



## DILLINGHAM ADVENTIST SCHOOL | NEW PROCEDURES AND POLICIES 2021-2022 SCHOOL YEAR

REGISTRATION-ORIENTATION AUGUST 11 | 5:30PM

### **Covid-19 Prevention: Procedures and Policies**

The Dillingham Adventist School is a very small one teacher Seventh-day Adventist school that aims to provide quality academic services to all our students. We encourage academic achievement by recruiting volunteer support staff to provide the teacher with the time needed to prepare by performing or assisting in the performance of various duties. As a small private school in a rural community of Alaska, parent involvement is imperative to the daily operations of the school. Parental involvement will assist greatly in various areas.

This document aims to present school infectious disease policies and to give administrators, faculty, staff, parents and students a tangible tool for coping during the pandemic. These policies are subject to change as new information becomes available through the Alaska Conference, North America Division Education Department or Adventist Risk Management or CDC/ local health services. The policies in this document will also apply to any highly contagious disease outbreaks in the State of Alaska or its surrounding areas. The policies listed in this document become null and void a month after the COVID-19 pandemic, or any infectious disease, ends unless otherwise advised by any governing body.

Prevention is our aim in responding to an infectious disease pandemic. Communication and monitoring is the key to ensure adherence to infection prevention guidelines. Team work is vital for success in preventing the spread. The core activities for infection prevention and control is one that allows persons to develop a sense of responsibility and promote a culture of safety. By using evidence-based practices and procedures that, when applied consistently in any setting, can prevent or reduce the risk of transmission to students and staff. The goal of these new policies and procedures is to prevent transmission by applying a number of strategies and through behavior change.



The Dillingham Adventist School sees as their responsibility to

- I. Promote the following hygienic practices:
  - Hand and respiratory hygiene
  - Wearing of masks
  - Physical distancing
  - Encouraging non sharing of masks
- II. Ensure support of students and staff with special needs/ at risk.
- III. Maintain open communication with parents.
- IV. Prevent overcrowding: Staggering lessons breaks and lunch times.
- V. Reduce overcrowding and loitering at the exits and in hallways.
- VI. Promote adherence to infection Prevention and Control Guidelines.

The School will implement the monitoring of students and employees' temperature and assess symptoms prior to them starting the day.

The Dillingham Adventist School support staff will provide Covid prevention assistance in the following ways:

- Getting the classroom ready for lessons by sanitizing all surfaces between activities.
- Supervising handwashing and hand sanitizing
- Supervising student indoor and outdoor interaction to ensure social distancing protocols are followed.

In the event that the school year begins or ends with distance learning, by order of any governing body, the duties of the academic support staff will remain with the exception of supervision protocols and sanitations. All lessons will be moved to video calls, voice calls, video recordings and/or subject packets as deemed necessary.

# 2021-2022 Support Staff

Support staff academic responsibilities:

Mathematics: K-8th Amelia Alarcon Bustos

Spelling and Phonics: K-8 Shirley Williams

Teacher's Aide: PreK Gina Parker

To boost the teaching and learning program we will also incorporate the services of Vincent Henry Consulting LLC to address various points of mental health vulnerability such as learning, behavioral and social problems.

## Pandemic Policies:

- Medicinal grade air purifiers will be used throughout the school day.
- Entry to the facility during the school day will be further restricted.
- All persons will be required to have their temperature checked and logged prior to entering the facility. Students' and staff's temperatures will be checked at lunch time. If an individual's temperature is  $\geq 100^{\circ}\text{F}$  the individual must leave and may only return if they hold recent proof of health.
- All persons will be required to sanitize their hands on entering and exiting the building.
- All persons will be required to wash their hands at the change of each activity/session.
- Teachers and students will be required to wear masks indoors.
- All individuals must be given at least four  $\geq 30$  minute sessions for outdoor deep breathing.
- Students will not be allowed to share food not individually packaged and cleaned.
- Anyone who has recently had close contact with a person with COVID-19 must stay at home and self quarantine if contacted by Public Health.
- If an individual is found to be infected the school will inform parents, Public Health, the school board and the Alaska Conference Education superintendent. The school will be thoroughly sanitized before allowing students back in the building.



To have a safe and secure school environment where all stakeholders are comfortably involved in the teaching/ learning activities whether face to face or virtually. The following changes have been made or are being made to the Facility and Operating procedures:



- A timetable to reflect and facilitate the regular cleaning, sanitizing, temperature checks and other operations of the school.
- Hands free soap dispensers installed at all sinks
- Hands free hand sanitizer dispensers installed at the main entrance.
- To expand the learning space for social distancing, 'walk throughs' were placed between rooms 1 and 2 and between rooms 2 and 3.
- The school arranged to accommodate cycle sessions and
- An area to accomadate isolation if deemed necessary.

The school currently operates on a straight day basis (8am-3pm) and there are no plans to modify this structure. However, during this time, the school will offer an optional service of distance learning to registered students who are not ready to participate in masked in-class interactions.



**Drop off Protocol: Students must wait on the porch or in entry until their temperature is checked and logged. If they do not have a fever they may enter, sanitize, put their personal items a way, sanitize again and read or journal quietly. The doors open at 7:45am and close at 8:15am.**



**Pick Up Protocol: Parents are being asked to wait in the cars for their child/ren. Students will be sent out in an orderly manner at 3pm Monday to Thursday and 12pm on Fridays. (If you need your child/ren before 3pm kindly call ahead and again when you are in the parking lot. We will have your child ready for pick up.**

*Parents are being asked to help with supplying products such as: hand soap, bleach/cleaner, paper towel rolls, Lysol spray, and Lysol wipes. Your support and cooperation is highly appreciated.*



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### **New Schedule 2020-2021**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:45am-8:00am	A R	R I	V	A	L
8:00am-8:30am	D E	V O	T I	O	N
8:30am-9:00am	OUTDOOR	DEEP	BREATHING	SESSION	(morning recess water break)
9:00am-9:45am	Cycle Sessions	Cycle Sessions	Cycle Sessions	Cycle Sessions	Music
9:45am-10:00am	OUTDOOR	DEEP	BREATHING	SESSION	(handwriting and water break)
10:00am-10:30am	Cycle Sessions	Cycle Sessions	Cycle Sessions	Cycle Sessions	Art
10:35am-11:20am	walk	walk	walk	walk	(handwriting)
11:00-12am	Cycle Sessions	Cycle Sessions	Cycle Sessions	Cycle Sessions	Bible
12:00am-1pm	L	U	N	C H	CHORES/ Evening Prayer
	C H	O	R E	S	

<b>1pm-1:30pm</b>	Cycle Sessions	Cycle Sessions	Cycle Sessions	Cycle Sessions	
<b>1:30pm-1:55pm</b>	Outdoor	math	practice	SESSION	
<b>2pm-2:25pm</b>	Cycle Sessions	Cycle Sessions	Cycle Sessions	Cycle Sessions	
<b>2:30pm-2:55pm</b>	Cycle Sessions	Cycle Sessions	Cycle Sessions	Cycle Sessions	
<b>3pm</b>	Evening Prayer	Evening Prayer	Evening Prayer	Evening Prayer	

**Cycle Sessions:** Group A: Grades 5-9, Group B: Grades 3 & 4, Group C (a): Grade 1, Group C (b) Grade 2

Each station will be cleaned before the next group arrives. All students must wash their hands between sessions. After lunch and chores; students must take off their masks and place them in a zip lock bag, wash both their hands and faces then replace their masks with a clean mask.

*Kindergarten students will not be cycled from teacher to teacher with the exception for Bible. They will join Group C as C (K) for Bible.*

**All Deep Breathing Sessions are done without masks outdoors.** Students will drink water during these times.

1<sup>st</sup> Session: Morning Recess/Free Session (outdoors)

2<sup>nd</sup> Session: Handwriting/ 9<sup>th</sup> Grade continues Algebra 1 (outdoors)

3<sup>rd</sup> Session: Walk/ Physical Education (outdoors)

4<sup>th</sup> Session: Math Practice/Complete Incomplete Assignments/ Edible and Medicinal Plants/ Elective (outdoors)

**On Fridays Grade 9 students will do Community Service, Study Hall and 2<sup>nd</sup> Elective.**

*At any time during the following group cycle sessions, instructors may work with students outside if the weather permits*

**Morning Cycles**

Group B: Social Studies

9:00am Group A: Math/ Algebra1

Group C: Bible

Group B: Spelling and Phonics

Group C: Guided Reading

10:00am Group A: Spelling and Phonics/ Computer Literacy

Group B: Guided Reading

Group C(a) & C(b): Math

11:00am Group A: Guided Reading/English/ English 1

Group B: Math

Group C(a) &C(b) Spelling and Phonics

**Evening Cycles**

1:00-1:30pm Group A: Bible/ Encounter 1

Group B: Science

Group C: Social Studies

2pm-2:30pm Group A: Social Studies/ Elective

Groups B: Bible

Group C: Science

2:30pm-3pm Group A: Science