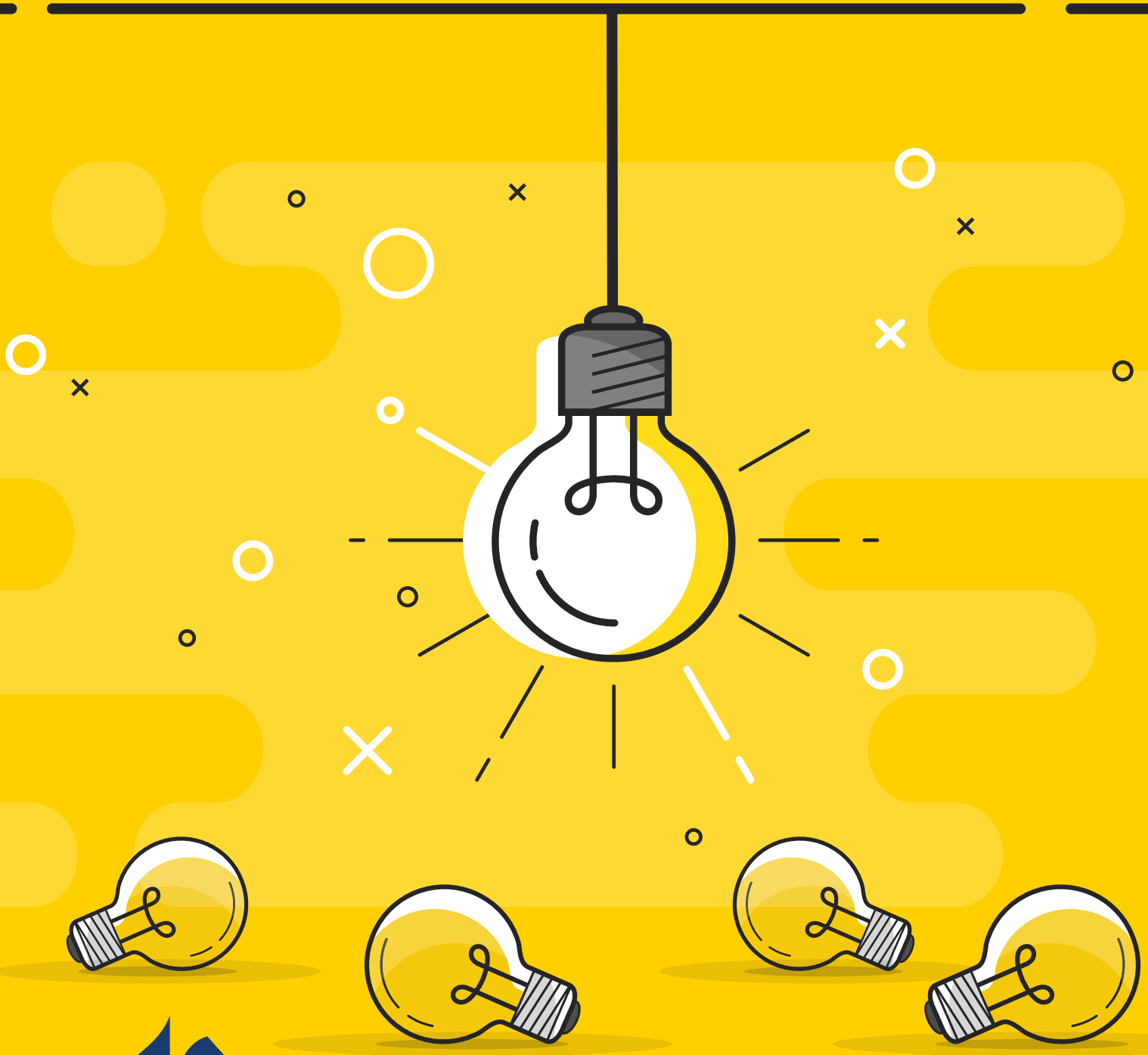


# 2021-2022 SAA COVID-19 Handbook

August 30, 2021



**Spencerville Adventist Academy**  
*Love to Learn, Live to Serve, All for Christ*

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# Letter from Administration



Dear SAA Family,

We are excited for the opportunity to have students return to campus for a full Monday-Friday program! With the ongoing fluctuations of COVID-19 positivity rates, flexibility will be key to successfully navigating the year.

SAA plans to remain in a traditional campus program unless otherwise directed by the state, but our team is committed to the health and safety of our school community. One of the most effective ways of preventing transmission in school relies on the individual community members. If you or anyone in your family has COVID-19 symptoms (even if you believe it to be caused by something else), have been exposed, are waiting for COVID-19 test results, or have been diagnosed with COVID-19 we ask that you not come on campus.

This document provides information on frequently asked questions and COVID-19 guidelines we've implemented for the 2021-2022 school year. We will continue to share updates when changes are made. Thank you for doing your part in helping us provide a safe school environment!

Your Administrative Team



## **Spencerville Adventist Academy - Administrative Team**

Brittany Thorp, Business Manager  
Kelly Bock, Elementary Vice-Principal  
Tissiana Bowerman, Principal  
Joram Regis, Secondary Vice-Principal

# Glossary of Terms

<b>Clean:</b>	To remove dust, debris, and dirt from a surface by scrubbing, washing, and rinsing.
<b>Contact Tracing:</b>	Helps protect you, your family, and your community by letting people know they may have been exposed to COVID-19, helping people who may have been exposed to COVID-19 get tested, and asking people to self-isolate or self-quarantine.
<b>Disinfect:</b>	To destroy or inactivate bacteria and viruses on hard, nonporous surfaces.
<b>Exposure - Vaccinated:</b>	Known exposure to COVID-19, but has been fully vaccinated and has submitted vaccination records to SAA.
<b>Exposure - Unvaccinated:</b>	Known exposure to COVID-19, but has not been fully vaccinated OR has not submitted vaccination records to SAA.
<b>Sanitize:</b>	To reduce the bacteria on surfaces and in laundry.
<b>Self-isolation:</b>	Choosing to separate a sick person with a contagious disease from people who are not sick.
<b>Self-quarantine:</b>	Choosing to separate and restrict the movement of someone who was exposed to a contagious disease to see if they become sick.
<b>Surface Guard:</b>	A 2-step process where an EPA N-list registered disinfectant is used to kill SARS-CoV-2, the coronavirus that causes COVID-19 and 99.9% of germs, bacteria, viruses, fungi, mildew, and mold. Followed by an application of a patented, water-based, antimicrobial technology that inhibits the growth of bacteria, mold, mildew, and fungus. It can be applied to both porous and non-porous surfaces. It forms a covalent bond with the surface and creates a microbiostatic antimicrobial coating. The coating forms a nano-bed shield of spikes (self-assembling monolayer), each of which carry a positive charge that attracts the negatively charged bacteria. Once attracted, the molecular spikes pierce the cell and rupture its cell membrane, causing that bacterial microorganism to die. Coated surfaces are cleaned daily and every 3 months the process is repeated.

# Quick Reference Guide

## School Hours

### PreK - 5th Grade

8:15 am-3:30 pm (Monday-Thursday) and 8:15 am-1:45 pm (Friday)

### 6th - 8th Grade

8:15 am-3:40 pm (Monday-Thursday) and 8:15 am-2:00 pm (Friday)

### 9th - 12th Grade

8:00 am-3:40 pm (Monday-Thursday) and 8:00 am-2:00 pm (Friday)

## Nurse Information

- Kari Banks
- nurse@spencerville.org
- 240.883.3509

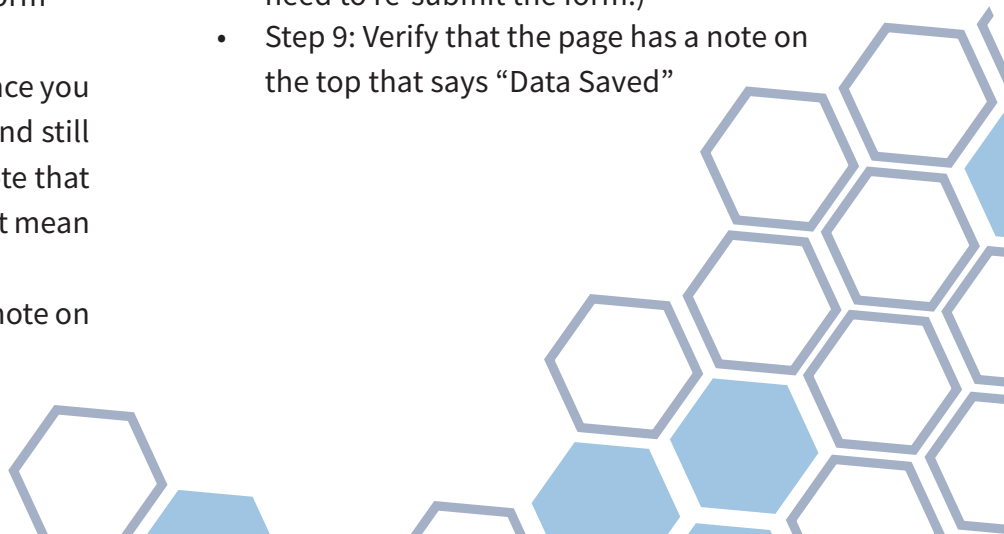
## RenWeb Health Screening Access (when applicable)

### COMPUTER INSTRUCTIONS

- Step 1: Open an internet browser and go to [www.renweb.com](http://www.renweb.com)
- Step 2: Selecting ParentsWeb, log in using district code CC-SDA
- Step 3: Click the family menu icon on the left side of the page
- Step 4: Locate the online filing cabinet heading and click on Web Forms
- Step 5: Click on COVID Response Form - Family
- Step 6: Read instructions
- Step 7: Click on COVID Response Form
- Step 8: Enter data
- Step 9: Click Save (**IMPORTANT!** Once you click save it will refresh the page and still show all data, including the red note that all fields are required. This does not mean you need to re-submit the form.)
- Step 10: Verify that the page has a note on the top that says “Data Saved”

### PHONE APP INSTRUCTIONS

- Step 1: Open and log in to RenWeb phone app
- Step 2: Click on School
- Step 3: Click on Web Forms
- Step 4: Click on COVID Response Form - Family
- Step 5: Read instructions
- Step 6: Click on COVID Response Form
- Step 7: Enter data
- Step 8: Click Save (**IMPORTANT!** Once you click save it will refresh the page and still show all data, including the red note that all fields are required. This does not mean you need to re-submit the form.)
- Step 9: Verify that the page has a note on the top that says “Data Saved”



# Hot Topics and FAQs

## Arrival/Dismissal Procedures

All students PreK-12 should be dropped off in the active loading/unloading area by the auditorium entrance between 7:45 am-8:15 am. Students should remain in the car until they are in the active loading/unloading area at the side of the building. In order to help minimize potential contact exposure within the school we ask that as often as possible you drop your child(ren) off without entering the building yourself. If you arrive after 8:15 am, please take your child(ren) to the applicable front entrance (elementary or secondary) and sign them in at the office.

Student drivers should park, enter from the auditorium side entrance, and go directly to their first class. If a student driver does not arrive until after 8:15 am, they should park, enter through the high school entrance, and sign in immediately upon arrival.

PreK-5th grade students are dismissed at 3:30 pm (1:45 pm Friday). If you do not have a child(ren) in middle or high school please try to pick your child(ren) up between 3:30 pm-3:45 pm (1:45 pm-2:00 pm Friday). Families with a child(ren) in middle or high school please try to pick your child(ren) up between 3:40 pm-4:00 pm (2:00 pm-2:15 pm Friday). If you arrive early or have been waiting for your child(ren) to exit the building, please park and let us know you are there. We will help your child(ren) to your car once they exit the building.

## Classroom Expectations

Masks must be worn at all times and hands should be washed frequently. Teachers will be using assigned seating to minimize potential exposure.

Classroom furniture has been coated with a special Surface Guard protective layer to make surfaces uninhabitable for virus cells. Students are not permitted to bring or use any type of disinfecting wipe as they can remove the protective coating. Each classroom has a sanitation station with cleaning products approved to be used on surfaces.



Maintaining a safe and healthy community is a collaborative effort!

# Hot Topics and FAQs

## COVID-19 Communication

In an effort to keep our school community informed while maintaining confidentiality for each of our students, the following communication plan will be used:

1. If a student, faculty, or staff tests positive for COVID-19, a notification email will be sent. All contact tracing will be done through the county and state Health Departments. The school nurse will be in communication as requested by the Health Department but is not permitted to share detailed information. Families should give extra care to monitoring family members. If a community member has been in close contact with an individual who has tested positive for COVID-19, the family will be contacted by the Health Department.
2. If a classroom, program, or the school has to temporarily close due to COVID-19 exposure a notification email will be sent.

## Daily Self-Health Screenings

All students, faculty, and staff are expected to self-screen (see page 10 for Self-Health Screening Tool) each day before arriving on campus to attend school or any other school-related event. Anyone who is sick, experiencing COVID-19 symptoms, or waiting for COVID-19 test results OR is from a household where a member is sick, experiencing COVID-19 symptoms, or waiting for COVID-19 test results is not permitted on campus and must notify our school nurse immediately.

\*If you have been exposed to COVID-19 AND are fully vaccinated you must complete the RenWeb Health Questionnaire each day before arriving on campus for two weeks after exposure.

## Exposure Procedures

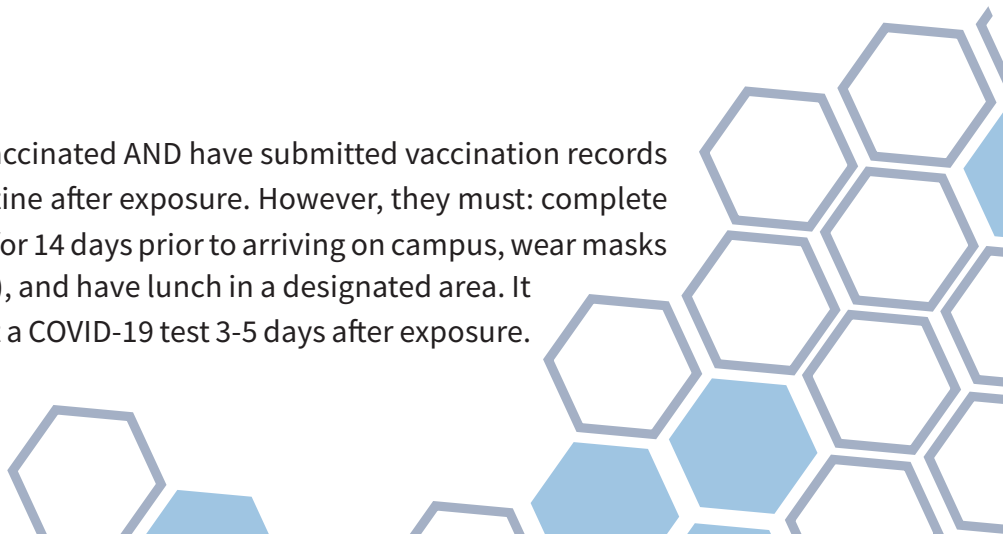
If you have a known exposure to COVID-19 you are expected to follow these procedures:

### **Exposed - Unvaccinated**

Individuals who have not been fully vaccinated OR have not submitted vaccination records to SAA must quarantine for 14 days from exposure. The school nurse will notify you of the appropriate return to school date.

### **Exposed - Vaccinated**

Individuals who have been fully vaccinated AND have submitted vaccination records to SAA are not required to quarantine after exposure. However, they must: complete the RenWeb health questionnaire for 14 days prior to arriving on campus, wear masks at all times (indoors and outdoors), and have lunch in a designated area. It is also recommended that they get a COVID-19 test 3-5 days after exposure.



# Hot Topics and FAQs

## Illness

Strict protocols are in place should anyone become ill while on campus. Students, faculty, and staff members are expected to stay home if they, or anyone in their household, are experiencing any symptoms of illness. Anyone staying home for COVID-19 related symptoms or concerns should notify the school nurse by 9am that same day.

If a student begins exhibiting COVID-19-like-illness symptoms while on campus they will be moved to an isolation room and parents will be required to pick them up within 60 minutes of being notified. Faculty or staff members who develop COVID-19-like-illness symptoms while on campus will be sent home immediately.

## Lunch

Students will either eat lunch in their classroom or in the multi-purpose room (MPR) with less than 50% capacity. Elementary has assigned seating. Secondary will be recording seating arrangements daily for tracking purposes.

## Masks

Masks must be correctly and consistently worn by all students, faculty, and staff while inside the building. The only exceptions include: eating lunch, a staff member working in their office alone, or other situations as approved by administration.

Bandana-style masks, face shields (in place of masks), scarves, gaiters, etc., are not permitted. Mask patterns and styles must be in harmony with the mission of the school. Masks with messages that are out of harmony or otherwise offensive are prohibited.

## Outdoor Activities

When outdoors for recess, sports, etc. masks are only required during activities that do not allow for adequate spacing. PVAC policies for games will be released as changes are made.



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# Hot Topics and FAQs

## Positive COVID-19 Test

SAA will work closely with the local and state Health Departments should any member of our campus community test positive for COVID-19. If the Health Department recommends closure of any specific area or the entire campus, SAA will move the impacted class(es) to an online program.

## PVAC Sport Activities

All athletes must complete a RenWeb health questionnaire prior to game time. Masks are required for all athletes at all times, indoors and outdoors. Spectators are permitted for outdoor games, but are expected to stay seated with their immediate household and are strongly encouraged to wear a mask if not fully vaccinated. Spectators are NOT permitted for indoor games.

## Vaccination Cards & COVID-19

COVID-19 vaccination cards or proof of being fully vaccinated may exempt your student from a quarantine if there is an exposure. Please send copies of your student(s) card to the school nurse to be kept on file in RenWeb with other vaccination records. Copies can be emailed to [nurse@spencerville.org](mailto:nurse@spencerville.org).

## Water Fountains

All traditional water fountains have been temporarily shut off. Bottle filling stations remain in operation. Students, faculty, and staff should bring individual, refillable water bottles.

## Wellness Pledge

Protecting ourselves and others during a pandemic is a community effort. Making a commitment to honor best health practices aids in the prevention of spreading COVID-19 within our community.



# Daily Self-Health Screening Tool



Spencerville  
Adventist Academy

## COVID-19 Daily Self-Health Screening Tool

Revised: August 22, 2021

Ask the following 3 questions  
every day before school:

### 3 Questions

1

Do I, or anyone in my household, have any of the following symptoms that are new or worsening?

- fever of 100.4 or higher
- cough
- headache
- sore throat
- runny nose
- new loss of taste
- new loss of smell
- congestion
- vomiting
- diarrhea

2

Am I, or anyone in my household, awaiting COVID-19 test results, confirmed, or suspected with COVID-19 in the last 14 days?

3

Have I been notified that I was in close contact with someone who has tested positive for COVID-19 in the last 14 days?

### Action



If **YES**  
STAY HOME



If **YES**  
STAY HOME



If **YES**  
STAY HOME

If a student or employee answers “YES” to any of the above questions, they should:

- Remain home - DO NOT go to school
- NOTIFY the school nurse by 9:00 am (240.883.3509)

# SAA Community Wellness Pledge

We recognize that our individual decisions have an impact on both the physical safety and the social and emotional well-being of every member of the school. Being part of a community brings a collective responsibility. We believe it is important for students, families, and employees to demonstrate positive attitudes and to uphold community norms that promote the health and well-being of all. We have developed a SAA Community Wellness Pledge that all our SAA community members must sign, recognizing, and accepting the shared responsibility to follow protocols and best practices set forth in the Community Wellness Pledge to aid in our collective goal of keeping our community safe.

As a Community Member I commit to:

- Monitor my health, completing a self-health screening every morning before arriving on campus or when a student, faculty, or staff member will be attending a school-related event, whether held on or off campus.
- Comply with testing protocols required by the State of Maryland and Montgomery County.
- Stay home and notify SAA's nurse if I, or any member of my household, is experiencing any symptoms of illness, is waiting for COVID-19 test results, has been directly exposed to someone who has tested positive for COVID-19, or have personally tested positive for COVID-19.
- Self-quarantine and/or self-isolate for the recommended period advised and participate in any necessary contact tracing.
- Wear a face covering that fits snugly over my mouth and nose while indoors on campus or attending an SAA event.
- Practice physical distancing, when possible, maintain three feet of distance from other individuals.
- Follow hygiene habits, washing my hands frequently throughout the day with soap and warm water, or using hand sanitizer if a hand-washing station is not available.
- Consult with my healthcare provider about the flu vaccine in Fall 2021 and vaccine(s) for COVID-19 as they become available.
- Wash my hands upon entry to school, after bathroom use, before and after eating, recess, and PE. Hand sanitizer can be substituted when a sink is not available.
- Show care when traveling and comply with state and local governments' travel advisories.
- [Parents] Pick up my child within 60 minutes of being notified by the school that they need to be picked up.





Spencerville  
**Adventist** Academy