

# MDCA's Return to On-Campus Learning 2020-2021: Health Event Response Plan

Bulldog Community,

It is hard to believe that summer is coming to an end. I miss my Bulldogs, and I can't wait to have them back on campus in a few short weeks. With the start of school so close, I know you must have a lot of questions about the start of school and what MDCA will look like when we return to on-campus learning on August 10, 2020.

I hope this letter, and the attached plan, will help answer some of your questions about how MDCA will respond to the challenges caused by COVID-19 and how it will impact the return to on-campus learning. Please know that MDCA will be prepared to pivot quickly should federal, state, and local officials require changes to our plan.

MDCA is committed to starting our school year together on our beautiful campus on August 10th. As you review the MDCA Return to On-Campus Learning Health Event Response Plan, you will see that there are four codes: A, B, C, D. When MDCA operates in CODE A, students will be required to report to school for traditional on-campus learning. When MDCA operates in CODES B and C, approved students will have the option of participating in a combination of remote learning and on-campus learning (hybrid model). According to survey results, parents desired to have this option made available, so we are excited to offer this opportunity. If MDCA moves to CODE D, our campus would close, and students would move to a fully remote learning environment with online instruction being provided by teachers via our learning management system, Canvas.

Parents and students' survey results were used to help craft the Health Event Response Plan. It is our hope that the plan created will lead to a safe return and will be a plan that you will feel comfortable embracing. It will be important for us to remember that it will be our responsibility as parents, teachers, students, administrators, and staff to each do our very best to keep our community safe. We will be relying on each of you to do your part.

This plan provides a framework for what I hope will be a great start to the 2020-2021 school year. However, I also understand that it may become necessary to respond to a health event or emergency at any moment during the school year. MDCA will make every effort to keep students, faculty, and parents apprised of any changes to the plan and of any impending situation that might warrant placing the school on a subsequent code. Above all, it is the desire of the school administration to act reasonably and with appropriate caution to keep all students, faculty, and staff healthy and safe. MDCA will monitor information from the federal and local governments, the Center for Disease Control (CDC), the Florida Department of Health (FDOH), the Florida High School Athletic Association (FHSAA), and the Florida Department of Education (FDOE) to determine daily operations.

Additional details about the opening of the school year will be arriving via email, and details will be posted on the MDCA website in the coming days. Please plan to join us for the MDCA School Kick-Off on August 7, 2020, from 4:00 pm to 6:00 pm for K-12, and preschool from 3:00 pm to 5:00 pm. Should you have specific questions about returning to school, please refer to the contacts listed in the attached plan.

As we move forward, may we enter into this new season with a sureness of spirit while putting our trust in our Lord to lead us forward together. Through prayer and diligent preparation, we will make this a year to be proud of.

Dr. Brian A. Mast  
President





# MDCA's Return to On-Campus Learning 2020-2021 Health Event Response Plan



*"So do not fear, for I am with you; do not be  
dismayed for I am your God.  
I will strengthen you and help you; I will uphold  
you with my righteous right hand."  
Isaiah 41:10*

## Health Event Response Plan

# Easy Reference Guide

Health Code	Degree of Concern	Anticipated Impact	Metrics
<b>A</b>	Low	<i>Minimal absenteeism</i> <i>Standard routines and procedures</i> <ul style="list-style-type: none"> <li>• Normal school routines</li> <li>• Standard fever/illness policy</li> <li>• Standard hygiene measures</li> <li>• Routine cleaning measures</li> </ul>	Communication from FDOH and FDOE
<b>B</b>	Low to Moderate	<i>Potential for increased absenteeism.</i> <i>Proactive social distancing, maintenance and wellness.</i> <ul style="list-style-type: none"> <li>• Implement proactive social distancing protocols</li> <li>• Implement health event fever/illness policy</li> <li>• Hybrid instruction made available</li> <li>• Implement athletics cautionary protocol</li> <li>• Implement increased cleaning protocol</li> </ul>	Communication from FDOH, FDOE, and FHSAA
<b>C</b>	Moderate to High	<i>Potential for high levels of absenteeism. Increased social distancing, maintenance and wellness.</i> <ul style="list-style-type: none"> <li>• Minimize areas of high traffic</li> <li>• Implement health event fever/illness policy</li> <li>• Consider limiting preschool attendance</li> <li>• Hybrid instruction made available</li> <li>• Limited athletics</li> <li>• Implement enhanced cleaning and sanitation protocols</li> </ul>	Communication from FDOH, FDOE, and FSHAA. Documentation of positive diagnoses of students, faculty, or staff.
<b>D</b>	High	<i>Potential for excessive levels of absenteeism. Mandatory health and wellness measures.</i> <ul style="list-style-type: none"> <li>• All facilities closed except to designated personnel</li> <li>• Preschool may remain open to children of first responders and medical caregivers</li> <li>• Mandatory remote learning</li> <li>• No athletic participation</li> <li>• Deep cleaning of all facilities</li> </ul>	Government mandate or documentation of positive diagnoses of students, faculty, or staff equal to or greater than 10% of the student population.

## A Safe Return

The **Health Event Response Plan** outlines the steps and measures taken by the school to respond to a health event or emergency. *While this document is designed to be comprehensive, additional details may arise during a health event or emergency that require amendments or adjustments to the plan. The school will make every effort to keep students, faculty, and parents apprised of any changes to the plan and any impending situation that might warrant placing the school on a subsequent level.* Above all, it is the desire of the school administration to act reasonably and with appropriate caution to keep all students, faculty, and staff healthy and safe. Information from the Florida Department of Health (FDOH) and the Florida Department of Education (FDOE) will be monitored to determine daily operations. The recommendations of the school nurse will be the prevailing opinion regarding a student, parent, or guest's admission to student areas.



## Academic Calendar

Mount Dora Christian Academy will begin the 2020-2021 academic year on Monday, August 10, 2020. We intend to observe the scheduled holidays as planned. Our scheduled end date for the 2020-2021 school year is May 26, 2021. Keep in mind, we may undergo unforeseen interruptions to our school year that will require appropriate adjustments. This plan is flexible and subject to change as situations arise.

*We are so excited  
to see your smiling  
faces back on  
campus soon!*

## MDCA Standards

Our ultimate objective is to create a thriving learning environment while maintaining a safe and healthy school community for students, faculty and staff. We believe that personal interaction among teachers and peers produces collaboration that strengthens the learning process with engaging lessons. It is our intention to proactively protect the safety and health of our school community so we can preserve an interactive learning structure as much as practical while still complying with government standards and guidelines. Our **Health Event Response Plan** was developed to alleviate anxiety and to provide transparency while still having flexibility to pivot seamlessly to a digital learning platform if necessary. Please review this plan remembering it is the responsibility of every one of us to do our best to keep our learning community safe.

Our aim is to promote a learning community that will be a blessing to each family who participates, trusting in the Lord to lead us forward to our full potential.

# Social Distancing Guidelines

## Code A

Normal school routine.

**Students, parents and employees agree to practice the guidelines specified.**

## Code B

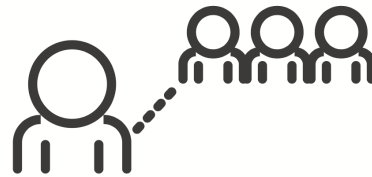
Capacity limits of each facility will be adjusted for social distancing.

Physical modifications may be made to various rooms around campus, to enhance social distancing compliance.

**Classroom Seating:** Students separated as feasible.

**Chapel seating:**

- Preschool: Chapel delivered in classroom.
- K-12: Online chapel.



**Lunch seating:** Every-other-seat.

- Non-instructional staff to eat outside of student dining hours or outside of the dining area.
- Additional seating will be set up in Samuels Student Center and in courtyard areas.
- Lunch guests are not permitted.

**Arrival:**

- Preschool: One way traffic entering and exiting the building.
- Elementary: Parents may not enter classrooms or congregate in the sidewalk areas.
- Secondary: As normal.

**Dismissal:**

- Preschool: One way traffic entering and exiting the building.
- Elementary: Classes will sit together on the sidewalk with a 6 foot distance between each class. 4th and 5th grade will move to the sidewalk outside of the office. Parents may not congregate in the sidewalk area.
- Secondary: Students will maintain distance as feasible.

**Office Areas:**

- Preschool: Install counter barriers. No more than 6 students or guests in the waiting area at any one time.
- Elementary: Install counter barriers. No more than 4 students or guests in the waiting area at any one time.
- Secondary: Install counter barriers. No more than 6 students or guests in the waiting area at any one time.

**Physical Education/Recreation:**

- Preschool: Keep consistent groupings of classes on the playground.
- Elementary: Keep instruction outside as much as possible. Wipe down equipment between classes.
- Secondary: Keep instruction outside as much as possible. Wipe down all equipment between classes. Increase sanitization practices in weight room.

**Code C**

Capacity limits of each facility will be adjusted for social distancing.

Physical modifications may be made to various rooms around campus to enhance social distancing compliance.

**Classroom Seating:** Students separated as feasible.

**Chapel Seating:** Delivered online, watch in classroom, all grade levels of school.



**Lunch seating:** Dining hall seating reduced to 1/3 capacity.

- Additional tables and chairs set up at Student Center and on sidewalks and grass courtyard areas outside.
- All food items served in to-go trays.
- Limit number of students passing through the serving area at one time.
- Non-instructional staff to eat outside of student dining hours or outside of the dining area.
- Lunch guests are not permitted.
- Preschool: Continue observing social distancing protocol.
- Elementary: Grade level sections rotate days to eat in the dining hall, classroom, or elsewhere on campus.
- Secondary: Grade levels will be assigned dining areas based on capacity.

**Arrival:**

- Preschool: One way traffic entering and exiting the building.
- Elementary: Parents may not accompany children to the classroom.
- Secondary: Middle school as normal, high school reports at 8:05.

**Dismissal:**

- Preschool: One way traffic entering and exiting the building.
- Elementary: Students remain in classrooms to be called on the intercom as parents pull into the pick up area. Parents may not congregate in the sidewalk area.
- Secondary: Students will maintain distance as feasible. In case of inclement weather, students will report to the auditorium and maintain appropriate social distance.

**Bell Schedule:**

- Secondary: Five minute delay between middle school and high school class changes. Fifteen minute break in classroom, no food or drink sales.

**Physical Education/Recreation:**

- Preschool: Reduce the number of children on the playground at one time. Keep groupings consistent.
- Elementary: No combined classes. Keep instruction outside as much as possible. Wipe down equipment between classes.
- Secondary: Restrict use of locker rooms. Keep instruction outside as much as possible. No combined classes. Wipe down all equipment between classes. Increase sanitization practices in weight room.

**Office Areas:**

- Preschool: Install counter barriers. No more than 6 students or guests in the waiting area at any one time.
- Elementary: Install counter barriers. No more than 4 students or guests in the waiting area at any one time.
- Secondary: Install counter barriers. No more than 6 students or guests in the waiting area at any one time.

**Code D**

All facilities closed.



# Designated Employees

**All facilities closed except to designated personnel.**

- President
- Head of School
- Secondary Assistant Principal
- Elementary Principal
- Preschool Director
- Select preschool teachers and assistants as determined by the director
- Athletic Director (limited schedule)
- Vice President of Finance
- All Business office personnel (may be on rotating schedule)
- Director of Facilities
- Operations staff (may be on rotating schedule)
- Director of Public Relations
- Vice President of Development
- Director of Social Services
- Social Workers (may be on rotating schedule)



*Let your faith be bigger than your fear*

# Fever/Illness Guide

**Privacy and HIPAA guidelines will be adhered to in all matters.**

## Code A

### All regular school policies apply

- Regular instruction of handwashing technique.
- Mandatory handwashing upon entry and throughout the day.
- Instruction of hygiene etiquette.
- Soap, hand sanitizer, and tissues readily available.
- Voluntary use of school-appropriate face masks permitted for immuno-compromised students, faculty, staff.
- Students must be fever free for 48 hours without fever-reducing medication in order to return to school.



## Code B

- Regular instruction of handwashing technique.
- Mandatory handwashing upon entry and throughout the day.
- Instruction of hygiene etiquette.
- Soap, hand sanitizer, and tissues readily available.
- Voluntary use of school-appropriate face masks permitted; mandatory for students, faculty, staff, with a cough. **If social distancing cannot be maintained, face masks are recommended.**
- Students must be fever free for 48 hours without fever-reducing medication in order to return to school.
- Mandatory doctor's note to return to school after illness with fever.
- Implement illness monitoring procedures.
- All family members of any person with a positive diagnosis are required to quarantine until the affected individual has met the minimal guidelines to no longer be considered contagious (i.e. two negative tests). Quarantined students must transition to hybrid instruction.
- Students who have traveled outside of the United States or who live with a family member who has traveled outside of the United States are requested to self-isolate for two weeks before returning to campus. Quarantined students must transition to hybrid instruction.
- No sharing of school supplies.
- No field trips permitted.
- Water fountains for bottle refill only, no drinking permitted.
- Any person who becomes symptomatic during the day may be immediately moved to isolation care area.
- Students will sit in the same assigned desks in each class every day.
- **Preschool:** Temperature checks upon arrival.
- **Elementary and Secondary:** Random temperature checks performed by school nurses. All guests must complete a temperature check and illness questionnaire before entering campus.





## Code C



- Regular instruction of handwashing technique.
- Mandatory handwashing upon entry and throughout the day.
- Instruction of hygiene etiquette
- Soap, hand sanitizer, and tissues readily available
- Voluntary use of school-appropriate face masks permitted for immuno-compromised students, faculty, staff, mandatory for students, faculty, staff, with a cough. **If social distancing cannot be maintained, face masks are required.**
- Students must be fever free for 48 hours without fever-reducing medication in order to return to school.
- A doctor's note may be required to return to school after illness with fever.
- Implement illness monitoring procedures.
- All family members of any person with a positive diagnosis are required to quarantine until the affected individual has met the minimal guidelines to no longer be considered contagious (i.e. two negative tests). Quarantined students must transition to hybrid instruction.
- Students who have traveled outside of the United States or who live with a family member who has traveled outside of the United States are required to self-isolate for two weeks before returning to campus. Quarantined students must transition to hybrid instruction.
- No sharing of school supplies.
- No field trips permitted.
- Water fountains for bottle refill only, no drinking permitted.
- Any person who becomes symptomatic during the day may be immediately moved to isolation care area.
- Students will sit in the same assigned desks in each class every day.
- **Preschool:** Temperature checks upon arrival. Consideration may be given to limiting preschool attendance to children of first responders and medical caregivers.
- **Elementary and Secondary:** Mandatory temperature checks. School nurses will implement illness monitoring procedures and communicate with principals regarding any student who qualifies for an alternate instructional plan. All guests must complete a temperature check and illness questionnaire before entering campus.

## Code D

- **Preschool:** May remain open to children of first responders and medical caregivers. A maximum of ten people in one room. All Code C guidelines followed.
- **Elementary and Secondary:** No on-campus attendance. Classes will take place via remote learning.



*We are so glad  
to welcome you  
safely back!*

# Cleaning Protocol

**MDCA has strategically placed hand sanitizing stations at the entrances of buildings for use by students, faculty, staff and visitors. Several buildings and classrooms have been equipped with ionizers inside air ducts to improve indoor air quality, destroy viruses, bacteria, and mold. Other measures are detailed below.**

## Code A

### **Routine cleaning procedures**

- Ensure classrooms, restrooms and common areas are well supplied with soap, hand sanitizer, and tissues.
- Clean and sanitize all classrooms, restrooms, locker rooms, offices, and common areas daily with EPA approved cleaner/disinfectant.
- Maintain daily cleaning log.



## Code B

### **In addition to routine cleaning**

- Door handles and high touch surfaces cleaned at least twice daily.
- Classroom/office surfaces disinfected mid-day.
- Restrooms cleaned at least twice daily
- Professional cleaning services will be used each week.
- Supply of soap, sanitizer, towels in dispensers in all areas will be monitored several times each day.



*Be informed  
Be prepared  
Be safe*

## Code C

### **In addition to routine cleaning**

- Door handles and high touch surfaces cleaned at least twice daily.
- Classroom/office surfaces disinfected mid-day.
- Restrooms cleaned at least twice daily.
- Professional cleaning services will be used each week.
- Supply of soap, sanitizer, towels in dispensers in all areas will be monitored several times each day.

**Secondary:** Teachers/students wipe down desks with disinfectant following each class period.

## Code D

**All facilities cleaned extensively and maintained throughout closure**



# Athletics

*Athletics are under the jurisdiction of the Florida High School Athletic Association and may be subject to additional guidelines or mandates.*

## Code A

**No restrictions**



## Code B

### Cautionary Protocol

- Enhanced cleaning of locker rooms
- Individual water bottles

## Code C

### Limited Athletics Protocol

- Enhanced cleaning of locker rooms
- Sanitization of equipment in between use
- Limited numbers in locker rooms and weight rooms at one time
- Limited spectators
- Mandatory temperature checks of all athletes before practices or games
- Travel may be limited



## Code D

### No athletic participation

- All athletic facilities are closed to the public as well as the school community
- No contests on or off campus
- No practices on or off campus
- No drills or workouts in groups on or off campus

Go Bulldogs!





# Instructional Plan

## Code A

All regular academic policies apply

## Code B

### Hybrid Instruction

- Hybrid instruction may be chosen by families of students who are immuno-suppressed or who are simply uncomfortable with school attendance during a health event.
- Hybrid instruction is required for any student placed in quarantine.
- All work will be available in Canvas.
- All work will follow the due dates as designated in Canvas. (Extensions may be granted at the teacher's discretion but are not required)
- Students are expected to be familiar with the document types accepted in Canvas and designated in the assignment instructions.
- Habitual submission errors may result in late penalties.
- Students are expected to note grading comments as they are posted in the Canvas gradebook and to respond in a timely manner if required or if the student has any question regarding the comment or grade.
- Accommodation plans will be honored as feasible in the online environment.
- Instruction will be recorded and placed in Canvas.
- Teachers have the option of offering live instruction via Panopto. This recording will be placed in Canvas at the conclusion.
- Teachers will post office hours in Canvas and will be available for assistance by phone or Zoom during those hours by appointment.
- Students may be required to come to campus when other students are not present for science labs or presentations.
- The Academic Honesty Policy is in full effect.
- Students who are approved for hybrid instruction, in order to be counted present, must log in daily to the digital platform.



## Code C

### Hybrid Instruction

- Hybrid instruction may be chosen by families of students who are immuno-suppressed or who are simply uncomfortable with school attendance during a health event.
- Hybrid instruction is required for any student placed in quarantine.
- All work will be available in Canvas.
- All work will follow the due dates as designated in Canvas. (Extensions may be granted at the teacher's discretion but are not required)
- Students are expected to be familiar with the document types accepted in Canvas and designated in the assignment instructions.
- Habitual submission errors may result in late penalties.
- Students are expected to note grading comments as they are posted in the Canvas gradebook and to respond in a timely manner if required or if the student has any question regarding the comment or grade.
- Accommodation plans will be honored as feasible in the online environment.
- Instruction will be recorded and placed in Canvas.
- Teachers have the option of offering live instruction via Panopto. This recording will be placed in Canvas at the conclusion.
- Teachers will post office hours in Canvas and will be available for assistance by phone or Zoom during those hours by appointment.
- Students may be required to come to campus when other students are not present for science labs or presentations.
- The Academic Honesty Policy is in full effect.
- Students who are approved for hybrid instruction, in order to be counted present, must log in daily to the digital platform.



## Code D

### Mandatory Remote Learning

- All work will be available in Canvas.
- Teachers will provide instruction four days per week and give one day for students to work as needed.
- It is expected that elementary students may have some modifications to the remote learning plan including increased interactive opportunities, extended deadlines, and additional time to become familiar with the Canvas platform as deemed appropriate by the teacher .
- Students are responsible for knowing and understanding all deadlines and expectations.
  - Remote Learning Late work policy: Students may submit work beyond the due date up and until Sunday night at midnight. Late assignments incur penalties of 10 points per day beyond the due date/time.
  - Students are expected to be familiar with the document types accepted in Canvas and designated in the assignment instructions.
  - Habitual submission errors may result in late penalties.
  - Students are expected to note grading comments as they are posted in the Canvas gradebook and to respond in a timely manner if required or if the student has any question regarding the comment or grade.
- Instruction will be recorded and placed in Canvas.
  - Teachers have the option of offering live instruction via Panopto. This recording will be placed in Canvas at the conclusion.
- Teachers will post office hours in Canvas and will be available for assistance by phone or Zoom during those hours by appointment.
- Parents may utilize the Canvas observer account for monitoring.
- Accommodation plans will be honored as feasible in the online environment.
  - Students on accommodation plans may reach out to the academic success coach for assistance.
  - Extra time accommodations will follow the same guidelines as in the regular classroom
  - Teachers are encouraged to accommodate students as feasible.

## Code D cont.

- **Academic Honesty Policy**

- Students are cautioned against taking on additional responsibilities during the time that school is closed that would impede their ability to keep up with the demands of remote learning.
- It is expected that students have internet access at home. Students who encounter a challenge with connectivity should **contact the teacher immediately** for assistance.
- Loss of internet access does not automatically excuse students from the late penalty.
- Students who are approved for hybrid instruction, in order to be counted present, must log in daily to the digital platform.



### Extended Illness Plan

- Students who are diagnosed with a serious illness or who are in a household with a person who is seriously ill, may be recommended for an extended illness plan by the school nurse. Documentation is required.
- Extended Illness Plans will be issued by the principal, assistant principal, or guidance counselor with the input of the school nurse and academic success coach.
- Extended Illness Plans may consist of any or all of the following:
  - Extended due dates for assignments
  - Reduction of the number of assignments
  - Arrangements for assistance via phone or Zoom from the classroom teacher or tutor
  - A grade of "I" on the report card until all assignments are completed

*“but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.” Isaiah 40:31*



# Emotional Health

*Assessing both physical and emotional well-being*

## Keeping Children Emotionally Safe

**Students feel stressed, isolated, and fatigued. They need emotional support as they work through their feelings about what has happened around them. Our faculty, staff, and coaches are discussing ways to support students' social-emotional health. Here are some things you can do:**

*You are not alone,  
you are wanted,  
you are loved.*

- Ask how they are feeling and provide them space to ask questions and express themselves without judgment.
- Answer questions without volunteering copious amounts of information, as this can be overwhelming.
- Maintain a routine at home to promote stability.
- Reassure them that the grown-ups in their life are there to support them and ensure their safety.
- Reach out to our administrators or our Director of Spiritual Formation (Carter Robison, [Carter.Robison@MDCAcademy.org](mailto:Carter.Robison@MDCAcademy.org)); we do not want you to feel like you are doing this alone.



# Contact Information

## If you have a question about...

Health: Contact our school nurses:

Crystal Fleming at [Crystal.Fleming@MDCAcademy.org](mailto:Crystal.Fleming@MDCAcademy.org) or  
Melinda Roman at [Melinda.Roman@MDCAcademy.org](mailto:Melinda.Roman@MDCAcademy.org)

Canvas: Contact Sara Hill at [Sara.Hill@MDCAcademy.org](mailto:Sara.Hill@MDCAcademy.org)

Academics: Contact Lori Hadley at [Lori.Hadley@MDCAcademy.org](mailto:Lori.Hadley@MDCAcademy.org)

Preschool: Contact Shannon Davis at [Shannon.Davis@MDCAcademy.org](mailto:Shannon.Davis@MDCAcademy.org)

Athletics: Contact Megan Ziegelhofer at [Megan.Ziegelhofer@MDCAcademy.org](mailto:Megan.Ziegelhofer@MDCAcademy.org)

Your Account: Contact Sue McGranaghan at [Sue.Mcgranaghan@MDCAcademy.org](mailto:Sue.Mcgranaghan@MDCAcademy.org)

Before & After Care: Contact Josh Swearingen at [Josh.Swearingen@MDCAcademy.org](mailto:Josh.Swearingen@MDCAcademy.org)

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