. Pull into the designated drop off lane. Your students should be ready to quickly exit the car and proceed into the building. Once you have dropped off your student, merge out of the drop off lane, and proceed in the flow of traffic to exit.
- **All other families with students in grades 1-12:** Proceed straight past the construction and around the back of the building. Drive past the Upper School drop off lane and around towards Pine Street. Pull into the designated **GROUP C** drop off lane. Your students should be ready to quickly exit the car and proceed into the building. Once you have dropped off your student, merge out of the drop off lane, and proceed in the flow of traffic to exit.

All students PreK-12 will proceed directly to their assigned classrooms. There will be no stopping at cubbies or lockers. Teachers will dismiss students in small groups to hang their coats. Note: classes in grades 7-12 begin at 8:10. Students who arrive in their classrooms after 8:10 will be considered tardy. It would be wise for Upper School students to aim for an 8:00 arrival.

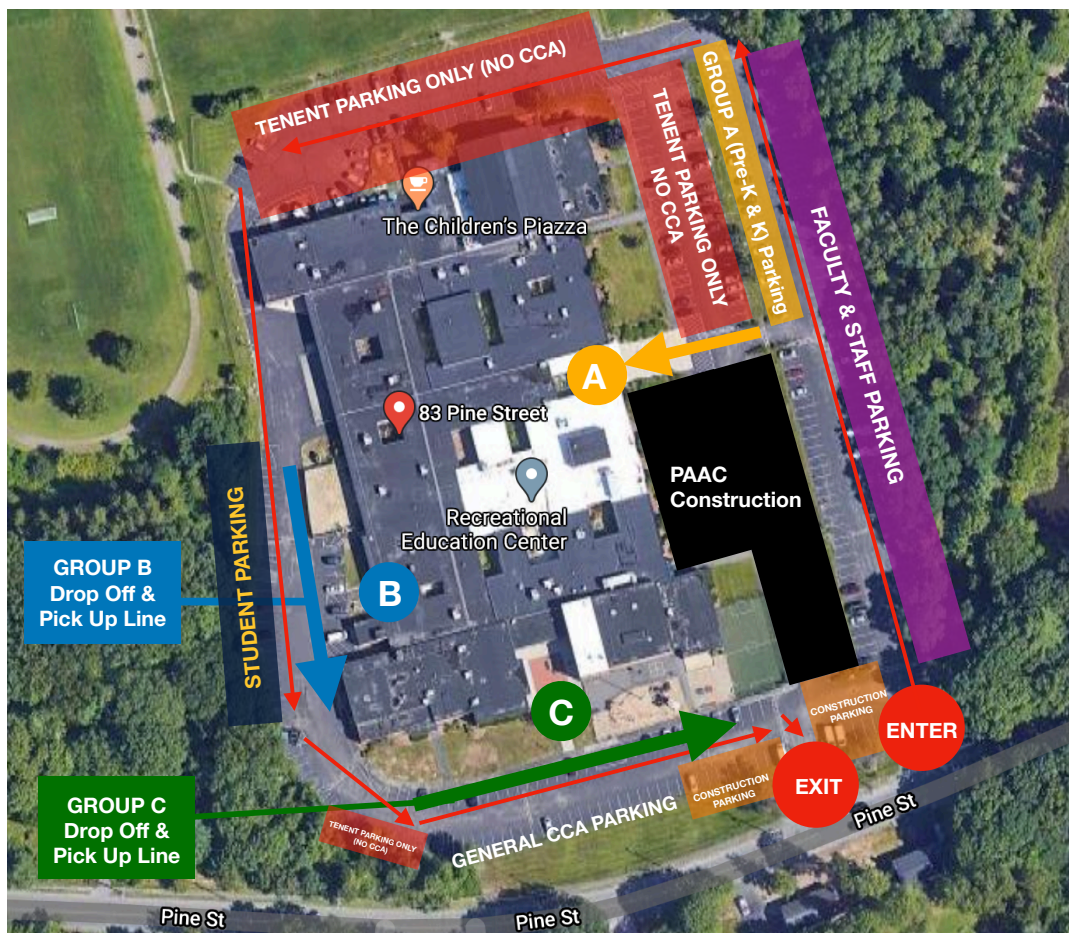
Afternoon Pick Up

You will be sent an invitation to download the dismissal app, FetchKids, to communicate your arrival time with the school. When you leave your house, select your children in your app. The app uses GPS technology to communicate your arrival time with the school. Most families will pick up their children from the same zone used in morning drop off. Traffic will proceed in the same direction. When you arrive, your child's teacher is notified, and your child will be dismissed to meet you. Staff will be posted at each zone to assist children in coming to you. Please stay in your car until you see your child leave the building. You may then exit your car to assist your child. Please do not linger in the pick up lanes. If your child is delayed for some reason, or if you have forgotten to activate your app, please pull into one of the parking spots along Pine Street, and activate the app to notify us of your arrival.

Families picking up Pre-K and Kindergarten students will park and enter the lobby just like in the morning. You will still need to use the app to notify us of your arrival time.

Families will be assigned a staggered dismissal time. Dismissal times range from 2:35 to 3:05 in 10 minute windows. Your pick up time and pick up zone will be clearly communicated the week before school. Students picked up after 3:05 will be considered late and a \$10 fee will be incurred for every 15 minutes thereafter.

All students staying for extra help must be off campus by 3:30 pm every day to allow for extra cleaning time. There is no after school care (due to cohort group restrictions).



Before and After School Care

Covenant will not be able to offer Before or After-School Care this year due to the requirements to keep cohort groups separate at all times. If improving conditions allow, we will reinstate these important programs.

The playground will not be open for after school use due to the requirements to keep cohort groups separate and state mandated size limits on gatherings.

Parents on Campus

School reopening guidelines from health and education authorities recommend limiting parents and visitors on campus. In general, parents will need to have a scheduled appointment to enter the school building this year. Parents of our youngest (Pre-K and K) students will be able to accompany their child(ren) to their classroom to ensure a smooth transition. In both cases, parents will be asked to attest that they are healthy prior to entering the building through the same process required of students and faculty and will be required to wear face coverings.

At this point, parents should not enter the building for any other purposes. A procedure for dropping off forgotten items, late arriving students, and early dismissals will be enacted. Parents will notify the office of their arrival and will be met at the door.

Parent involvement has been a hallmark of the Covenant experience and we are deeply saddened to have to put these restrictions in place. Teachers and administrators will work hard to keep parents in the loop and regular contact via email and telephone is encouraged.



PREVENTATIVE MEASURES: ON CAMPUS HEALTH & SAFETY PROTOCOLS

Face Coverings

Government and health authorities have advocated the effectiveness of cloth face coverings in minimizing transmission of the coronavirus. All members of our community, including faculty, staff, students, and parents, are required to wear face coverings while on campus. If an individual arrives on campus without a face covering, masks will be provided at all reception areas. Masks should be brought home and washed daily. We suggest each child have at least 5 to 7 cloth masks to use on a rotating basis.



In order to foster an environment in which students can interact with teachers and classmates, Covenant will require all students grades 2 - 12 and all adults in the building to wear a face covering. Students in grades Pre-Kindergarten through Grade 1 are highly encouraged to wear face masks when possible, especially when in common spaces. Administrators and Faculty will attempt to use clear face coverings and personal voice amplifiers (when necessary) to ensure students can clearly hear instruction.

Parents can choose the face covering that works best for their students. The best options are 2 to 3 ply cloth masks. Single-ply gaiters and buffs will not be allowed. Student face coverings should be considered part of the student uniform. Face coverings may have patterns and colors but words, logos, or silly designs that could be considered distracting will not be permitted. Families are encouraged to use “good sense” when selecting face coverings.

“Mask On” – Face coverings will be worn when:

- Arriving on campus and waiting to enter the building
- When traversing hallways, using restrooms or in any common areas
- Seated at a desk
- Outside when social distancing is not possible
- Departing campus at the end of school day

“Mask Off” - Face coverings may be removed when:

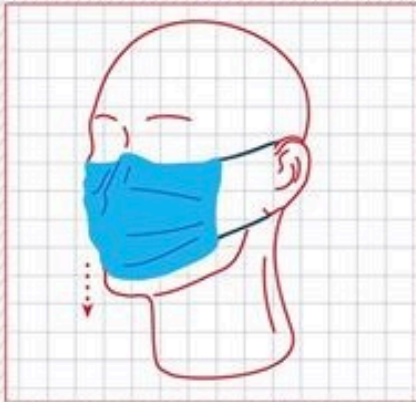
- Outdoors with social distancing, except at specific times of day including morning arrival and afternoon departure
- During Mask Breaks (regularly scheduled both inside and outside) with strictly enforced social distancing
- Eating snack or lunch (strict 6 foot distancing required)

If a student, faculty, or staff member forgets a mask, please stay in your vehicle and call the main office: 978-535-7100. Let Mrs. Covell know that you forgot your mask and tell her where you are parked. An Administrator will walk a disposable mask out to you. We highly recommended that students carry a spare mask in their backpack at all times.

While we appreciate the challenges that come with the wearing of masks, Covenant reserves the right, at our discretion, to enforce compliance.

You can purchase Covenant Face Masks through our School Store! [click here](#)

FACE MASK MISTAKES



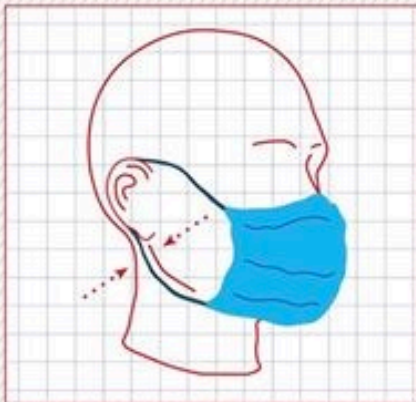
✗ It doesn't cover your chin.



✗ It sits below your nose.



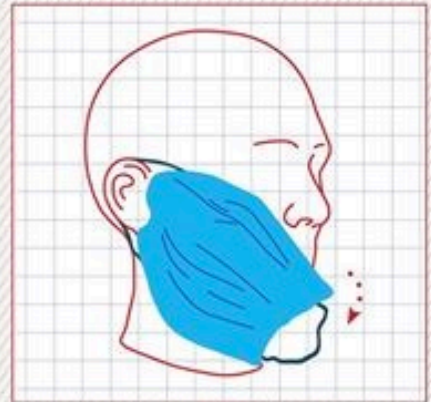
✗ It covers only the tip of your nose.



✗ It's too loose.



✗ You keep touching it.

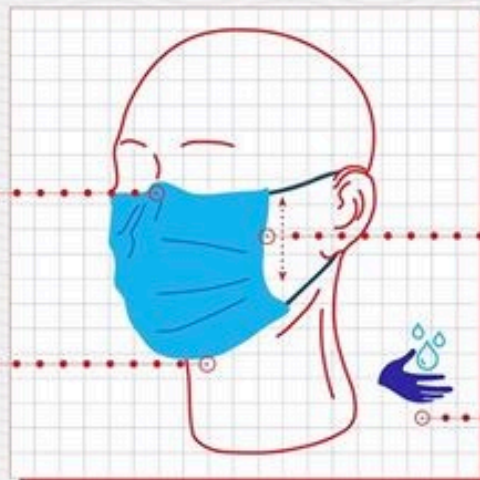


✗ You keep taking it on and off.

THE RIGHT WAY TO WEAR A FACE MASK

The top edge sits on the bridge of your nose.

The bottom edge sits under your chin.



It's snug, without gaps between the mask and your face.

Wash your hands after you take it off.
from webmd.com

Hand Hygiene

We require frequent hand washing or hand sanitizing. Hand washing/sanitizing will be prescriptive at times and built in to all student schedules. Students will handwash or sanitize:

- Upon arriving to school
- After using tissues, or non-personal materials
- Before and after eating
- Before and after recess or other outdoor activities
- Before dismissal
- Other times as needed or directed by an adult

Hand sanitizer stations will be available throughout the campus including all classrooms and building entrances. Younger students will be instructed to wash their hands or use hand sanitizer several times a day. Students will receive instruction on personal hygiene.

Physical Distancing

Covenant will conduct educational activities that allow for as much physical distancing as possible, especially when indoors. The school will attempt to keep six feet of physical distance between students at all times when they are seated for learning and lunch. Following CDC, DESE and DPH guidelines, students will be instructed to remain six feet apart whenever possible. Administrators and Faculty will configure classrooms to maximize spacing between desks and will be moving classes to rooms that will accommodate each grade's specific enrollment number. To meet the guidelines, school will not look and feel exactly the same as usual. However, we are confident that the student experience will still be positive, enriching and valuable.



Cohort Groups & Assigned Seating

Each grade level will be considered a cohort group. This will allow all our students to mix and socialize with all the students in their grade at appropriate times during the day, despite some grade levels having two class sections. There will be little to no overlap between cohort groups. This is the approach recommended by the CDC, DESE, and DPH in order to limit the number of contacts a student has throughout the day.

Grammar School grade levels have each been assigned a primary teaching space and a secondary annex space (classroom, courtyard, GS Library etc) which can be used for students to spread out in throughout the day. Students will be assigned a personal desk and storage crate that will not be shared with other students.

While containing single grade cohort groups to a single space is quite natural in the Grammar School, the situation for our **Upper School** students is quite different. Rather than students

changing classrooms each period, each grade level will be assigned to two or three (depending on class size) classrooms and will be in these assigned rooms all day with teachers traveling between the various classrooms. Upper School students will be assigned seating in their classrooms, minimizing the amount of desk sharing as much as possible. When desks are used by more than one student, a thorough cleaning will take place between uses.

Outdoor Learning

Maximizing outdoor time is recommended by health and education authorities and Covenant is blessed with many outdoor areas that can be used for these purposes. Our campus building includes interior open-air courtyards that connect to many classrooms, a large courtyard (which will be tented) outside our cafeteria, and access to the Kennedy Fields behind the school building. We are currently working to re-configure many of our outdoor spaces to be more conducive to year-round outdoor use by adding additional seating, and shade. Faculty will be encouraged to use outdoor spaces for learning when possible. When physical distancing is maintained in outdoor spaces at 6 feet, students will be encouraged to remove their masks and get some fresh air. Face coverings are not required outdoors except during periods of high density such as morning arrival and afternoon pickup, or when social distancing cannot be achieved.

Cleaning

Cleaning and disinfection of campus will continue to be a top priority. Ten electrostatic sprayers utilizing CDC and EPA-approved products have been purchased to assist with deep cleaning procedures. Surfaces that are used frequently will be cleaned and disinfected at least daily and as often as possible. Bathrooms, in particular, will receive more frequent cleanings.



Cleaning kits, using CDC and EPA-approved products, will be available in all classrooms and common areas. Procedures to disinfect the limited number of shared desks and materials will be developed. For example, a teacher may instruct his/her older students to clean their desks and supplies at the end of each class. To the extent possible, individual school supplies will be provided for each student to minimize sharing.

Ventilation, HVAC and Air Purification

To assist in ensuring a safe and sanitized school environment, Covenant's standard air filters throughout the building were replaced with True HEPA air filters capable of filtering particles smaller than the size of the COVID-19 virus. Further, medical-grade individual True HEPA air filters with the same capacity were purchased for many classrooms and offices.

Signage

Signage will be placed throughout campus to remind our community of the need to physically distance and wear face coverings. Signage will be posted in all bathrooms emphasizing proper hand washing techniques.

Lockers and Cubbies

Students will have limited use of lockers and cubbies this year. They will primarily be used for the storage of coats and winter snow gear. Students will be instructed to visit lockers and cubbies in small groups to ensure social distancing is maintained. All academic books, notebooks, school supplies and lunches will be kept in a personal crate or backpack at the student's desk.

Lunch / Cafeteria

Students will eat lunch in their classroom this year. In the Grammar School, students will be putting partitions up on their desks so they can ensure safety while removing their masks. Upper School students will be spread out (within their cohort spaces) to ensure 6 feet of spacing while removing masks to eat lunch. Whenever possible, faculty and students will eat outdoors.

Due to students eating in classrooms, **no microwaves will be available for student use** during lunch and **all student lunches must be peanut/tree nut free**. We will not be offering a purchased lunch option this year (i.e. subs, pizza, CFA). However, if after re-opening we assess that we are able to re-introduce this service safely, we will consider doing so.

Large Group Gatherings, Special Events & Field Trips

Indoor large group gatherings will be eliminated until such time that the CDC, DESE and DPH deem it safe to resume. Alternatives will include meeting outdoors and virtual meetings for Chapel, assemblies, and special events. No field trips (including Academic Travel Week) will be scheduled at this time. Field trips may be re-evaluated once CDC, DESE and DPH guidelines make it safe to do so. Athletics and Fine Art events will be required to meet all DESE and State of MA Reopening Phase Guidelines and are likely to have reduced activities this year.

MITIGATION MEASURES: DETAILED HEALTH POLICIES AND PROCEDURES

Through guidance received from DESE, MDPH, CDC, and our school physician, Dr. Brian Sanders, protocols were developed to reduce risk of COVID-19 infection in the school setting. Through a joint effort of Covenant and its families, we are confident we can and will significantly reduce the risk of exposure to COVID-19. As always, should your child display symptoms of any kind we will love and care for them with the utmost of compassion.

At this point in time, it is very important for all of us to understand:

- **Although risk can never be eliminated, the steps outlined below, coupled with the extensive safety processes and protocols developed during this summer by Covenant, will significantly reduce the risk of infection.**
- **The guidance set forth in this letter is subject to change as new science is published and/or the prevalence of disease in our communities makes revision necessary. Be assured that we will notify you in a timely matter of any modifications.**
- **CCA administration, in consultation with the school physician and Peabody DPH, reserves the right to require COVID-19 testing before a return to school in any individual case it deems prudent to do so.**

CCA Health Services

- The school nurse will be working Monday through Friday, 8:00am to 3:00pm, for the 2020-2021 school year.
- Students/staff members seeking medical attention will wait in the hallway outside the Nurses' Office in chairs positioned 6 feet apart while wearing masks. Initial screening will take place in the hallway.
- Students/staff members needing further care will be seen one at a time inside the Nurses' Office.
- The school nurse will wear only a face mask, unless a patient's signs/symptoms suggest infection. Proper PPE is available as needed for both the school nurse and any other school personnel that gives care to an ill student/staff member.
- Students showing COVID-19 signs/symptoms will be transferred to the Medical Waiting Room after RN evaluation and assessment to wait for parent pick-up. This room will be located in the Main Office and will be under constant supervision. Parents picking up their child will be able to access the room through a hallway door without entering the Front Office. Staff members will be dismissed home.
- Disinfecting protocols and air filtration (through a medical grade HEPA13 filter air purifier) will apply to Nurses' Office and Medical Waiting Room.

Student/Staff Member Health Assessment

- *Parents/Guardians are required to assess their child(ren) every school morning, at home, for signs and symptoms of illness using the Parent Assessment Guide.* This assessment includes a temperature check. Staff members will self assess at home using the same guide.
- Upon arrival to school, the classroom teacher will visually assess for any observable evidence of illness in his/her students.
- Any student who appears unwell or has complaint of feeling unwell will be evaluated by the school nurse at that time and at anytime during the school day.

Management Protocols for Symptoms of COVID-19

- Any student or staff member who develops symptoms consistent with COVID-19 **during the school day** will be evaluated and assessed by the school nurse. Symptomatic students will be transferred to the Medical Waiting Room to wait for parent pick-up. Staff members will be dismissed home. Parents are required to contact healthcare providers on behalf of their children for evaluation and testing. If a student or faculty member tests negative that individual may return to school after being fever free for 24 hours without the use of fever-reducing medications and an improvement in symptoms. If the healthcare provider makes an alternative diagnosis for the COVID-19 symptoms, the individual may return to school based on the recommendations for that alternative diagnosis and in accordance with existing school illness management policy. If a student or faculty member with COVID-19 symptoms chooses not to be tested, that individual may return to school 10 days from the start of symptoms and after being fever free for 24 hours without the use of fever-reducing medications and seeing an improvement in symptoms.
- A positive COVID-19 test result mandates isolation at home for a minimum of 10 days as advised by a medical professional. Your child may return to school on or after day 11 as long as he/she has been fever-free for 24 hours **WITHOUT THE USE OF FEVER LOWERING MEDICATION** such as Tylenol and Motrin AND an improvement in all other symptoms that manifested during the illness. Questions and concerns pertaining to a return to school surrounding any individual case will be decided in joint consultation with school administration, parents, personal healthcare provider and CCA's school physician.

“Close Contact” Self Quarantine

The CDC defines “close contact” as being in close proximity (this includes the 2 day period prior to the showing of symptoms) with a person who has tested positive for COVID-19 while not wearing a face covering and not physically distancing for a cumulative 15 minutes over the course of a 24 hour period. All close contacts should be tested but must self-quarantine for 7, 10 or 14 days after the last exposure to the person who tested positive, regardless of the test result.

Peabody Department of Public Health is currently (*as of 9-29-2020*) defining a “close contact” as anyone who spends 15 minutes or more within the immediate radius of a person who has tested positive for COVID-19 over the course of 24 hours. While our classrooms are spaced at 6’ and all students are masked, Peabody may require all students seated directly around a positive student to be considered a close contact. *Please note that Covenant is required to comply with Peabody DPH definitions and decisions and will stay abreast of any changes.*

In the event that a Student / Teacher tests positive for COVID-19:

- If the student/teacher was on school premises during the time frame starting two days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation, any area visited by infected student/teacher will be closed off, cleaned and disinfected per CDC protocol.
- A communication will be sent to the other students’ families that there has been a positive test in their student’s classroom/cohort.
- Students and teachers in classrooms (cohorts) who were in close contact (as described above) with one of the members of their classroom/cohort will be dismissed home to follow “close contact” protocol.

Note: If a positive COVID-19 test result for any community member is reported during the school day, all close contacts will be masked (including Pre-K, K and grade 1). Hands will be washed and strict social distancing will be enforced. Families of close contacts will be notified as necessary and students will be dismissed home for isolation and testing as directed above. *Please note, Peabody DPH may require close contacts to be dismissed home immediately.*

Though not all members of a classroom or cohort may be considered “close contacts”, any division (GS, LS, RS) or cohort may be closed and cleaned, or required to quarantine, if COVID-19 incidence in the school or cohort warrants such action as determined by the Peabody Dept. of Public Health or the school physician.

Communication and Tracing

- If any student/staff member tests positive for COVID-19 or has close contact exposure with an infected person, CCA must be notified immediately. The School does not offer confidentiality for any health information shared with a faculty or staff member. Employees of schools have a responsibility to share such information to ensure the health and safety of our campus community. Covenant deeply respects and honors every individual's health information. The School only shares information with faculty and staff on a need-to-know basis and only for purposes of keeping the larger population of the School safe.
- CCA will assume responsibility to trace and notify all on campus close contacts.
- The family of the student/staff member will assume responsibility to trace and notify all close contacts within social circles outside of the school day CCA community.
- CCA is required to report every positive case to the Department of Elementary and Secondary Education and to the Peabody Department of Public Health. CCA is also required to provide Peabody DPH the names, addresses, phone numbers and birthdates of all identified close contacts.

Medical Paperwork

- If a student or staff member has a history of confirmed COVID-19 infection, please submit documentation to the school.
- If a student or staff member has documentation of positive serum antibody, please submit documentation to the school.
- If a student or staff member has medical reason for being unable to wear a face mask, please submit a signed medical exemption letter from your physician prior to the start of school.

Please be sure that your child's mask adequately covers the nose and mouth. If glasses are worn consider a mask that comes up high enough on the face that the glasses can “sit” on the mask, anchoring it to the face and preventing eyeglass “fog”. Masks must be brought home daily for laundering and it is therefore recommended that each student have 5-7 cloth masks available.

We recognize that wearing a mask is inconvenient, at times bothersome, and even challenging for some. It is in the spirit of deep care and respect for the most vulnerable among us that we choose to adopt behaviors that, while controversial to some, are currently considered best practices for the protection of those most at risk. We pray that God will honor our decisions and efforts to do what is best and protect us despite our very imperfect knowledge of this insidious virus. We will value unity in our community that is based on love and respect for each

other even amidst our differences of opinion. We ask that you trust that we have done our very best to make wise decisions with information we have been given within the challenging context and realities we are facing. Families choosing to enroll students at Covenant this year are asked to join us in unity by willingly accepting the plan provided and resisting the temptation of debate and judgement, which may result in painful division. We are committed to exemplifying a community of deep love and support for one another. We recognize that CCA may not be the best choice for all of our families this year and we are committed to respecting individual decisions.

Please talk candidly with your child about the vital importance of truthful words. We need our children to understand that they must not falsely report feeling ill and they must not refrain from reporting feeling ill when they truly do feel unwell. They need to know that there is no basis for fear of disapproval, judgement, or punishment for feeling ill. And they must understand that false reports will ultimately hurt themselves and others in significant ways.



QUICK REFERENCE FOR COVID-19 SCENARIOS

If an individual has tested positive for COVID-19...

1. Isolate at home except for medical care.	2. Monitor symptoms.	3. Notify the school.	4. Notify personal contacts.
5. Assist the school in contact tracing efforts if applicable.	6. Answer the call from the local board of health if applicable.	You may return to school after a minimum of 10 days of isolation if you've been free of fever for 24 hours and are seeing improvement in symptoms.	

If an individual becomes symptomatic of COVID-19 at home...

1. Do not come to school.	2. Contact your physician.	3. Be tested if instructed to do so.
If your test is negative you may return to school, if you have been fever free for 24 hours without fever-reducing medications and have improvement in symptoms.		If your test is positive , follow directives above for individual who has tested positive for Covid-19.
If your physician makes an alternative diagnosis for COVID-19-like symptoms, you may return to school based on the recommendations for that alternative diagnosis and in accordance with existing school illness management policy.		
If you choose not to be tested you may return to school 10 days after the start of symptoms, if you have been fever free for 24 hours without fever-reducing medications and have improvement in symptoms.		

If an individual becomes symptomatic of COVID-19 at school...

1. Seek evaluation by the school nurse.	2. Remain masked and maintain a 6 ft physical distance.	3. Students will be brought to Medical Waiting Room for parent pick-up.	4. Staff will be dismissed home in a safe manner.
Follow the directives above for an individual who has become symptomatic of Covid-19 at home.			

If an individual is at home when they learn they have been exposed to a COVID-19 positive person...

1. Do not come to school.	2. Isolate at home except for medical care.	3. Contact your physician to arrange for testing.
All close contacts must self-quarantine for 14 days after the last exposure to the person who tested positive, regardless of test result .		

If an individual is at school when they learn they have been exposed to a COVID-19 positive individual...

1. Report to the school nurse.	2. Remain masked and maintain a 6 ft. physical distance.	3. Students will wait in Medical Waiting Room for parent pick-up.	4. Staff will be dismissed home.
Follow directives for an individual who is at home when they learn they have been exposed to a Covid-19 positive person.			

If an individual is well but a household member has symptoms of COVID-19...

1. The household member should promptly contact physician and arrange for a COVID-19 testing.	2. Even if you are without symptoms, you must remain at home until: a) A physician has said testing is not recommended for symptomatic individual, and you remain asymptomatic. b) A physician has recommended testing and a negative test result has been obtained for symptomatic individual, and you remain asymptomatic.
If household member tests positive , you will be dismissed home to follow directives for an individual who has been exposed to a positive Covid-19 individual.	If household member is negative , you will remain in school.

If an individual has traveled out of the state to an area of high COVID-19 prevalence...

As of 8/1/20 the Baker administration issued a Travel Order that requires any individual who has traveled to restricted states to quarantine for 14 days or produce a negative COVID-19 PCR test within 72 hours of return, before returning to school. Any student returning from international travel must obtain a negative COVID-19 PCR test NO SOONER than 5 days after arriving back in Massachusetts. https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states-	
1. During that 14 day isolation period, you should monitor for symptoms.	2. If symptomatic, follow the directives for an individual who is symptomatic.
You may return to school with a negative test , or on day 15 of quarantine, if symptom free.	

PROTOCOL FOR POTENTIAL SCHOOL CLOSURES

The following protocol will be followed when multiple cases of COVID-19 are present in the school:

1. If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, the Administration will work with the local board of health to determine if it is likely that there is transmission happening in school.
2. When there is suspected in-school transmission beyond one cohort or a small number of cohorts, the Administration must consult with the local board of health as to proposed next steps. These steps could include, for example, making a decision to a) close part of the school or the entire school for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) close the school partially or fully for the longer duration of a 14-day quarantine period.
3. Before a final decision is made on any school closure, the Administration will consult with Peabody DPH, DESE, our school physician and the Board of Directors for further guidance.

If the decision is made to close for some number of days, Covenant will send clear information and instructions to families and staff:

1. Informing them that it is possible COVID-19 is being transmitted in the school and/or district
2. Noting that there may be more potential cases that are not yet symptomatic
3. Recommending students quarantine and not have contact with others
4. Reminding families of the importance of not having contact with higher-risk individuals (e.g., grandparents)
5. Reminding families of the list of COVID-19 symptoms for which to monitor
6. Ensuring that remote learning is immediately provided to all students

Before bringing students back to school Covenant will:

1. Check inventory levels of needed supplies (e.g., disposable masks, soap, hand sanitizer, cleaning products); re-order replacement inventory
2. Consider a school-wide refresher training on the importance of correct hygiene procedures (masks, physical distance, hand washing)
3. Reiterate the critical nature of masks, physical distancing, and hand hygiene when students return to school.



STUDENT LIFE

Attendance, Tardies, and Make Up Work

Recognizing that this year will be unique in that students may experience unusual absences due to required quarantine and/or illness, CCA is committed to Attendance and Absence Policies that reflect grace and reason. Attendance will be taken daily during both in person learning and remote learning periods of time and our typical policies for make-up work and unexcused/ excused absences (see student handbooks) will be upheld, while also taking into account personal circumstances related to the pandemic that may be out of student's control. Arrival to school on time will be more important than ever and tardy policies will not be changed. (During the first two weeks of school, tardies due to the adjusted Drop Off procedures will not be recorded.) During periods of remote learning, students are expected to be on-time and present at all synchronous learning meetings.

Students who will be out for more than 3 days due to COVID-19 symptoms or precautions can participate in Remote Learning. Students who are only out 1-3 days can keep up with work through Google Classroom and can make up assignments as detailed in the Student Handbook.

School Uniforms and Dress Code

The uniform policies in the Grammar School are clearly communicated in the Grammar School Parent and Student Handbook and will remain consistent with last year's policies except one change: **Every Friday this school year will be considered a Spirit Wear day and students may wear approved CCA Spirit Wear and blue jeans. Regular uniform will also be acceptable on Fridays.**

Upper School students will not be required to wear "Chapel Dress" on Wednesday's this year. Normal Monday - Thursday dress code will apply. Students participating in a PE class or after school athletics may wear school appropriate sportswear (sweatpants) to school as there will be no access to locker rooms for changing.

Physical Education and Recess

As much as possible, PE and Recess will take place outdoors. During Recess, there will be more structure and directed play to ensure social distancing. When social distancing can be achieved, students may remove masks. Teachers will prioritize time during recess for masks breaks and/ or provide socially distant Recess options for this purpose. Grammar School teachers will be prioritizing as much outdoor time as is feasible in class schedules. Athletic Director Taylor Dempsey has created a document that teachers can utilize that has over 50 games to choose from. These will still tap into the imaginative play that makes Recess fun, while keeping the children safe and distant. If the games the students are engaged in are socially distant they can enjoy mask free play time outside.

PE will take place outdoors whenever possible, however if needed, indoor activities will be designed to meet physical distancing guidelines and face coverings will be worn as necessary. The curriculum will look a little different for PE this year to ensure social distancing, but students will still learn enjoy a typical curriculum, exposing them to many sports and improving technical skills and abilities. Students in grades Pre-Kindergarten through Grade 2

will enjoy many of their favorite Gym activities, however social distancing rules will be put into place. For example, shadow tag - where you guessed it, students will not physically tag a friend but stomp on a friend's shadow to change who is 'it'. In grades 3-6 and in some cases grades 7-8 where competition starts to flourish, there will be competitions related to technical ability that will enhance students' skills in various sports. Scrimmaging for certain sports has not yet been approved. Games that will be rotated throughout the PE curriculum include kickball, badminton, and other inherently socially distant sports (however, masks must be worn if the sport doesn't allow for adequate social distancing.)

Cougar Athletics

Following the release of the Youth and Adult Amateur Sports Activities – Phase III, Step 1 Guidance by Massachusetts Executive Office of Energy and Environmental Affairs, and the Joint Guidance on Modified Sports Seasons for School Year 2020-21 by the Massachusetts Interscholastic Athletic Association and the Massachusetts Department of Elementary and Secondary Education, Covenant's plans as of 8/20/2020 for fall athletic offerings are details. Covenant will operate all athletic offerings in full compliance with both DESE and EEA guidelines and believes that all of these regulations are in the best interested and safety for coaches, athletes and families.

Changes to the fall season participation requirements are as follows - **Middle School students (Gr 6-8)** will not be required to participate in athletics this year, as their PE credits will account for their physical activity needs. **Rhetoric School students (Gr. 9-12)** will be considered on a case by case basis for athletic credit and exemptions as needed.

There will be no after school athletic offerings for students in grades 6 and 7 for the fall athletic season. Guidance on winter and spring sports are not yet available, we will keep you updated on these sports offerings as information is made available.

VARSITY SOCCER

'Varsity' boys and girls soccer will have a modified season this year for **grades 8 - 12**. Starting on the week of 9/14 there will be two practices for the Boys team and two practices for the Girls team each week (Boys = Monday and Wednesday until 4:00pm, Girls = Tuesday and Thursday until 4:00pm). Due to safety precautions, there will be no outside coaches. Mrs. Dempsey, our Athletic Director, will coach both teams. Practices will consist of skills, drills, conditioning, and modified play for inter-squad scrimmages. The earliest date for considering inter-scholastic scrimmages or games is October 4th. Decisions on whether to participate in inter-scholastic scrimmages or games will be based on guidelines from local and state officials. We look forward with hope that there will be an opportunity mid to late October for some modified interscholastic play.

Equipment:

- Athletes **MUST** bring their own socks, cleats and shinguards (no sharing of any equipment at all)
- Athletes must bring their own water - absolutely no sharing of water

- Athletes must bring their own soccer ball
- Athletes must bring their own hand sanitizer
- Athletes must sanitize equipment (wash water bottle, ball, shinguards, and clothes after practice before the next meeting - CDC recommends immediate washing of these items once you arrive back at home)

Athletes:

- There is a maximum limit of 25 people per playing surface - 23 players plus 2 coaches or 24 players plus 1 coach (registration will be based on a first come first serve basis for roster limits)
- There will be no locker room or changing for athletics, athletes must wear athletic clothes on the days that their sport is taking place.
- ALL student equipment bags must be placed at least 10 feet apart so that water breaks can be taken, unmasked
- Athletes CANNOT return to the school building after practice and must still maintain social distancing and masks until picked up - pick up must be prompt at 4pm
- Masks must be worn at all times by athletes and coaches
- There will be drills, skills, and socially distant scrimmages
- **Athletes MUST adhere to ALL modified rules of play at all times** (no tackling, minimizing close contact, no corner kicks, no throw ins, etc.). Failure to do so may result in not being allowed to participate.

VARSITY CROSS COUNTRY

Starting on the week of 9/14 there will be an option to participate in Co-Ed Cross Country this fall for **grades 8 - 12**. There will be two practices a week until 4pm (days TBD) and depending on numbers there might need to be split cohorts. There is a possibility of virtual races (submitting times). The earliest date for in person inter-scholastic races is October 4th. Based on guidelines from local and state officials and if possible, there will be an opportunity for mid to late October interscholastic races.

Equipment:

- Athletes MUST bring their own socks and running shoes
- Athletes must bring their own water - absolutely no sharing of water
- Athletes must bring their own hand sanitizer
- Athletes must sanitize equipment (wash water bottle and clothes after practice before the next meeting - CDC recommends immediate washing of these items once you arrive back at home)

Athletes:

- There is a maximum limit of 10 people per running cohort. We are planning on having one or two running cohorts. (registration will be based on a first come first serve basis for roster limits)
- There will be no locker room or changing for athletics, athletes must wear athletic clothes on the days that their sport is taking place.

- ALL bags must be placed at least 10 feet apart so that water breaks can be unmasked
- Athletes CANNOT return to the building after practice and must still maintain social distancing and masks until picked up - pick up must be prompt at 4pm
- Masks must be worn at all times and coaches
- **Athletes MUST adhere to ALL modified rules of play at all times.** Failure to do so may result in not being allowed to participate.

VARSITY BASKETBALL (Gr. 9-12)

Varsity Basketball will have the opportunity to participate in skills and drills in November and December. With the current restrictions our IGC and MBIL Leagues have decided to cancel our formal season and championship for the 2020-2021 winter athletics season, however most of the schools in our league are starting their winter sports in January. Once that time comes we will reevaluate as a league to see if we can resume interscholastic competition.

Our skills and drills sessions for both boys and girls grades 9-12 will be held at Danvers Indoor Sports on Tuesdays and Fridays from 3:00 - 4:00pm from November through December. Students must have their own transportation to Danvers Indoor Sports from a parent or an approved driver. Once The PAAC is complete our transition to our normal season will begin with practices 4-5 days a week (in January).

Equipment:

- Athletes must wear a mask at all times unless resting while 6ft apart or getting water
- Athletes MUST bring their own water bottle - absolutely no sharing of water
- Athletes must bring their own basketball
- Athletes must bring their own hand sanitizer
- Athletes must sanitize equipment (wash water bottle, ball, and clothes after practice before the next meeting - CDC recommends immediate washing of these items once you arrive back at home)

Athletes:

- Transportation must be provided by parents or approved drivers for your student
- DIS does not allow any spectators inside this season (please see full list of DIS's guidelines [HERE](#))
- There is a limit of 25 players per playing surface (registrations will be based on a first come first serve basis)
- There will be no locker room or changing for athletics, athletes can wear their athletic clothes on the days that their sport is taking place

Fine Arts

The arts are an integral part of the learning experience for every student at every grade level. While we are committed to continue offering arts programming, adaptations to these courses, ensembles and performances are necessary to support the safety of students and staff.

Due to singing and the playing of wind instruments involving increased respiration, DESE is advising schools to only offer these activities virtually or outside. At this time chorus, musical theater, and the use of brass or woodwind instruments is not allowed inside. Additionally, any gathering of students must also maintain the cohort model (which for CCA is by grade). For these reasons, many of our ensembles will not be able to rehearse as usual. CCA will continue to

offer private lessons for all instruments (some in person at school, and some required to be done virtually). We plan to offer a virtual chorus for grades 7-12, virtual worship band for grades 9-12, and will consider grade level ensembles where possible (string, non-wind instruments like percussion, guitar) depending on student interest.

Music classes will continue to be offered and will adjust to focus on more rhythmic music that students can play, as opposed to singing. USLR students will be offered music electives by grade level. Music classes will take place in grade level classrooms.

Under current guidance we will not be able to offer any theatrical productions this year. Drama classes in the Upper School will continue as usual, adjusted to ensure all acting is done with six foot spacing and other appropriate safety measures. USLR students will be offered drama electives by grade level.

Art classes will continue to be offered with curriculum adjustments to account for spacing and the elimination of most shared materials. USLR students will be offered art electives by grade level. Most art instruction will take place in grade level classrooms, with a few exceptions.

Grammar School Specials: Library, Computer, and Philosophy Circles

All Grammar School specialist instruction will continue and be adjusted to meet the requirements for social distancing and minimizing shared materials. Specialist will travel to the individual classrooms to provide instruction. Only Physical Education will happen outside of the classroom space.

SUSTAINING COMMUNITY & SPIRITUAL LIFE DURING COVID-19

At Covenant, we are deeply committed to caring for our students and ensuring their holistic development. Whether we are meeting in the building or remotely, our students spiritual, social, and emotional well-being will be prioritized. We desire that our students are known, seen, accepted and loved within our community. While we face restrictions, we are committed to cultivating an intentional Christian community where students develop authentic and meaningful relationships. Our community remains strong and we are confident that God will demonstrate His faithfulness during this season.

While this school year will look different, our desire to help students grow in their understanding of the Gospel and their identity in Christ has not diminished. Mr. Lawrenz, Covenant's Chaplain, intends to visit individual Grammar School classrooms on a regular rotation to share encouragement from God's Word. Upper School student cohorts will also receive encouragement from God's Word and have the opportunity to learn and practice different forms of spiritual disciplines throughout the year as directed by Mr. Lawrenz, with help from Covenant's faculty and staff. The USLR worship bands will continue to contribute through virtual recordings and all-school chapels will happen virtually (broadcast to classrooms) while meeting in the building. Virtual chapel services will take place during Remote Learning as they did last spring. Mr. Lawrenz and the chapel council will continue to provide a daily and weekly devotional online whether Covenant is meeting in person or remote. As conditions allow, Covenant will seek to add back and/or adjust previously postponed or altered community activities.



APPENDICES

APPENDIX 1

Planning Resources

1. **Massachusetts Department of Elementary and Secondary Education (DESE)**
 1. Required Safety Supplies for Re-Opening *June 5, 2020* - [link](#)
 2. Initial Fall School Re-Opening Guidelines *June 25, 2020* - [link](#)
 3. Protocols for responding to COVID-19 Scenarios *July 17, 2020* - [link](#)
 4. Facilities and Operations Guidance *July 22, 2020* - [link](#)
 5. Transportation Considerations and Remote Learning *July 22, 2020* - [link](#)
 6. Courses Requiring Additional Safety Considerations *July 24, 2020* - [link](#)
 7. Guidance Memo to Private K-12 Schools, *July 29, 2020* - [link](#)
 8. COVID-19 Travel Order *August 1, 2020* - [link](#)
 9. Supplemental Information for Science Courses and Laboratory Work for Fall 2020 - *August 3, 2020* - [link](#)
 10. Guidance for Districts and Schools on Interpreting DPH COVID-19 Metrics, *August 11, 2020* - [link](#)
 11. Joint Guidance on Sports Guidance MIAA-DESE *August 18, 2020* - [link](#)
 12. Joint Memo Clarifying Key Health and Safety Requirements for Schools *August 19, 2020* - [link](#)
2. **Massachusetts Executive Office of Energy and Environmental Affairs**
 1. Safety Standards for Playgrounds, Spray Decks and Outdoor Fitness Areas – Phase III, Step 1, *July 3, 2020* - [link](#)
 2. Workplace Safety and Reopening Standards For Businesses and Other Entities Providing Youth and Adult Amateur Sports Activities – Phase III, Step 1 Expansion of Activity Number 1, *August 13, 2020* - [link](#)
3. **Harvard T.H. Chan School of Public Health**
 1. Risk Reduction Strategies for Re-Opening Schools - [link](#)
3. **US Centers for Disease Control**
 1. Consideration for Schools as of 7/23/2020 - [link](#)
4. **American Academy of Pediatricians**
 1. COVID-19 Planning Considerations - Guidance for School Re-entry - [link](#)

APPENDIX 2

Frequently Asked Questions - Parents

What has Covenant done to prepare for the opening of school?

Covenant has successfully implemented all of the state requirements for opening school. For example:

- All classroom desks are separated with 6-feet between students.
- We have created a new USLR class schedule that provides breaks for going outside and physical activity.
- We have converted many large community spaces (chapel, ensemble room) into classrooms.
- We have installed hand sanitizer stations throughout the building and inside every classroom.
- All students and staff will be required to wear masks (with built in mask breaks during the day).
- Daily, extensive cleaning in all high touch areas.
- We have re-organized the use of classrooms and courtyards so that students in each grade will have a main learning space and an additional annex space, to allow grade level cohort groups to spread out during the school day.

Where/when will students eat their lunch?

Students in grades Pre-K through 12 will eat their lunch in their classrooms or outside. Because of this, all lunches must be peanut and tree-nut free this year.

Can students use microwaves?

No. Students will not have access to use microwaves this year.

Can students use the vending machines?

No, the vending machines have been emptied and cannot be used at this time.

How do students fill up water bottles?

Students can use the two water bottle fillers to fill up water bottles.

Are students required to wear masks?

Yes. Students are required to wear masks unless there is a medical reason someone cannot and they have a note from a doctor indicating this condition.

What happens if a student is non-compliant in wearing a mask?

We will need to remind students that wearing a mask is a requirement to be in school. Our first goal is to teach and educate students about the importance of wearing a mask. If a student refuses, they will not be allowed to remain at school.

Can students take mask breaks? If so, can it be in indoors or does it need to be outside?

Mask breaks can take place anywhere. When taking a mask break indoors, students must be 6 feet apart and not speaking. When taking a mask break outside, students must be 6 feet apart. Teachers will prioritize mask breaks throughout the day.

Will students be required to wear masks during PE, competitive sports, etc.?

Students and staff are required to wear masks at all time. We have changed some co-curriculars (i.e. PE, Athletics, Community activities) due to new DESE guidelines. For outside athletic activities, masks can be taken off if students remain 10-feet apart.

How will physical distancing occur in the hallways?

There will be very little movement between classrooms this year. In the USLR, teachers will be moving to the students, rather than students changing classrooms. In the few instances that students do move, it will be orchestrated in a coordinated fashion, with an orderly progression of the class to the science lab, for example. The USLR will not be using a bell this year.

Are windowless offices/classrooms properly ventilated?

Yes. Covenant replaced all HVAC air filters in the building with True HEPA air filters capable of filtering out particles smaller than the COVID-19 virus. In addition, medical-grade HEPA13 air filters were purchased for nearly each classroom and office in the building. Those individual air filters have a higher capacity than the HVAC system and capture particles even smaller than the True HEPA filters do.

Where will our medical waiting room be if some one gets sick?

Covenant has designed a medical waiting room for any student or staff who becomes ill during the day. It is a small room in the Main Office and it will be equipped with PPE equipment. It is separate from other students and our nursing office and our school nurse will be responsible for assessing students for any COVID-19 symptoms. Students placed in the medical waiting room will be monitored by Main Office staff until the parent arrives.

Can students use cubbies / lockers this year?

Yes. Students will have access to their cubbies and lockers at the beginning and end of the day for storage of coats only. Teachers will dismiss students in an orderly fashion to ensure distance is maintained. All students will have a personal crate at their desk for the storage of textbooks, notebooks, school supplies, lunch, water bottles, etc.

How will cleaning of classrooms and offices work?

Inside every classroom is a hand sanitizer pump. Before entering or exiting a classroom, students must use the hand sanitizer. At the end of a class period the USLR, if students are moving to a new location, they will be given a Clorox wipe to wipe down their desk and chair. They will also wipe down the desk and chair when they arrive at their new location (so the surface will have been cleaned twice between student use. Covenant has also hired extra custodial help during the school day. This individual will be cleaning and wiping down common areas (door knobs, etc) throughout the day.

Should my Upper School Student bring their own laptop to school?

It is recommended that Upper School students bring their own laptop to school if they have one. Students will not have access to shared computer lab computers this year.

What if I am not sure I want to send my child back to school? What are the options?

Parents wishing to withdraw their students from CCA prior to August 17th at 9:00am will have their tuition dollars rolled forward to next school year. Families who withdraw after the August 17th deadline will be subject to the Financial Agreement.

What if I have questions about my child's symptoms?

While your pediatrician should always be your first contact, our nurses will be available at 8:00 am to answer questions and provide guidance. If you are at all unsure of your child's health we ask that you keep your child home before speaking with the nurse. Tardies will be waived for students arriving late due to caution.

APPENDIX 3

CDC New Definition of Close Contact was updated on October 21, 2020

Close Contact Definition: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

** Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define “close contact;” however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended.*

APPENDIX 4



COVENANT
CHRISTIAN ACADEMY

COVENANT CHRISTIAN ACADEMY

Assumption of Risk; Release and Waiver of Liability: COVID-19

This is a legal and binding agreement made in consideration of my student's enrollment at Covenant Christian Academy, which, when signed, will permanently limit my ability to recover from Covenant Christian Academy, Massachusetts ("Academy") for injuries or losses my student may sustain as a result of attending the Academy. I agree as follows:

The Academy is a non-profit educational institution. References to the Academy include its officers, faculty, administrators, trustees, employees, volunteers, agents, and participating organizations. References to "my student" means my child who is enrolled at Covenant Christian Academy. I understand that I am signing this release and waiver on behalf of my student and it binds me and my student.

The novel coronavirus which causes COVID-19, has been declared a worldwide pandemic by the World Health Organization. As well, the Governor of the Commonwealth of Massachusetts declared a state of emergency as a result of the pandemic. COVID-19 is reported to be extremely contagious. The state of medical knowledge is evolving, but the virus is believed to spread from close person-to-person contact, through respiratory droplets, and may be spread from contact with contaminated surfaces and objects. COVID-19 may also be spread by people who do not show and are not experiencing any symptoms. The exact methods of spread and contraction are unknown, and there is no known treatment, cure, or vaccine for COVID-19. Evidence has shown that COVID-19 can cause serious illness.

I acknowledge that the Academy, while following governmental requirements, nonetheless, cannot prevent my student from becoming exposed to, contracting, or spreading COVID-19 while at Academy.

I, personally and on behalf of my student hereby **VOLUNTARILY ASSUME ALL RISKS RELATED TO COVID-19** including death, injury or illness and damage or loss of property. I hereby **WAIVE AND RELEASE** the Academy from any cause of action, claims, or demands of any nature whatsoever, in connection with my student's exposure, infection, and/or spread of COVID-19, and understand that this waiver means I give up any right to bring any claims including for personal injuries, illness, permanent disability, death, property losses, or any other loss, including but not limited to claims of negligence and give up any claim I or my student may have to seek damages, whether known or unknown, foreseen or unforeseen.

This agreement shall be construed and enforced in accordance with Massachusetts law and I consent to the jurisdiction of said state. I expressly agree that this waiver and release is intended to be as broad and inclusive as permitted under Massachusetts law and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I, as a parent or legal guardian of my student, a minor under 18 years of age, hereby consent to the terms and conditions set forth in this release form. My signature below indicates that I have fully read and freely signed this agreement, and I understand that by signing this form, I am giving up legal rights and/or remedies which may be available to me or my student with respect to the Academy and any parties listed above. I further certify that I am legally competent to sign this agreement. I further understand that the terms of this agreement are legally binding, and I certify that I am signing this agreement after having carefully read and understood the same, of my own free will.

BY SENDING MY CHILD TO SCHOOL EACH DAY, I ACKNOWLEDGE THAT I WILL BE CERTIFYING THAT

- MY CHILD IS NOT EXHIBITING COVID SYMPTOMS AND,
- MY CHILD HAS HAD NO KNOWN CONTACT WITH ANYONE DIAGNOSED WITH COVID-19.

Parent/Guardian Signature: _____

Print name: _____

Print Student name: _____

Date: _____

APPENDIX 5



Office of the School Nurse

Updated COVID-19 Close Contact Quarantine Guidelines for CCA

updated January 4, 2021

On December 7, 2020, the Massachusetts Department of Public Health (MDPH) updated quarantine guidance for those who have been exposed to COVID-19. The full guidance from the state can be found here: [LINK](#)

While the possible incubation period for COVID-19 is still 14 days, the medical community has found that the majority of cases have incubation periods of fewer than 10 days. Therefore, in accordance with guidance from MDPH and our school physician, Covenant Christian Academy has established the following updated guidelines in order to complete required COVID-19 Close Contact quarantine for school.

Close Contact Quarantine Period Guidance

An individual will need to remain quarantined consistent with one of the options below.

Please note: If the exposed individual resides in the same household as the COVID positive individual, the quarantine should begin **immediately**. However, the 14 day countdown (incubation period) for the close contact individual **cannot begin until the date of last exposure to the infectious individual**. This date of last exposure is determined by either 1) the date the infected person goes into STRICT ISOLATED QUARANTINE in the home and has no contact with other members in the home, or 2) the date the infected person tests negative for COVID-19 or is deemed by a doctor to no longer be contagious.

A Strict Isolated Quarantine in a private home follows these guidelines:

- Do not leave your home except to be tested or for urgent medical care.
- Wear a mask, such as a cloth or surgical mask, if you absolutely must be in contact with other people.
- Do not have visitors in your home.
- Stay six feet or more away from other people in your home at all times.
- Use a separate bedroom and bathroom. Do not share towels or bed sheets / blankets with other people in your home. Wash your laundry separately from the laundry of other people in your home.
- Do not share eating or drinking utensils. Wash utensils normally in a dishwasher or by hand with warm water and soap.

Scenario #1 Example: A parent is diagnosed COVID-19 positive and is able to immediately remove themselves from general family life into a separate bedroom. The parent remains in this separate space nearly 100% of the time. The child begins quarantining immediately and has no physical contact with the infected parent. In this scenario the official 7 or 10 day quarantine for the child required to be completed before returning to school can begin immediately and be completed within 7 or 10 days.

Scenario #2 Example: A parent is diagnosed COVID-19 positive so their child begins quarantining immediately. However, it is impossible to keep the parent and child strictly separated in the home. In this scenario the official 7 or 10 day quarantine for the child required to be completed before returning to

school cannot begin until the parent has tested negative for COVID-19 or is deemed by a doctor to be no longer contagious. This may result in a child being quarantined for up to 2-3 weeks total.

The school reserves the right to determine the proper length of quarantine in consultation with the school nurse, school partnering physical, and DPH.

Options	Criteria	Active Monitoring	Residual Risk
7 days of strict quarantine	Release on Day 8 if: <ul style="list-style-type: none"> A PCR test taken on Day 5 or later is negative; AND The individual has not experienced any symptoms up to that point; AND The individual conducts active monitoring through Day 14 	Individual must actively monitor symptoms and take temperature once daily. IF even mild symptoms develop or the individual has a temperature of 100.0 F, they must immediately self-isolate, contact the public health authority overseeing their quarantine and get tested.	Approximately 5% residual risk of disease development
10 days of strict quarantine	Release on Day 11 if: <ul style="list-style-type: none"> The individual has not experienced any symptoms up to that point; AND The individual conducts active monitoring through Day 14. No test is necessary under this option 	Individual must actively monitor symptoms and take temperature once daily. IF even mild symptoms develop or the individual has a temperature of 100.0 F, they must immediately self-isolate, contact the public health authority overseeing their quarantine and get tested.	Approximately 1% residual risk of disease development
14 days of strict quarantine	Release on Day 15 if: <ul style="list-style-type: none"> The individual has experienced ANY symptoms during the quarantine period EVEN if they have a negative COVID-19 test; OR The individual indicates they are unwilling or unable to conduct active monitoring. 	No additional active monitoring required	Maximal risk reduction

Results Reporting and Attestation

All COVID test results, and all symptoms experienced during quarantine **MUST** be reported to the CCA School Nurse promptly. If the 7 day or 10 day quarantine option is selected, the parent or guardian must complete the on-line [CCA Attestation Form](#) confirming the student has been without symptoms. *These guidelines are subject to change based on observational and published data obtained by the school.*

These guidelines have been approved by the CCA Board of Directors, CCA Head of School, CCA Consulting Physician and CCA School Nurse, January 2021.



Massachusetts COVID-19 Travel Order

At the beginning of the 2020-2021 school year, Covenant's Board of Directors made the decision to meet or exceed the COVID-19 safety guidelines required by the State of Massachusetts. This document seeks to provide clarity on one particular requirement that we receive frequent questions around, **The Massachusetts COVID-19 Travel Order**.

The MA COVID-19 Travel Order reads:

"All visitors entering Massachusetts, including returning residents, who do not meet an exemption, are required to:

- Complete the Massachusetts Travel Form prior to arrival, unless you are visiting from a lower-risk state designated by the Department of Public Health.
- Quarantine for 10 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival, or upon arrival in Massachusetts.
- If your COVID-19 test result has not been received prior to arrival, visitors, and residents must quarantine until they receive a negative test result.
- Failure to comply may result in a \$500 fine per day."

A few points of helpful clarification:

1. As mentioned above, CCA adheres to the MA COVID-19 Travel Order. Since the travel order and exemptions are subject to updates, please read the most recent version at <https://www.mass.gov/info-details/covid-19-travel-order>
2. In addition to the state form, please also fill out the [CCA Travel Log Form](#).
3. CCA students traveling outside of MA, who do not meet an exemption, need to produce a negative PCR COVID-19 test (or complete a 10 day quarantine) before returning to campus. Test results should be emailed directly to our school nurse, Christen Ashley: school.nurse@ccamail.org. [Stop the Spread](#) sites are recommended for PCR testing as they are free with a fast turnaround time.
4. Any student returning from international travel will be required to obtain a PCR test no sooner than 5 days after returning to the United States, with a negative test result being provided to the nurse before returning to school.
5. Please see the mass.gov website for details about current exemptions which include traveling to a lower risk state, transitory travel, persons commuting to work or school, patients seeking or receiving medical treatment, military personnel, workers providing critical infrastructure service, and same day trips for critical life activities, which include:
 - Grocery shopping, visits to pharmacies, attending appointments with licensed health care providers including medical, dental, or mental health, visiting persons receiving treatment in hospitals or residing in congregate care settings, attendance at day care or children's camps, attending religious services and funerals or memorial services, or attending to the care needs of family members.
6. Recreational and social activities **do not qualify** as "critical life activities" as interpreted by the CCA Board of Directors. These include, but are not limited to, skiing, shopping for non-essentials,

social visits, hiking, sight-seeing, and dining. Additionally, staying at a rented or owned property overnight in a “higher risk state” is not listed as an exemption by the State, as interpreted by the CCA Board of Directors.

7. Please note, the burden of eligibility lies with any individual/family claiming to meet the requirements for any exemption outlined in the government policy. In the event you have a special situation which you believe qualifies for an exemption, but is not specifically listed, please seek counsel from your local or state DPH to ensure it meets the requirements for any state issued exemptions.. Individuals will need to attest to having sought counsel from the DPH and provide a written statement explaining eligibility.
8. A statement of explanation identifying the additional exemption and reasons for qualification must be submitted to the school.
9. If an additional exemption is accepted by the school, a commitment must be made to adhere strictly to all additional guidelines for travel provided by both the sending and receiving states.
10. If the school becomes aware of any violations, we have an obligation to ensure that the travel order requirements, including testing or quarantine, are met prior to return to in-person learning.

It is our sincere desire to implement safety measures as a school that help mitigate risk and keep our entire community safe. It is in this spirit that we have chosen to follow and enforce these State Guidelines within our school community. We ask that, as a member of our community, you choose to willingly comply with these guidelines as a way of prioritizing the good of the community. Thank you.

Updated 1/4/2021



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CHRISTIAN ACADEMY

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