



HERITAGE CHRISTIAN ACADEMY

8349 Eagle Way By-Pass
Hopkinsville, KY 42240
270-885-2417

Dear Parents and Staff:

Heritage Christian Academy has received notification that a STUDENT/STAFF MEMBER tested positive for COVID-19. While we must protect the privacy of the person(s) involved, we believe it is best to communicate transparently with you so you can make well-informed decisions for your family.

There is nothing more important to Heritage Christian Academy than the safety and health of our students, our staff, and their families. We are working directly with county health officials to address any situation regarding COVID-19 as it relates to HCA. They have recommended we share the following with you: If a person tests positive, they will self-quarantine for the time outlined by our local health department. If anyone was/is identified as having close contact with this individual, they will be notified. In the active case(s) currently at the school any such individual has already been notified directly to receive guidance. Otherwise, no action is needed since adherence to safety guidelines and protocols occurred. Please know the health department and/or school will notify parents of any student should they be considered close contact.

Heritage Christian Academy will continue to follow all COVID-19 related safety procedures from the CDC and health department recommendations. Please remember that updates on guidelines are fluid and subject to change as knowledge is gained on COVID-19 and the spread of the disease. We are in continuous communication with health officials to remain updated on such changes.

COVID-19 is transmitted through person-to-person contact and through the exchange of respiratory droplets. As more cases are being confirmed across the state, including in our community, we must be vigilant. Symptoms of COVID-19 include fever, cough, and shortness of breath. If you or any member of your family exhibit these symptoms, please contact your medical provider for advice immediately. Symptoms usually appear 2-14 days after exposure.

The CDC recommends the following best practices to help prevent the spread of COVID-19:

- Wash your hands often with soap and water for at least 20 seconds.
- Use alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid close contact with those who are sick.
- Cover your coughs and sneezes with a tissue or your sleeve.
- Avoid touching your eyes, mouth, and nose.
- Disinfect frequently touched surfaces and objects.

- Stay at home when you are sick.
- Practice social distancing, leaving at least six feet between you and other people.
- Wear a cloth mask in public when you cannot social distance.

Our greatest priority is the safety of our students, staff and their families. It is important to remember that children are greatly influenced by the reactions of adults when facing difficult circumstances. I encourage everyone to remain calm and to be empathic and respectful to those affected.

We are grateful for the opportunity to serve you and your family, especially as we face this challenging situation together. Thank you for your support.

Please read below the guidelines we are practicing daily at HCA:

HCA's COVID-19 Guidelines

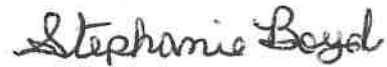
According to the "Guidance on Safety Expectations and Best Practices for Kentucky Schools," Christian County Health Department and the Kentucky Department for Public Health, the following must be implemented by schools:

- Students who are in first grade and above and staff will be required to wear a cloth face covering unless medically waived. If the physical space in the school does not allow for spacing students' desks 6 feet apart, masks will be required at all times in that classroom for students and staff. HCA will try to use social distancing as much as possible to allow students to be able to remove their mask during the school day. Although this is subject to change as guidelines are continuously updated, therefore, masks may be worn all day without a break.
- Every student and employee will have his or her temperature checked when entering the building.
- When students are dropped-off in the mornings after 7:30, they will go to their classroom. Teachers will be in their rooms to monitor students. Parents are not allowed to enter the building. If a parent needs to speak to a teacher, please make an appointment.
- There will be no field trips or assemblies. Chapel will be live streamed into the classrooms on Thursdays.
- Elementary will eat lunch in the lunchroom two grades at a time. Please no parents or family members at this time.
- Middle school and high school students will eat in their homerooms.
- Students in 7th – 12th grades will not use lockers. Books can be left in the classroom.
- Middle school and high school desks will be cleaned after every class.
- Water fountains will be turned off. Students will be allowed to bring water in clear bottles only.
- Special teachers may go to the different classrooms or clean desks, chairs, etc. between classes.
- Hallways will be marked down each side with arrows for the flow of traffic. All students will walk single-file and stay a safe distance from each other while in hallways. Students will be required to wear a mask in transition.

- After school choir will not begin until later in the fall. Music classes will not be singing until a later date. They will do other music related activities.
- Someone will be cleaning restrooms during the school day.
- During school pick-up, students will be dismissed at five-minute intervals. Students will not be allowed to gather in the hallways. Please make arrangements to pick-up your child when school dismisses. Aftercare will be provided for elementary students only.
- Parents and/or guardians have been asked to sign a form concerning parental assurance for daily student health assessment before arriving at school.
- Our staff have been working on training for technology integration in the classroom and tools that will increase the quality of instruction if schools are mandated to close or our absenteeism rate due to illness are deemed necessary.

Please know, at times we may decide to quarantine (maybe just from school and school related activities) an entire class or grade due to the duration of time in one classroom or small amounts of continuous contact. During a pandemic, we may make extra precautions to ensure our families that we care about the health and welfare of your child(ren) and all our students. Please feel free to contact the school with additional questions as we continue to navigate through this together. We appreciate all the support and prayers. We simply could not do this without you!

Sincerely,

A handwritten signature in cursive script that reads "Stephanie Boyd".

Stephanie Boyd
HCA Healthy At School Officer