

**UPDATED**

**AUGUST 9, 2020**



**RETURNING SAFELY TO**



**METRO  
CHRISTIAN  
ACADEMY**

**2020-2021**



# RETURNING SAFELY TO METRO CHRISTIAN ACADEMY

Metro Christian Academy's *Return to School* protocol is set-up to get us here and to keep us here.

We are committed to our *Return to School* being as soon as possible, as much as possible, as normal as possible, and as safe and sustainable as possible.

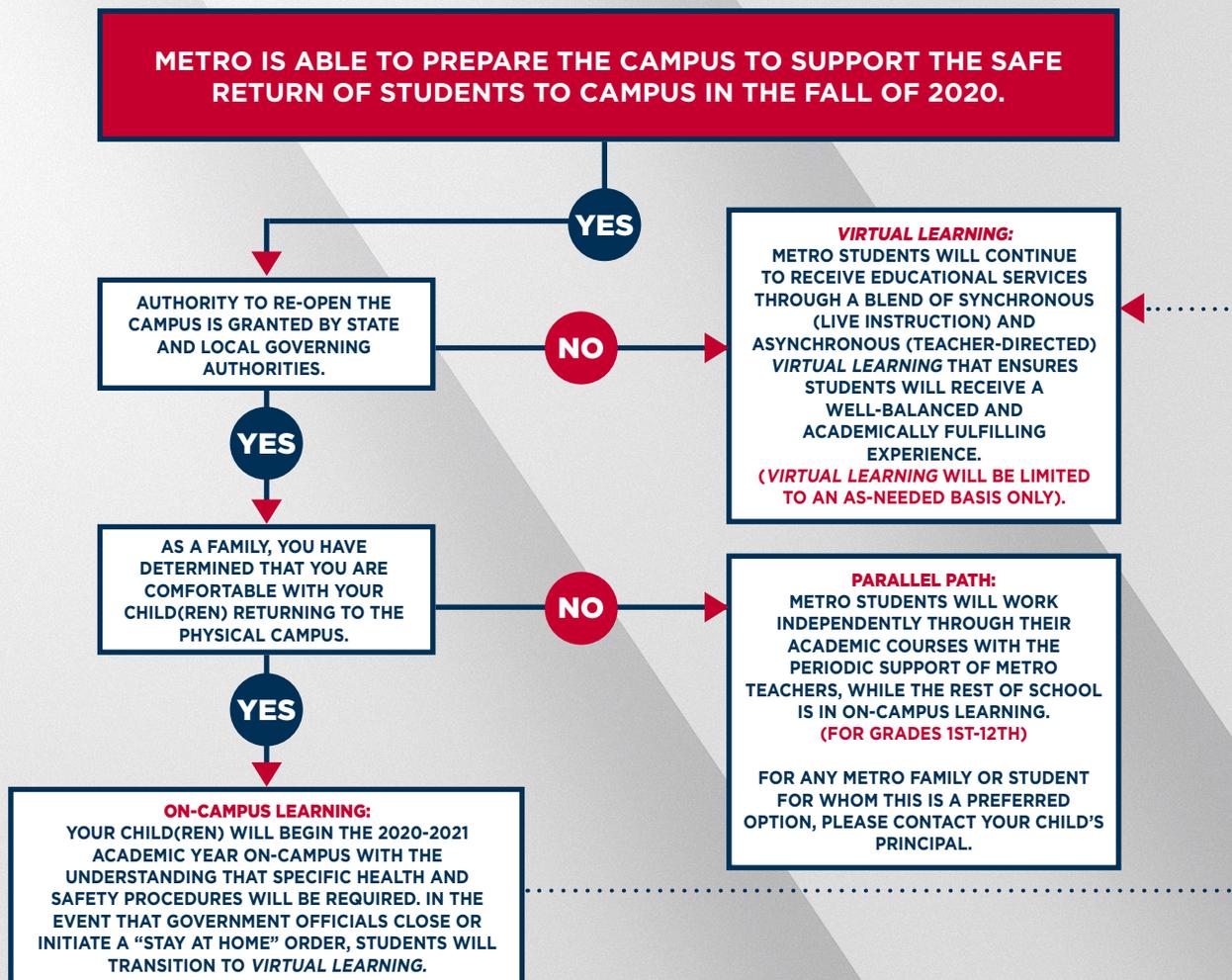
**Metro plans to return to school on Wednesday, August 12 for grades 6th thru 12th and Thursday, August 13 for grades P3-5th.**

This *Return to School* document communicates protocols of our reopening plan for the 2020-2021 school year. The plan dynamically reflects current information, guidelines, and best practices.

At Metro, our community works together to challenge the mind, grow the heart, and nurture the spirit. To open our campus safely, we will implement the following guidelines, policies, and procedures. We will continue to refresh this plan, as we together respond to changing conditions and updated guidance. As a community, we look forward to moving forward together!

The Metro campus is a special place with a team of educators that is second-to-none. While we are committed to spending as many days on campus this school year as possible, we are also committed to *the pursuit of excellence through Christ* - no matter the platform of delivery.

## METRO'S REENTRY SCENARIOS





# PRINCIPLES FOR REOPENING CAMPUS

Metro Christian Academy is committed to providing our *entire* array of academics, arts, athletics, and other activities on campus to whatever extent we can within a “Healthy Only” framework. Among other things, this requires that both parents and employees ensure *only healthy individuals* are permitted on campus. “Healthy Only” provides both the optimal level of safety and normalcy, and also places an appropriate level of responsibility on families and employees to remain at home whenever symptomatic and/or having been significantly exposed to others who are.

We will be *in-person* as much as possible. We will accomplish this by being prepared, flexible, and safe. Our priorities continue to include: preparing every student for optimal success and growth; teaching, learning, and working together in-person as much as we can; planning and preparing for pertinent and strategic alignment with biblical principles, best practices, board policies, and guidance from health experts.

THIS PLAN WILL ENSURE THE SCHOOL HAS POLICIES AND PROCEDURES TO MANAGE THE POTENTIAL IMPACT OF COVID-19 AT METRO TO:

- PROMOTE GOOD HEALTH AND HYGIENIC PRACTICES TO KEEP OUR COMMUNITY SAFE
- DEFINE ADDITIONAL MEASURES TO MANAGE AND MAINTAIN THE CAMPUS IN RESPONSE TO COVID-19
- REDUCE THE RISKS OF EXPOSURE OF COVID-19 TO FACILITY, FACULTY, FAMILIES, STUDENTS, AND STAFF
- ENSURE THE SCHOOL HAS THE TOOLS AND SUPPLIES NECESSARY
- PROVIDE NECESSARY TRAINING TO SCHOOL PERSONNEL, STUDENTS, AND FAMILIES

## FIRST DAYS OF SCHOOL

Our teams are preparing for students to return to campus on August 12, 2020 for the first day of school. As we move forward in planning and preparing, we will closely monitor and follow the guidelines and recommendations as they are released by the THD, CDC, AAP, ACSI, and other pertinent local and national authorities.

We anticipate ending the school year as planned on Friday, May 28, 2021. While our priority is to be on campus as much as possible, we are also preparing for potential adjustments and contingency calendar considerations. As always, we will communicate with you and provide families with updated information as it becomes available and when it is pertinent.

# ▶ ACADEMIC PURSUIT

Metro Christian Academy's campus is a special place with a team of educators that is committed to *the pursuit of excellence through Christ*. While we acknowledge that we want to spend as many days as possible *on-campus* this year, we are committed to optimizing any *Virtual Learning* experiences, as well.

Metro has developed a 3-Level framework that allows the school to pivot immediately and to toggle seamlessly between platforms—as necessary.

## LEVEL 1

### AS MUCH AS POSSIBLE

- Students on-campus
- No physical distancing requirements
- Extra sanitizing measures
- Arts, athletics, and extracurriculars as usual

## LEVEL 2

### STARTING SCHOOL THIS WAY

- Students on-campus with physical distancing as required; masks and/or face coverings as required
- Extra sanitizing measures
- Arts, athletics, and extra-curriculars as advised by OSSAA, local, and health authorities
- Students who may need to work from home—or, even entire classes who may need to do so (as medically warranted) — can toggle to *Virtual Learning*, even as the rest of the school attends physical classes.

## LEVEL 3

### ONLY AS NECESSARY

- Students and faculty engaged in enhanced *Virtual Learning*
- Metro's mission, motto, and mandate do not change as students toggle to *Virtual Learning*
- We are committed to continuing to enhance the delivery of both the education and the experience of each student in our community.

If a student is *not* able to come to campus for any medical reason, Metro will provide real-time as well as asynchronous access to *Virtual Learning* via livestream, allowing students to access their classroom virtually while maintaining their daily learning schedule. Additionally (whether Metro is at Level 1, 2, or 3), parents of 6th-12th grade students have the option to choose the Parallel Path of *Virtual Learning* per the traditional tuition schedule upon request—as arranged with the student's principal.

Metro anticipates beginning school at **Level 2** on Wednesday, August 12 for grades 6th thru 12th and Thursday, August 13 for grades P3-5th. At this time, we will not be changing the start or end dates for the 2020-2021 school year. While some schools in the area may choose this option, we think that for Metro, it is neither necessary nor optimal since we have the capacity to have all of our students on campus from the start. Should this change; we would notify you immediately of this adjustment.



## STUDENT PLACEMENT

Grade level teacher teams work with our administrative team to prayerfully and carefully consider gender distribution, academic achievement, development and social maturity, learning styles, friendships, and equitable class sizes at each grade level. We review admissions documents and recommendations to help us assign new students.

If for some reason you are initially dissatisfied with your child's placement, please pray first, and remember that it is difficult, if not impossible, to make changes, since so many factors have been considered. We are working very hard to build a caring community that fosters friendships within the entire grade level.

## MORNING DROP OFF



- **P3 AND PREK DROP OFF: WEST MAC ENTRANCE:**  
Although we are attempting to minimize contact, P3 & PreK parents are welcome to drop off and pick up at classroom doors. Parents are requested to wear a face covering, keep the visit brief, and stay in this part of the building only.
- **K-5TH DROP OFF: EAST ENTRANCE:** (Covered walkway across from playground).
- Parents of **KINDERGARTEN AND NEW STUDENTS** are welcome to walk children to class for the *first two days* of school.
- Beginning the week of August 17th, K-5th students will be dropped off and picked up outside. Teachers and staff will be available to help students enter and exit.

## AFTER SCHOOL PICK UP



- **P3 AND PREK PICK UP: WEST MAC ENTRANCE:** (Across from Football field). Children may be checked out directly from the classrooms unless attending PACK or other arrangements have been made with the teacher.
- **K-4TH PICK UP: EAST ENTRANCE:** (Covered walkway across from playground).
- **5TH PICK UP: WEST ENTRANCE:** (Near the main cafeteria & across from Football field).
- **Please display the student's last name with a visor or mirror hang tag/sign.**
- Please inform the teacher in writing of friends/relatives approved for pick-up.
- We respectfully request that families leave campus upon dismissal (unless in PACK or other school-sponsored activities).
- Gyms and playgrounds will be closed after school unless reserved for a school-sponsored activity.
- PACK (Patriot After Care for Kids) is available beginning after school and until 5:30pm. (Questions? Please stop by Leann Cherry's office during Meet the Teacher, or connect via email: [lcherry@metroca.com](mailto:lcherry@metroca.com))



## LUNCHES | SNACKS

- P3 & PreK students will eat in the MAC. K-5th will eat in the cafeteria.
- Students will be appropriately distanced and sit with homeroom friends.
- Students may purchase lunches from Benchmark (food service provider) or bring lunches from home.
- All elementary classrooms (snacks and party foods) and lunches are nut-free.
- Approved snack and party food lists are posted on the portal or available at Meet the Teacher.

## FACE COVERINGS

- MCA will provide 2 buffs for every student. Parents are welcome to send additional masks or buffs.
- Face coverings will follow free dress guidelines - students are welcome to select their favorite colors! (Please no inappropriate messages or logos).
- Teachers will wear a face covering/shield when not appropriately distanced from others.
- P3-3rd students will wear buffs/masks in common areas, large groups, and during hall transitions. Guidelines will be adjusted for PE, Lunch, and recess.
- 4th-5th students will wear buffs/masks in common areas, large groups, during hall transitions, and when not physically distanced within classrooms. Guidelines will be adjusted for PE, lunch, and recess.

### Philippians 4:4-6

“Rejoice in the Lord always. I will say it again: Rejoice! <sup>5</sup>Let your gentleness be evident to all. The Lord is near. <sup>6</sup>Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God.”





## IMPORTANT INFORMATION

- We have made some modifications to our schedule pick-up process for this year. Schedules will be emailed to families next week. We will use an electronic schedule change request form for those that are in need of a change. Items that would normally be picked up at schedule pick-up will be placed in your student's locker. Students will have an opportunity to come and put items in their locker before school starts. Be on the lookout for more information about these items next week.
- Please be sure to have your child complete their summer reading assignment. The assignments were included in last week's Metro Minute.
- School supply lists were also included in the Metro Minute. Please know that there may be some adjustments to the list due to increased technology use and faculty assignments.
- Middle School students will receive their school issued Chromebooks on the first day of school in their English class. Please look for an update next week on an agreement form that will need to be completed for your child to receive their Chromebook.
- High School students will need to bring their own device. Student's will need either a laptop computer or tablet with Bluetooth keyboard. A cell phone will not meet the requirements. If you would like to rent a laptop from the school, please email [MCALaptop@metroca.com](mailto:MCALaptop@metroca.com).

## BELOW IS OUR MODIFIED ORIENTATION SCHEDULE

- **New 6th - 12th Metro Student Orientation. (New to Metro families only) Monday, August 10th 8:30AM - 9:30AM in the MCA Auditorium.**
- **6th Grade Prepared Patriot (Students only) 10:00AM - 11:30AM Monday, August 10th. Please use the basement east entrance to drop off your child.**
- **6th Grade Parent Zoom Meeting 6:30PM-7:30PM Monday, August 10th. Here is the link for that meeting: <https://us02web.zoom.us/j/89943656457?pwd=WGxjMkwxcG5rMWIJNUIzMmkzb3V2UT09>**
- **9th Grade Parent Zoom Meeting 7:30PM-8:30PM Monday, August 10th. Here is the link for that meeting: <https://us02web.zoom.us/j/86928593827?pwd=SGpxZE9TWBkQU93MzdSvkZKaXIYZz09>**

## DIGITAL PLATFORMS

In order to ensure a smooth transition at any time in the future that the school may need to shift from campus-based to *Virtual Learning* instruction (only as necessary), all teachers will be proficient in the use of the following online tools.



THE LEARNING MANAGEMENT SYSTEM (LMS) FOR GRADES P3-2ND WILL BE SEESAW, AN ONLINE PLATFORM FOR VIEWING VIDEO LESSONS AND UPLOADING STUDENTS' DOCUMENTATION OF WORK (PICTURE, VIDEOS, ETC.)



THE LEARNING MANAGEMENT SYSTEM (LMS) FOR GRADES 3RD-12TH IS GOOGLE CLASSROOM. STUDENTS ARE ACCUSTOMED TO MANAGING THEIR WORK, DISCUSSIONS, AND ASSIGNMENTS THROUGH THIS PLATFORM. GOOGLE CLASSROOM WILL BE UTILIZED TO HOUSE ALL CLASS ASSIGNMENTS, VIDEOS, ANNOUNCEMENTS, AND COMMUNICATIONS REGARDING ASSIGNMENTS.



THE STUDENT INFORMATION SYSTEM (SIS) FOR ALL GRADES (P3-12TH) IS VERACROSS. VERACROSS WILL HOST ALL GRADE-BOOK INFORMATION, ACADEMIC RECORDS, ATTENDANCE, TUITION AND INCIDENTAL BILLING, PARENT AND STUDENT PORTALS, AND PARENT COMMUNICATION.



ZOOM IS A VIDEO CONFERENCING PLATFORM THAT CAN BE USED TO PROVIDE **LIVE** (SYNCHRONOUS) VIRTUAL CLASS MEETING SPACE SIMILAR TO GOOGLE HANGOUT/MEET.



CHROMEBOOKS WILL BE UTILIZED ONE-TO-ONE FOR 2020-2021 FOR GRADES 3RD-8TH. GRADES 9TH-12TH WILL CONTINUE TO UTILIZE A **BYOD** (BRING YOUR OWN DEVICE) PROTOCOL.



SWIVL, A MOTION AND VOICE-ACTIVATED VIDEO REVIEW AND COLLABORATION SOLUTION, WILL BE UTILIZED BY TEACHERS TO SHARE THE CLASSROOM EXPERIENCE WITH REMOTE STUDENTS. IT USES MULTIPLE MICROPHONES AND A VIDEO SYSTEM TO SHARE AND RECORD THE TEACHER/STUDENT LESSONS.

Metro Christian Academy is installing software for all Metro Google account logins which will monitor internet activity as well as non-approved access to email and Google Drive. This will ensure student electronic files are not accessed by unauthorized users. This software includes a parent portal where parents can view available reports.



## +METRO IS

- + **EDUCATING** EMPLOYEES, STUDENTS, AND THEIR FAMILIES IN HEALTH HYGIENE AND OTHER PREVENTATIVE MEASURES;
- + **FURNISHING** FACE COVERINGS FOR STUDENTS, FACULTY, AND STAFF;
- + **MAINTAINING** HEALTHY ENVIRONMENTS WITH CLASSROOM AND CAMPUS FACILITY UPDATES, CLEANING AND SANITIZING PROCEDURES, AND ADEQUATE DISINFECTING SUPPLIES;
- + **MAXIMIZING** PHYSICAL DISTANCING AND RESTRICTING CAMPUS VISITORS;
- + **MODIFYING** ATTENDANCE POLICIES TO ENCOURAGE STUDENTS AND EMPLOYEES TO STAY HOME IF THEY ARE SICK OR HAVE HAD CLOSE CONTACT WITH SOMEONE WHO IS SICK;
- + **MONITORING** ILLNESS-RELATED ABSENCES AND EVALUATING THE NEED FOR CHANGES IN RESTRICTIONS;
- + **MODIFYING** FOOD SERVICE PROCEDURES AND SPACE PLANNING;
- + **DEVELOPING** A CONTINGENCY PLAN FOR VIRTUAL LEARNING AND/OR A HYBRID ON-SITE INSTRUCTION SCENARIO.

## ATTENDANCE POLICY

Due to the COVID-19 pandemic, Metro Christian Academy will be more lenient regarding illness-related absences for the 2020-2021. If your child is ill, please keep him/her home, and let the school nurse know. Metro will work with your family and student to make-up work missed if absences accumulate. Absences due to Health Screening restrictions will not be counted as school day absences.

## PREPARING FOR ADJUSTMENTS

Metro is hopeful that we can be on campus for majority of the school year, but we are also preparing for any need to deliver *Virtual Learning* intermittently, as well. While Metro cannot predict all of the scenarios and situations that may arise this year, if the school is informed of a confirmed diagnosis of COVID-19 in our community (e.g. student, parent/guardian, or employee), Metro will determine the appropriate course of action, in conjunction with state and local health authorities.

We are committed to providing the opportunity for our students to experience on-campus learning in a safe environment for the entire school year. By working together as a community, we can reduce the impact of COVID-19. So, thank you in advance for partnering with us and these guidelines and protocols.

## LOCKERS BACKPACKS

To help maintain physical distancing and to minimize hall congestion, middle and high school students will be encouraged to take backpacks to/from classes. Elementary students will keep personal belongings in cubbies (P3-K) and in homeroom classrooms (grades 1-5).

# ▶ ACADEMIC CONTINUITY



## CHAPEL

Chapel services for P3 through 12th grades will continue to be held at Metro with any pertinent physical distancing and/or mask guidelines in place. All Chapel seating will follow sanitizing protocols between each chapel. Anyone in attendance is required to appropriately physically distance and/or mask, and live streaming will be available. (Until further notice, parents and other guests will be asked to attend via live streaming.)



## FINE ARTS

Metro anticipates continuing to offer our entire Fine Arts programming. However, we will determine details of the performance, including audience size, etc. closer to the individual events in compliance with the most current guidelines. The school is prepared to use video technology to live stream performances if necessary and as a viewing option, as well.



## ELECTIVES + SPECIALS

Metro plans to provide our full slate of specials and electives whether on-campus or toggling to *Virtual Learning* for 2020-2021. For elementary school, when viable, departmental teachers will teach in the homeroom classroom or outside. If common spaces are utilized, they will be sanitized after each class.



## PACK • PASS 1 DAY PATRIOT PROGRAMMING

Metro is committed to providing options for parents who need extended care hours after school. All after-care groups will be designed to comply with guidelines at the time. Please note, this may restrict “drop-in” availability, thus potentially making after-care available only to those who are registered for it each day per the weekly advanced sign-in protocol. As part of our safety guidelines, only pre-packaged snacks and drinks will be offered. More information will be provided as it becomes available.



## FOOD SERVICE

At this time, Metro plans to offer a schedule, which would allow for physical distancing for our students during the lunch period(s). The MAC, the small gym, and even some classrooms may be utilized for certain grades to increase spacing options, until physical distancing requirements have been lifted.



# ACADEMIC CONTINUITY



## ATHLETICS

Metro plans to provide a full athletics program for 2020-2021. Metro will comply to OSSAA guidelines, the Tulsa Health Department, the Oklahoma Health Department, and Metro's own *Return to Athletics* protocols.

Everyone's safety is the highest priority for Metro Christian Academy while on our campus, and we are doing our very best to meet all suggested and mandated requirements to stop the transmission of the COVID-19 virus. Please support our efforts by following the guidelines listed below.

## WHAT METRO HAS BEEN DOING AND WILL CONTINUE TO DO IS:

- STAY CURRENT ON THE LATEST NEWS AND BEST PRACTICES REGARDING COVID-19 AND SCHOOL OPERATIONS.
- SANITIZE - DAILY CLEANING AND SPRAYING OF THE BUILDING AND SPECIFIC HOT SPOTS OR HIGH USE AREAS.
- DAILY SYMPTOM INQUIRY - TEMPERATURE CHECKS, SCREENING QUESTIONNAIRE, MASKING AS APPROPRIATE.
- OTHER OPTIONS THAT WE ARE DOING OR IN THE PROCESS OF COMPLETING - TOUCHLESS ENTRY WAYS, TOUCHLESS LIGHT SWITCHES, INCREASED AIRFLOW, MASS TEMPERATURE CHECKING AND ASSIGNED CONTACT TRACING.
- NEGATIVE AIR FLOW SPACE PROVIDED OUR NURSING STATION, INCREASED AIR CIRCULATION IN OUR WEIGHT ROOM, UPGRADED FILTRATION SYSTEM.

At the forefront of most of the debates surrounding COVID-19, the wearing of masks and social distancing seem to be at the top of list. Regardless of our individual beliefs on these two subjects, the (NFHS) National Federation of High Schools simply states that, "decreasing potential exposure to respiratory droplets is the guiding principle behind social distancing and the use of face coverings. The use of cloth face coverings is meant to decrease the spread of respiratory droplets". Please know that any of the guidelines are subject to change based on any updated COVID-19 information



# ACADEMIC CONTINUITY



## BUILDING ACCESS

All students, parents, employees, and visitors will enter the main Metro Christian Academy building through designated entrances.

Temperatures will be taken and anyone whose temperature exceeds 100.4 degrees will not be allowed in the building and asked to leave campus. Information will be obtained for contact tracing purposes.

Face coverings will be required per city ordinances, unless medically waived. If a waiver is applied, then the individual not wearing a face covering must maintain a social distance of at least 6' from others.

Face coverings must be neutral, or MCA branded. No personal or product endorsements may be on the face coverings.

Some seating sections may be marked off as unavailable.

## LOCKER ROOMS

Will be sanitized 2x per day electrostatically and chemically after each practice. Masks will be worn while in the locker room.

Supervised access will be allowed only during the practice times. Equipment and personal items cannot be stored overnight due to sanitation procedures.

Visiting teams, e.g. volleyball, will be asked to arrive prepared to play and will not have access to locker rooms.

We will limit the number of student athletes in the locker room by sport or activities. This will be communicated to parents by the coach once the number of athletes and corresponding practices are identified.

## PRACTICES

- Masks to be worn for indoor practices.
- No sharing of towels, apparel, equipment or personal items.
- Athletes are asked to bring their own water.

Please contact [covidinfo@metroca.com](mailto:covidinfo@metroca.com) or 918.745.9868 Ext. 208 for any questions.



# ACADEMIC CONTINUITY



## TRANSPORTATION

Metro will coordinate transportation for games. Face coverings will be mandated when traveling in MCA provided transportation.

Parents may transport to and from contests. Please coordinate and communicate with the coach or sponsor.

## GAMES

At this time, spectators will be allowed if COVID-19 protocols, as directed by MCA, are followed.

Staff and players will be required to wear face covering during all pre-game activities and when moving in the common areas, e.g. locker rooms, bathrooms, training rooms. Once the contest begins, staff and players may remove their face coverings.

Face coverings may be removed, for outdoor events only, if 6' of social distancing can be maintained.

Visiting teams, e.g. volleyball, will be asked to arrive prepared to play and will not have access to locker rooms.

## TRAINING ROOM

Access will be limited by injury and designated by the MCA athletic trainer. All persons entering the training room will be required to wear a mask.

### **AN EXCITING UPDATE FROM OSSAA:**

“We want to assure you that the Staff and Board of Directors at the OSSAA are committed to providing every opportunity for participation in a safe and balanced manner.... Our current plan is to move forward with our regular slate of activities beginning fall seasons and activities, with the understanding that at times, we may have an interruption in the normal progression of those activities, or even a delayed start to some activities. We are prepared to handle the fluidity of the situation by extending seasons, delaying championships, or in the most desperate of circumstances, moving activities to a season other than the one in which they normally occur. It is important to note that this measure will be reserved for a situation in which there are no other options. At this time, there are no plans to do anything but proceed as normal. Should it become necessary, all member schools will be notified of any adjustments that may be made to an activity. We are, and will remain committed to providing the opportunity for students to participate in activities as normally as possible.”



# ACADEMIC CONTINUITY



## EQUIPMENT

Coaches will sanitize any shared equipment during or between practices and games.

## FACILITY RENTALS

MCA will not allow organizations outside of MCA to rent any athletic facilities at this time.

## BOOSTER CLUBS

Only pre-packaged meals/snacks/drinks may be provided for pre and post-game meals.



## VIRTUAL LEARNING

Despite and irrespective of our best efforts to minimize the transmission of COVID-19 on campus, it is possible that a surge in Coronavirus outbreaks could impact on-campus learning and activities. In the event that the School is required to limit or restrict access to campus or parts of campus, Metro Christian Academy will transition to *Virtual Learning*.

Prior to and during any period of temporary *Virtual Learning*, Metro is committed to:

- COMMUNICATING WITH FAMILIES ABOUT THE POTENTIAL OF CAMPUS CLOSURE;
- COMMUNICATING WITH FAMILIES ABOUT PLANS FOR *VIRTUAL LEARNING*;
- ESTABLISHING PROTOCOLS FOR FAMILIES TO RETRIEVE BELONGINGS;
- PROVIDING ALL STUDENTS A HIGH-QUALITY *VIRTUAL LEARNING* EXPERIENCE.



## PARALLEL PATH

- PARALLEL PATH IS A FULL-TUITION, VIRTUAL ALTERNATIVE TO IN-PERSON LEARNING FOR STUDENTS ENTERING 1ST - 12TH GRADES.
- PARTICIPATING STUDENTS WILL REMAIN ENROLLED AT METRO CHRISTIAN ACADEMY.
- MOST LEARNING ACTIVITIES WILL BE ACCESSED VIA ONLINE PLATFORMS.
- PROGRESS WILL BE MONITORED BY A CERTIFIED METRO TEACHER.
- METRO WILL ISSUE INDIVIDUAL DEVICES AS REQUESTED.
- PARTICIPATION REQUIRES A 9-WEEK COMMITMENT.
- PLEASE CONTACT YOUR CHILD'S PRINCIPAL. SPACE MAY BE LIMITED.

## ENSURING A HEALTHY CAMPUS

The Metro Christian Academy campus will look and feel a little different for the 2020-2021 school year.



### SANITIZING AND CLEANING PROTOCOLS MEETING CDC GUIDELINES

Negative airflow is being implemented in certain locations of the facility as warranted.

Electrostatic misters will be used to disinfect the facility throughout the day to sanitize large spaces and surfaces.

The entire facility will be thoroughly disinfected daily, including but not limited to handrails, doorknobs, light switches, cafeteria, playground equipment, classrooms, restrooms, etc.

Hand sanitizers will be positioned throughout the school building and entrances.

Touchless entry and lights will be utilized where feasible.

Air filtration improvements are in process throughout the building.



### SANITIZING AND CLEANING HANDS

Hands-free hand washing stations and hands-free water bottle filling stations will be utilized.

Classrooms will be stocked with specially formulated cleaning products. Teachers will be provided with personal protective equipment (PPE) and personal use hand sanitizers.

METRO'S RETURN TO SCHOOL PROTOCOLS, PLANS, AND PREPARATIONS ARE *RESEARCH-BASED, DATA-INFORMED, AND COORDINATED* WITH GUIDELINES FROM BUT NOT LIMITED TO THE FOLLOWING:

- CENTER FOR DISEASE CONTROL (CDC).
- AMERICAN ACADEMY OF PEDIATRICS (AAP).
- FEDERAL OSHA STANDARDS RELATED TO COVID-19.
- OKLAHOMA AND TULSA HEALTH DEPARTMENTS (THD).
- GOVERNOR'S OPEN-UP & RECOVER SAFELY (OURS) PLAN.
- ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI).
- AN ADVISORY PANEL OF HEALTH EXPERTS, ADMINISTRATORS, EMPLOYEES, AND SCHOOL BOARD MEMBERS.



## SCREENING AND MONITORING

Thermal imaging scanners will be utilized at the four main entrances to take and record each person's masked face recognition and temperature as they pass through.

### 4 MAIN ENTRANCES: MAIN ENTRANCE • MAC • ELEMENTARY • MIDDLE SCHOOL

Metro Christian Academy will require an annual waiver and daily temperature checks and wellness screening:

- Parents and employees will complete a *Waiver of Liability and Health Screening Agreement* prior to a *Return to School* agreeing to permit only non-symptomatic persons to enter the campus.
- *At-Home Screening and Monitoring*: Please monitor your wellness and self-check your temperature each day before coming to school. (Your temperature will also be checked before entering the facility.)
- No daily paperwork will be required.



## PHYSICAL DISTANCING

Minimizing and/or staggering transitions throughout the buildings will be important when Metro reopens to reduce contact among student groups.

Classrooms have been evaluated and will be set-up for maximum social distancing. Many tables (e.g. in elementary classrooms) will be replaced by student desks for 2020-2021, and students will be instructed not to share supplies and items with their classmates.

Students are asked to bring their own water bottle. Water bottle sensors will stay functional, but drinking fountains will be disabled. (Water bottle filling stations will be cleaned hourly.)

Plexiglass shields will be installed at a few key places per CDC Guidelines (e.g. front desk/welcome station, etc.)

## CONTACT TRACING

Metro Christian Academy has activated a Johns Hopkins trained and certified internal contact tracing protocol. Through this protocol and its associated procedures, data will be collected on positive COVID-19 cases, potential and confirmed exposures (as defined by 6 feet or less for 15 sustained minutes or more), required quarantines, and return to school processes. Parents will be notified if their student is at higher risk due to a confirmed COVID-19 exposure while at school or at a school sanctioned event. Data gathered via this contact tracing protocol will be tracked internally and confidentially; the data will not be made public.

# HEALTH AND WELLNESS



## FACE MASKS

EACH METRO CHRISTIAN ACADEMY STUDENT AND EMPLOYEE WILL BE PROVIDED A METRO MASK OR BUFF, AND SCHOOL PROVIDED FACE SHIELDS WILL BE AVAILABLE FOR EACH METRO EMPLOYEE WITH/WITHOUT THE BEE-KEEPER STOLE. (PLEASE COME TO CAMPUS WEARING A FACE COVERING.)

Students in P3 through 12th grades will need to wear a mask to school every day and have it with them at all times. While masks are not required to be worn in physically distanced spaces, they should be readily available to use when needed. Face coverings will be required when 6 feet of physical distancing is not possible. Students will wear masks or buffs in common spaces, large groups, and during transitions. And, students are *permitted* to wear them all of the time. Each student may choose which face covering (e.g. mask, buff, etc.) to utilize in alignment with free dress guidelines.

Face coverings (e.g. mask, buff, and/or face shields) are required for faculty, staff, coaches, visitors, and volunteers during times of transition and when physical distancing protocols cannot be observed. A variety of face coverings will be available via Lands' End, Patriot Wearhouse, or your choice of provider. Metro will provide emergency provisions if needed.

We hope to ease these policies as soon as health guidelines indicate it is safe to do so. Changes to this policy, when applicable, may vary by division.

IF A SICK STUDENT OR EMPLOYEE HAS NO KNOWN COVID-19 EXPOSURE AND A NEGATIVE COVID-19 TEST, THEY CAN RETURN TO SCHOOL ONCE THERE IS NO FEVER WITHOUT THE USE OF FEVER-REDUCING MEDICINES, AND THEY HAVE BEEN SYMPTOM FREE OR FELT WELL FOR AT LEAST 72 HOURS. IF THERE IS ANOTHER KNOWN CAUSE OF ILLNESS (E.G. FLU, STREP, ETC.), PLEASE FOLLOW THE RETURN GUIDELINES INSTRUCTED BY YOUR PHYSICIAN. IF THERE IS ANOTHER KNOWN CAUSE OF SYMPTOMS (E.G. SEASONAL ALLERGIES, MIGRAINES, ETC.), PLEASE NOTIFY THE SCHOOL NURSE.

IF A STUDENT OR EMPLOYEE HAS A KNOWN COVID-19 EXPOSURE (I.E. WITHIN 6 FEET AND FOR 15 SUSTAINED MINUTES), S/HE OUGHT TO QUARANTINE FOR 14 DAYS. IF THEY DESIRE TO BE TESTED, THEY WILL NEED TO GET TESTED ON DAY 5-7, FOLLOWING EXPOSURE. EVEN IF A STUDENT OR EMPLOYEE TESTS NEGATIVE, THEY MUST FINISH THE 14-DAY QUARANTINE.

IN ORDER FOR A STUDENT OR EMPLOYEE WHO TESTED POSITIVE FOR COVID-19 TO BE ALLOWED TO RETURN TO CAMPUS, THEY MUST BE ABLE TO ANSWER YES TO ALL OF THE FOLLOWING QUESTIONS:

1. HAS IT BEEN AT LEAST 10 DAYS SINCE THE INDIVIDUAL FIRST HAD SYMPTOMS OR SIGNIFICANT EXPOSURE?
2. HAS IT BEEN AT LEAST 24 HOURS SINCE THE INDIVIDUAL HAD A FEVER (WITHOUT FEVER-REDUCING MEDICINE)?
3. HAS IT BEEN AT LEAST 3 DAYS SINCE THE INDIVIDUAL'S SYMPTOMS HAVE IMPROVED INCLUDING COUGH AND/OR SHORTNESS OF BREATH?



## SICK PROTOCOL

If a student or employee exhibits symptoms while at school, they are to mask and report immediately to the quarantine room in the Nurse's Station.

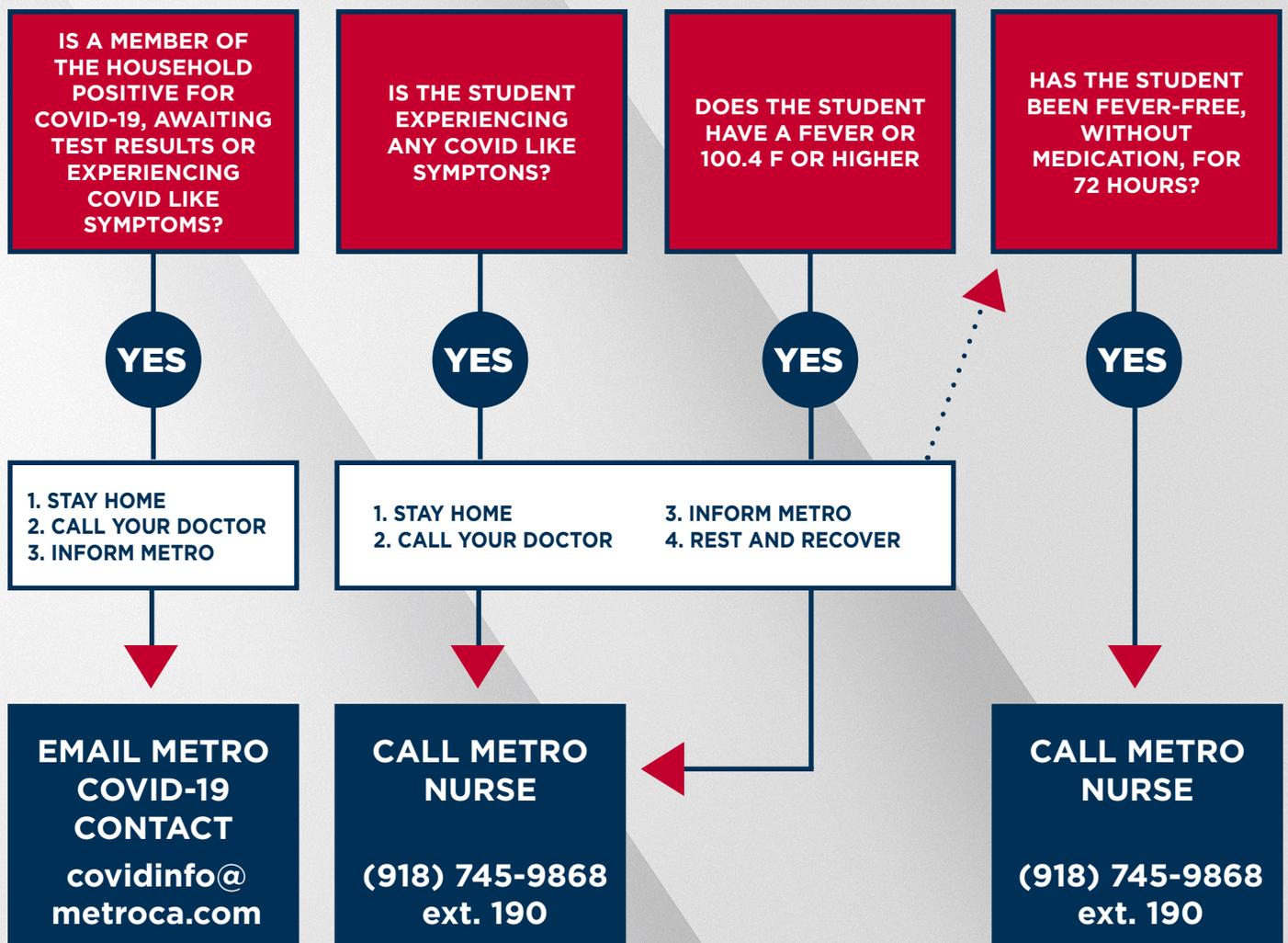
- A student with a fever of 100.4 or higher will be held in the quarantine room and the parents will be notified to pick-up their child.
- If a parent is called to pick-up a sick child from the Nurses Station, they are asked to pick-up within 30 minutes.
- An employee with a fever of 100.4 or higher will be directed to leave campus immediately.



## DECIDING WHEN TO STAY HOME

Per CDC guidelines, if anyone has any of the following symptoms, please do not come to campus.

**Fever and/or chills (a fever of 100.4 or higher) • Shortness of breath or difficulty breathing • Recent loss of taste or smell • Nausea, vomiting, diarrhea • Congestion or runny nose • Muscle or body aches • Sore throat or cough • Headache • Fatigue**



**IMPORTANT:** If at any point the student is feeling well enough, he or she may participate in *Virtual Learning* until returning to campus.

**IMPORTANT:** Please contact Metro’s Nurse prior to returning to campus after an illness  
**(918) 745-9868 ext. 190**

# HEALTH AND WELLNESS

## COVID-19 SCREENING FOR PARENTS

### EVERY MORNING BEFORE YOU SEND YOUR CHILD TO SCHOOL PLEASE CHECK THE FOLLOWING:

**1** YOUR STUDENT DOES **NOT** HAVE A FEVER GREATER THAN 100.4 DEGREES OR LOWER IF YOUR CHILD IS NOT FEELING WELL.

**2** OTHER SYMPTOMS OF ILLNESS SUCH AS:



CONGESTION  
OR RUNNY NOSE



FEVER 100.4\*  
\*OR SCHOOL BOARD  
POLICY IF THRESHOLD  
IS LOWER



COUGH



SHORTNESS OF BREATH  
OR DIFFICULTY BREATHING



DIAHRRHEA



HEADACHE



NAUSEA  
OR VOMITING



SORE THROAT



MUSCLE PAIN  
AND FATIGUE



CHILLS



NEW LOSS OF  
TASTE OR SMELL

**3** WERE YOU IN CLOSE CONTACT (WITHIN 6 FT. FOR MORE THAN 15 MINUTES) WITH ANYONE CONFIRMED WITH COVID-19 WITHIN THE LAST 2 WEEKS?

**▶▶** IF THE ANSWER IS **YES** TO ANY OF THE QUESTIONS (WITH NO OTHER KNOWN CAUSES), **DO NOT** SEND YOUR STUDENT TO SCHOOL. INSTEAD, BEGIN QUARANTINE OF YOUR CHILD, CONTACT YOUR HEALTHCARE PROVIDER AND INFORM METRO. STRONGLY CONSIDER COVID-19 TESTING.



# HEALTH AND WELLNESS

A FAMILY COMMITMENT TO HEALTH AND WELLNESS

## VISITORS AND VOLUNTEERS

There will be limited opportunities for volunteers and families to enter the building when we first return in August. As school reopens, building access will at first be limited to students, teachers, and essential personnel. As restrictions ease, so will volunteer and visitor protocols.

Scheduled volunteers and families should continue to check-in at the Front Desk/Welcome Station and pass through a thermal imaging scanner. Face coverings will be required for all visitors and volunteers.

Parents who must visit Metro Christian Academy should call ahead for more instructions. We hope to ease these policies as soon as health guidelines indicate that it is safe to do so.

## WHAT YOU CAN DO TO HELP



### GOOD HYGIENE PRACTICES

- Maintaining a healthy campus environment is essential and will require everyone's support and participation.
- Encourage frequent hand-washing and the use of hand sanitizer.
- Practice coughing or sneezing into elbows.
- Add daily temperature checks at-home to the morning routine.



### PREVENTATIVE HEALTH

- Continue regular doctor, dental, orthodontic, and optometry visits.
- Ensure all immunization and physicals are current.
- Encourage ample physical activity and plenty of time outside in the fresh air.
- Encourage and implement physical distancing practices.



### TEACH AND ENCOURAGE PHYSICAL DISTANCING PRACTICES

- Visually show students and routinely practice what a 6 feet physical distancing separation looks like.
- Talk to students about the importance of physical distancing.
- Practice wearing a face covering.



# HEALTH AND WELLNESS

A FAMILY COMMITMENT TO HEALTH AND WELLNESS

## FINANCIAL

In light of the priority *not* to have *any* mission-fit family *not* return for any financial reason, Metro Christian Academy is offering tuition relief for families who have been financially impacted by the pandemic or other hardships. If you have been impacted, please contact: **Tracy Myers** at [tmyers@metroca.com](mailto:tmyers@metroca.com) for details on the tuition relief process.

For any families opting for a Parallel Path of *Virtual Learning*, the current 2020-2021 tuition schedule will apply. (Please contact your child's principal.)

## STUDENT AND COMMUNITY HEALTH AND WELLNESS

### +METRO CARES

NURTURING THE SOCIAL AND EMOTIONAL WELL-BEING OF OUR STUDENTS AND FAMILIES



#### + CARING THROUGH COMMUNITY

Patriots for Life | Engaging Each Family  
Fine Arts, Athletics, Clubs | Opportunities to Fellowship  
Student-Led Organizations | Encouraging Connectedness  
Tribes and Advisory Groups | Mentoring and Developing Character  
Community Outreach and Service Projects | Fostering Empathy and Self-Efficacy



#### + CARING THROUGH COUNSELING

One-one-One and Group Sessions with the School Counselors  
In-Person and Virtual Meetings to Address the Heart, Mind, Body, and Soul:  
Emotional Health  
Growth Mind-Set and Classroom Success  
Living a Healthy, Balanced Lifestyle  
Spiritual Health



#### + CARING THROUGH COMMUNICATION

Weekly Happenings | Regularly Scheduled Digital Communication  
Head of School Communiques | Engaging Faculty, Families, Students, and Staff  
Social Media Channels | Keeping our Community Connected  
On-Campus Digital Reminders | Latest Event Details  
Counselor Corners | Monthly Encouragement



# FAQ'S

## SYMPTOMS, QUARANTINE, EXCLUSION AND RETURN TO SCHOOL



**When the school nurse sends students or staff home with a cough and fever (or symptoms related to COVID-19), should they be excluded for 72 hours only or should they be excluded for 10 days after the start of symptoms as a presumed case of COVID-19? How do schools handle students that are absent and the parent reports that the student has a fever and cough (or symptoms related to COVID-19)? When should these students be allowed to return to school?**

- Any student exhibiting symptoms of COVID-19 should be sent home and presumed to have COVID until that student presents documentation of another known cause from a healthcare provider. Without that documentation, the student would need to be excluded for 10 days and be fever-free for 24 hours without use of medication.
- If the student has a documented negative test then (s)he can come back after 72 hours if resolution of symptoms.

**If the parent was exposed and is on a 14-day quarantine, does the student have to be quarantined as well or only if the parent tests positive or develops symptoms?**

- An individual who is being quarantined should wear a mask and stay away from everyone else in the household. A student whose parent is quarantined due to an exposure would not have to be quarantined unless the student was also directly exposed to the positive individual. If the parent develops symptoms, it should be strongly recommended that the parent be tested. If the student has close contact with that parent (less than 6 feet for greater than 15 minutes) for the two days prior to the parent developing symptoms or after the parent develops symptoms, then the student will be considered a close contact and would need to quarantine for 14 days at home from the last day of exposure.

**If a student or staff member tests positive and then returns to school after meeting protocols should they quarantine after future exposure? If you have tested positive and recovered are you exempt from future protocols?**

- For those who previously diagnosed with symptomatic COVID-19 who remain asymptomatic after recovery, retesting is not recommended within 3 months after the date of symptoms onset from the initial COVID-19 infection. In addition, quarantine is not recommended in the event of close contact with an infected person. Studies now show that it is unlikely to be reinfected within 3 months. For a person who was never symptomatic, the date of the positive test should be used in place of the date of symptom onset. After that 3-month period then they would be subjected to regular isolation/quarantine/testing recommendations.

## TEMPERATURE GUIDANCE



**Is the level for a fever 100, 100.4 or 100.5?**

- CDC guidance sets the level at 100.4.



# FAQ'S

## MASKS



**Do students have to constantly wear face masks? When can they remove them? Can they sit on the student's desk? Is it ok for the student to handle the mask multiple times during the day to take it off and on?**

- Students are required to wear face masks throughout the day, with exceptions for lunch and situations in which they can socially distance, are outdoors or are in PE class. However, if all the students are facing the same direction and are socially distanced, then taking them off during class could be considered, for example when all are seated taking a test. Restrictions will be fewer for 3rd grade and below.

**If cloth masks are worn, can you forgo social distancing all day in the school setting? What type of risk would this be considered if yes or if schools do this regardless of the recommendation of the CDC?**

- While cloth masks can decrease the risk of spread, individuals who are within 6 feet of a positive case for 15 minutes or longer are considered close contacts and would be subject to quarantine, even if they are wearing a mask.

**You mentioned that students being outside for PE would certainly be a situation where students can take the masks off. Can we assume that also applies to outdoor athletic practices and events?**

- Yes, but we encourage social distancing, disinfecting and frequent handwashing and emphasize the importance of avoiding touching your face. Classes held outside with social distancing would also apply.

## POSITIVE CASES AND NOTIFICATION



**How will the school be notified of positive cases? Can the school accept a verbal positive test result from a parent?**

- Parents are strongly encouraged to notify the COVID-19 Information Team immediately upon learning of a positive COVID test. The school will accept an initial verbal positive result. Please follow up with documentation emailed to [covidinfo@metroca.com](mailto:covidinfo@metroca.com)

**When reading the re-entry guide, it seems to promote social distancing, but then also says that if it is not feasible it could be forgone or to do so to the best of our ability. If you can't do 6 feet, what would be the alternative minimum or would it just not matter because anything less than 6 feet it a high risk, for example?**

- We really do want to find ways to allow for social distancing as much as possible. That might mean taking classes outside when the weather permits. Or it could mean holding choir in the gym instead of the smaller music room. Implementing a mask policy is also important, especially in instances where you can't maintain that social distance. Without 6 feet of social distancing, the number of close contacts who could be subject to quarantine could be higher.

**If face masks are worn, do desks in the classrooms have to be 6 feet apart?**

- Face masks do not eliminate the need for social distancing. When desks are closer, that increases the number of close contacts if a student tests positive.

**If we are unable to social distance with 6 feet between desks in classrooms, but all students are facing the same direction, can students not wear masks except during movement?**

- We encourage the use of masks and highly recommend that students remain 6 feet apart. However, we recognize that it may not be possible in some classrooms. In addition, younger students especially may need to have a break from their masks. This would be the most acceptable time or situation for them to remove them unless they were outside, which is even better.

**Should kids have spare masks at school? For the elementary kids who drop it on the floor, etc.?**

- If they have access to an extra mask, absolutely. But if you don't have extras, use what they have. A dusty mask is better than no mask, but encourage regular washing at home.

**What about valve masks for students/staff?**

- They are not recommended, as they are one-way valves and do not protect others when breathing out.

**The school is requiring masks. A student has had COVID-19. IF I can provide a doctor's note and a positive test result, can my child opt out of wearing a mask since he is not at risk to anyone nor can he get it again?**

- It is unknown whether or not your student can contract COVID-19 again. The student should wear a mask.

## TESTING

**If a student is identified as a close contact of another student who has tested positive and the close contact is asymptomatic, can they be tested at day 5-7 after exposure and if negative be allowed to return to school earlier than the 14-day quarantine?**

- No, because the test may have been a false negative. We recommend that the student continue to quarantine for 14 days based on the incubation period of the virus.

**If my student tested positive for COVID-19 does she need to have a negative test before returning to school?**

- No, you do not have to have a negative test before your return. There must have been 10 days from your onset of symptoms AND at least 24 hours fever free AND improving symptoms. If you were asymptomatic but tested positive you just need to be 10 days out from your positive test to return.

**What if a student was sent home due to temp or possible signs and symptoms of COVID-19. Would we send and keep home the rest of the siblings in the household?**

- Until we have a definitive diagnosis, siblings may remain in school as long as they are asymptomatic.

## ISOLATION AND QUARANTINE

**I know that the CDC considers "close contact" to be within 6 feet of an infected person for at least 15 minutes starting 48 hours before illness onset until the time the patient is isolated. Does that change if either person is wearing a mask or if both are wearing a mask? For example, say I am in a classroom with a student within close contact, by CDC definition, who later tests positive. Would I need to undergo quarantine if I am wearing a mask? Or if the student is wearing a mask? Or if we both are wearing a mask?**

- At this time, CDC guidelines state that wearing a mask does not remove the need for quarantine for individuals who are close contacts of a confirmed COVID-19 case. Wearing a mask may reduce ones probability of contacting or conveying the virus.

**If we have a teacher or student who has a sore throat but believes it is allergy-related, do they need to stay home until symptom-free? Are we supposed to treat headache, with no other symptoms, as a potential COVID-19 case? Isolate in the separate COVID clinic space?**

- COVID-19 usually involves multiple symptoms. If you have a student or employee with a known allergy who is experiencing drainage and a sore throat as a result, with no other symptoms, or a headache with no other symptoms in an individual who is known to suffer migraines, you do not need to treat them as if they have COVID.

### **If one of your students is positive, does the teacher need to stay home?**

- Not necessarily. Contact tracing in consultation with the local health department will determine who was in close contact (6 feet or less for at least 15 minutes) with the positive patient, and those individuals would be required to quarantine. A teacher who does not fall within that criteria would not necessarily be impacted by quarantine.

## **Waivers and Attendance:**

### **Do you have any ideas on how attendance will be handled with potential multiple students having 10-day isolations? Will there be grace on that?**

- We have a very generous attendance policy this year to encourage those with symptoms to stay home and to accommodate those who must quarantine.

### **I don't feel like we can coherently wrap our heads around all of the what-ifs at this stage of the game. Will there be a "help" line so to speak as the year begins?**

- Please call or email Metro's COVID-19 Information Team at 918.745.9868, Ext. 208 or [covidinfo@metroca.com](mailto:covidinfo@metroca.com)

## ▶ NEXT STEPS

We've missed having our classrooms, hallways, gymnasiums, auditorium, and fields full of students and their families. Our normally vibrant campus and facilities have been strangely quiet for quite some time now.

During that time, Metro Christian Academy has been working hard to ensure that everything is ready for our faculty, families, students, and staff to return in August.

Be sure to check email for future updates in the coming weeks. And, please don't hesitate to reach out with any questions or concerns.

**Emails can be sent to [covidinfo@metroca.com](mailto:covidinfo@metroca.com).**

This publication is the fourth in a series outlining the *Return to School* protocol for Metro.

In this issue, you can expect to see updates regarding:

- **Athletics**
- **Parallel Path**
- **Thermal Scanners at Entrances**
- **FAQ's**

We look forward to seeing you on campus.

