

Union Christian Academy

2020-2021 School Reopening Plan

GOAL: To develop and implement a school reopening plan for the 2020-2021 school year that meets and aligns to the requirements and best practices of the MAIS and Louisiana Department of Education Strong Start 2020 School Reopening Guidelines & Resources and promotes student and employee safety during Phase 1, 2, and 3 of the COVID-19 pandemic.

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INTRODUCTION

The Union Christian Academy School Board has created this phase dependent plan to aid in navigating the reestablishment of our schools where employees, students, and families feel safe upon returning and to reduce the impact of COVID-19 conditions. The guidelines referenced in this plan are based on guidance from MAIS, the Louisiana Department of Education (LDOE), Louisiana Department of Health (LDH), Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO). Regular updates will be made to this plan based on information provided to us by the LDOE, LDHH, CDC, WHO, and applicable federal, state, and local agencies.

Union Christian Academy Operations

Before implementation, information on the opening of school and appropriate phases will be sent to all employees, students, and parents. Additionally, the individual needs and circumstances of students with disabilities will be addressed. Please see below for a summary of each phase.

PHASE	OPERATIONS
PHASE 1	<ul style="list-style-type: none">● School operations are limited to virtual learning only with select exceptions. (See below.)● Facilities are closed to the public.● All Union Christian Academy School employees are classified as essential and may be required to report to their assigned locations.
PHASE 2	<ul style="list-style-type: none">● Schools will open for all students Monday through Friday based on guidance from MAIS, the Governor's Office, LDE, LDHH and applicable local and state agencies.● School operations will resume adhering to established guidelines.
PHASE 3	<ul style="list-style-type: none">● Schools will remain open for all students Monday through Friday based on guidance from MAIS, the Governor's Office, LDE, LDHH and applicable local and state agencies.● School operations will continue adhering to established guidelines.

Phase 1

Phase 1 guidelines dictate a capacity of 25% on a school bus and 10 individuals in a classroom. In the event that the Governor's Office declares that we must enter Phase 1, the school system will virtually provide distance education opportunities for all students. This will be done using a variety of platforms (Google, Zoom, Facebook, and online DualEnrollment classes). We feel the platforms will meet our needs. Students will continue to have access to high quality instruction and will be required to log-in regularly, view archived videos, submit assignments, and complete assessments. In Phase 1, schools will function in a virtual setting. In a virtual setting, students will receive instruction in the home setting rather than in the school building. Preference for inclusion in the group of 10 individuals will be considered for students with low speed or no home internet access. For those who have low speed or no home internet service, paper packets of assigned student work will be made available.

Phase 2

Phase 2 guidelines dictate a capacity of 50% on a school bus and 25 individuals in a classroom. To the extent possible, school will be offered to all students in a traditional face-to-face setting similar to the one that took place during the 2019-2020 school year. To accomplish this, UCA will be modifying practices to include daily temperature checks, encourage the use of masks for all students in Grade 3 and above, amended cafeteria operations, and additional enhanced safety protocols.

Phase 3

Phase 3 guidelines dictate a capacity of 75% on a school bus and 50 individuals in a classroom. UCA will continue to provide all students the opportunity to be in school every day. To accomplish this, each of our schools will continue to modify practices to include daily temperature checks, encourage the use of masks for all students in Grade 3 and above, amended cafeteria operations, and additional enhanced safety protocols.

PARENT INSTRUCTIONAL OPTIONS

Union Christian Online Virtual Classes

In Phases 1 and 2 families will have the option to learn exclusively from home through the use of online services. During Phases 1 and 2 online classes will be offered as an option to the traditional face-to-face school setting during the 2020-2021 school year. Virtual courses will be offered for students enrolled in the academy through a variety of platforms (Google, Zoom, Facebook, and online DualEnrollment classes). Students maybe assigned a technology device or Chromebook to facilitate virtual learning. Additionally UCA is working to give students choosing online classes access to internet connectivity through a mobile wireless device from Verizon.

Parent Selection of Instructional Options

- Parents will select a virtual instruction by notifying the school by August 24. This can be done by calling the school on Mondays from 9 until noon.

- Families who do not notify the school they wish to receive virtual instruction are choosing the in-person attendance option.
- Students who choose virtual instruction and then opt out of virtual instruction will not be eligible for re-enrollment into the virtual instruction during the 2020-2021 school year.
- Students who opt out of virtual instruction will not be eligible for re-enrollment into the academy during the 2020-2021 school year.
- Parent requests to change from in-person to virtual learning before the end of the eight weeks marking period will only be considered in extenuating circumstances that are confirmed by a doctor's medical excuse and approved by the school principal.

Students enrolled in virtual instruction will not be eligible to participate in sports activities at UCA.

Student Attendance

School attendance aligned to the Compulsory School Attendance Law. For students who attend in-person, attendance will be recorded using RenWeb. For students in a virtual setting, attendance will be recorded through student on-line participation. To receive credit and attendance for courses, students are expected to complete student work assigned by the teacher.

Phase 1:

Virtual Attendance:

- For credit purposes, teachers will maintain attendance records to determine satisfactory completion of course requirements. (These records are not for truancy purposes.)
- Students are required to log-in to a variety of platforms to complete daily course assignments (Google, Zoom, Facebook, and online DualEnrollment classes).

Phase 2:

Regular Attendance:

- Attendance regulations are enforced.
- Teachers take attendance.
- Teachers are required to document completion of the minimum number of instructional minutes per year.
- Students not attending school regularly will not be eligible to receive credit for enrolled classes.

Virtual Attendance:

- For credit purposes, teachers will maintain attendance records to determine satisfactory completion of course requirements. (These records are not for truancy purposes.)
- Students are required to log-in to a variety of platforms to complete daily course assignments (Google, Zoom, Facebook, and online DualEnrollment classes).

Phase 3:

- Attendance regulations are the same as outlined in Phase 2.

Transportation and Bus Protocols

The guidelines given below are provided to UCA by the Union Parish School Board. UCA Students must follow the following guidelines.

Phase 1:

In Phase 1, UCA will provide distance learning opportunities for all students. Union Parish School Board will not provide school bus transportation for students to and from school. The exceptions to transportation during Phase 1 will be for student living in areas with low speed internet access or no connectivity as well as certain sectors of the students with disabilities population. These populations will be transported at 25% bus capacity and constitute the 10 individuals in a classroom allowed under LDE guidelines. Bus operators and students in Grade 3 or higher will be required to wear a face mask while on the bus. School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route.

Phase 2:

In Phase 2, Union Parish School Board buses will operate at 50% capacity to maintain appropriate spacing. Bus operators and students in Grade 3 or higher will be required to wear a face mask while on bus. School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route.

Phase 3:

In Phase 3, Union Parish School Board buses will operate at 75% capacity and maintain appropriate spacing. Bus operators and students in Grade 3 or higher will be required to wear a face mask while on the bus. School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route.

Due to reduced bus capacity UCA Students may be allowed to ride Union Parish School Buses only two days a week. The other three days of the week UCA parents are responsible for providing transportation to and from school.

EMPLOYEE AND STUDENT SAFETY

COVID Student Protocols and Screening Overview

- Parents are encouraged to complete a student health screening at home before sending students to school. (See below for symptoms.)
- By sending students to school parents are certifying that their child: has not had a temperature within the past 24 hours, that the child has not taken a fever reducing medication, and that the child is not showing any symptoms of illness listed below.
- All students will have their temperatures taken upon arrival at school. Students with temperature reading of 100.4 or above will be required to return home.

- For students in grades K3 through 9, classroom groups will remain static or fixed with the understanding that individual students may come into close contact with one another during the school day.
- To practice social distancing, all individuals will maintain a physical distance of six feet to the maximum extent possible.
- All students and staff will be required to wear a mask to enter the school and when they are moving about the building. When the students arrive in their classroom, students in grade 3 and above will be encouraged to wear a mask, as able and to the maximum extent possible. If your child has been diagnosed with severe breathing difficulties please make the school's principal aware. Students with diagnosed severe breathing difficulties should not wear masks.
- Students may consume meals in designated areas other than the school cafeteria to maintain social distancing.
- Schools will be authorized to amend any necessary procedures in order to comply with State safety guidelines.

When completing a student self-screening, parents should look for the following symptoms. If students exhibit any of these symptoms, the parent should take the student to their family medical physician, and the student should remain at home. If the student presents one or more of the following symptoms at school, school personnel will follow established protocols and contact parents/guardians.

1. Symptoms that may require a student to stay home and/or leave school:

a. Any **ONE** of the symptoms below:

- Fever of 100.4F or greater
- Persistent cough
- Shortness of breath or difficulty breathing
- Active vomiting or diarrhea

b. **Emergency warning signs; get medical attention as soon as possible**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

Or, at least **TWO** of these symptoms

- Fever (100.4F)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Unexplained rash

2. All students with the above symptoms will be isolated and provided with the proper adult supervision until the student is able to return home.

3. It will be the responsibility of the parent/guardian to promptly pick up the student from school.
4. In the case of a student who tests positive for COVID-19, parents are required to notify and update the school principal of the student's health status.

COVID Employee Screening and Protocols

The following guidelines are **MANDATORY** for UCA employees.

1. All employees must follow established return-to-work guidelines. Symptoms that require an absence, or exclusion, from work include: **(If any of the following symptoms exists you should visit your family medical physician and remain home using the appropriate leave.)**
 - Fever of 100.4F or greater
 - Persistent cough
 - Shortness of breath or difficulty breathing
 - Active vomiting or diarrhea
2. Emergency warning signs get medical attention as soon as possible:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face
3. Any employee having at least two of the following symptoms
 - Fever (100.4F)
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Unexplained rash
4. All employees will be required to notify the principal if there is a change in their health status.
5. Affected person(s) must follow up with a medical provider to obtain a clearance note prior to returning to work/school.
6. Employees will be required to complete a SafeSchools Online Training to include:
 - Coronavirus Awareness
 - Coronavirus: Cleaning and Disinfecting Your Workplace
 - Coronavirus: Managing Stress and Anxiety
7. UCA employees will practice social distancing at all times.

8. UCA employees will wear a mask when having face-to-face interaction with the public on school property. School based employees will be required to wear a mask when interacting with students, the public, and all other employees to the maximum extent possible.
9. All common areas/breakrooms will adhere to State capacity guidelines. Only necessary use of the microwave, refrigerator, and office equipment will be allowed.

COVID Employee Health Protocol

- If an employee becomes ill at work, or if another person is exhibiting symptoms of COVID-19 at work, he or she may be asked to visit the nearest health center for guidance in returning to work.
- Employees returning to work from an approved medical leave should contact the principal. Before returning to work, employees may be asked to submit a healthcare provider's note.
- If an employee has been diagnosed with COVID-19, he or she may return to work when all 4 criteria have been met:
 1. At least 3 days (72 hours) without symptoms (no fever without the use of fever-reducing medications).
 2. Improved respiratory symptoms (persistent cough, shortness of breath, etc.).
 3. A minimum of 7 days have passed since first presenting symptoms.
 4. Written clearance from a medical provider to return to work.
- If an employee has symptoms that could be related to COVID-19, the employee should assume that he or she has COVID-19 and should not return to work until the four criteria listed above have been met.

COVID Employee or Student Exposure

In the event of a Coronavirus confirmed positive case of a student or employee, the principal will then contact Regional Medical Director to report. A Contact Tracer from the Louisiana Department of Health may make contact with parents and/or employees to identify those potentially infected. A form letter will be sent to parents making them aware of any positive cases reported for their child's school. ***It is important to note that a confirmed positive case is not an automatic trigger to close school.*** The Union Christian Academy Board will be in close contact with the Louisiana Department of Health. The regional administrator's office will give guidance for all incidents related to employee and student exposure to COVID-19 and/or COVID-19 related symptoms. While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If a UCA employee or student, or someone he or she has been in contact with, has been directly exposed to the virus, our first concern is for the health and safety of those who may be at risk for additional exposure. In this rapidly changing situation, health care providers should have the most up-to-date information from the CDC.

The following steps will be taken as soon as a student or employee is confirmed positive for Covid 19.

1. If school is in session the class involved will be immediately moved to another vacant classroom in the school.
2. The classroom and other places the infected individual has been will be sanitized with a variety of methods.
3. Parents of students who have been in contact with the infected individual will be notified of a verified infection.
4. The infected individual must remain out of school or work until all four of the following have been met;
 - A. At least 3 days (72 hours) without symptoms (no fever without the use of fecer-reducing medications).
 - B. Improved respiratory symptoms (persistent cough, shortness of breath, etc.)
 - C. A minimum of 7 days have passed since first presenting symptoms.
 - D. Written clearance from a medical provider to return to work.

Employee exposure protocols may include the following:

1. Self-quarantine in a specific room away from others in the home.
2. Contact the following to notify them of potential exposure to COVID-19 and follow their instructions:
 - a. The principal
 - b. The employee's personal healthcare provider
3. The principal will work with the board to determine appropriate next steps.
4. In case of an emergency, the employee should call 911 to notify them of potential exposure to COVID-19 and follow provided instructions.

Student exposure protocols may include the following:

1. Self-quarantine may be required.
2. Parents should monitor students for symptoms and consider contacting a healthcare provider.
3. In the case of a student who tests positive for COVID-19, parents are required to notify and update the school principal.

Social Distancing

Social distancing is an effective way to prevent potential infection. UCA employees, students, parents, and visitors should practice maintaining a 6 feet distance and eliminating physical contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the office and hallways in order to maintain the social distancing requirement of 6 feet.
- Interactions or Gatherings – Non-essential or informal meetups and visiting should be avoided.
- All large group assemblies (pep rallies, school assemblies, large group music classes, and large Bible Classes) at the school will be canceled until further notice.

Personal Protective Equipment (PPE) for Employees and Students

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

- **Masks (Required):** Face masks are an important part of our protection against the spread of COVID-19, as well as in personal hygiene, social distancing, and enhanced cleaning efforts. As such, masks are mandated for ALL UCA employees. Students

- in Grade 3 and above will be required to wear a mask, as able and to the maximum extent possible. Students and faculty will be required to wear masks as they move about the building.
- **Gloves (Optional):** Wearing gloves does not diminish the need to wash our hands, and whether gloved or not, touching our faces, noses, and eyes is a significant risk to the spread of infection.

Please note that social distancing to the extent possible should still be practiced even with the use of gloves and masks.

In addition to using PPE, all employees and students are reminded to:

- Wash hands with soap and water often for at least 20 seconds.
- If soap and water are not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching eyes, nose, and mouth.
- When necessary, cover one's mouth and nose with a tissue or use the inside elbow when coughing or sneezing.

Travel Restrictions

- **Employees**
 - o UCA will discontinue staff travel to conferences and workshops until further notice, unless pre-approved by the principal.
- **Students**
 - o During Phase 2 and 3, school related travel may be allowed with approval from the principal.

ENHANCED SAFETY MEASURES

A daytime custodian has been employed and will be responsible for continual cleaning and sanitizing frequently touched objects and surfaces throughout the building. Visitors in the buildings are not encouraged. If a visitor does enter the building they are required to have a temperature check, wear a mask, and maintain social distancing.

CAFETERIA PROTOCOLS

Phase 1

During Phase 1 classes will predominately be virtual. However, if a student does attend in person classes due to poor or no internet services they will be required to bring a lunch as the cafeteria will not be operational.

Phase 2

During Phase 2, the UCA Cafeteria will be operational. Students will pick up a grab and go lunch and will eat in their classroom. The dining area of the cafeteria will remain closed. If a student chooses to bring a lunch these lunches must not require refrigeration and to be heated. The use of microwaves will not be allowed. Meals will be served using disposable utensils, trays and cups. Additionally, the school will provide each teacher with a large trash bad so that students can easily dispose of their waste. Teachers or their designee will place the trash bags into the trash cans located on each hallway. Working together, custodians and cafeteria staff will dispose of all trash within an hour of meal time.

Safety precautions and operational processes will be observed during meal times as follows:

- Regulations and guidance from CDC, USDA, LDOE, CNP and LDHH will be followed in all processes of the school nutrition program: delivery, storage, preparation, serving and cleaning.
- Students will wash and/or sanitize their hands upon entering school, before meals, after meals.
- Neither students nor faculty will be allowed to share food or beverages.
- Each day teachers will record and submit to school nutrition staff the names of all students receiving and eating meals in their classroom.
- Child Nutrition staff will wear face masks and disposable gloves and maintain social distancing of six feet during the distribution of meals.
- Lunches for K3 – K5 will be delivered to the classroom. Grades 1 – 12 will go to the cafeteria and pick up a grab and go lunch and return to their classroom to eat.

Phase 3

During Phase 3, Union Christian Academy Nutrition Program will use the same processes as in Phase 2.

COMMUNICATION

Point of contact: Eric Carter – eric.carter@ucalions.org

Kay Hicks – kay.hicks@unionchristianacademy.org

Other Resources: School Websites, School Facebook Pages, and newsletters

If parents/guardians have any specific questions pertaining to school reopening, please contact Union Christian Academy.

OTHER SCHOOL CONSIDERATIONS

Restroom/Water Fountain Usage during the School Day

Students will be assigned specific restrooms to use to help facilitate tracing if needed. Water fountains have been turned off and students will be given a water bottle. The water bottle should already be filled when a student arrives at school. At lunch teachers and staff will assist students in refilling their water bottle.

Locker Rooms

Locker rooms in the high school building will be closed during the day. Students that have normally kept items in the locker room must now keep those materials in their locker.

Visitors on Campus

The safety of our staff and students remains UCA's primary concern. Therefore, visitors are encouraged to make an appointment to visit UCA classrooms, teachers, or administrators. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitors should be prepared to wear a mask, use hand sanitizer, and have their temperature taken. As a precautionary measure, visitors requiring access beyond the lobby or main office will be required to complete the COVID-19 Building Entry Screening Questionnaire. Compliance is important to help us take precautionary measures to protect our visitors, students, and staff in the building.

FREQUENTLY ASKED QUESTIONS

What will virtual learning consist of in Union Christian Academy?

UCA teachers will deliver daily lessons to students using a variety of platforms (Google, Zoom, Facebook, and online DualEnrollment classes). Under this model, the district will provide devices (Chromebooks) and, to the extent possible, internet access. Further information on the application process for technology will follow. This model is used only as a last resort or if we are forced to re-enter Phase 1. The board and staff of UCA believe that if at all possible students should be engaged in face to face instruction. It is good for all students academicall and emotionally to be in contact with their peers and teachers.

How will parents communicate their choice of options for their child's learning?

Unless given notification, your child's school will plan for their participation in face to face instruction. On or before Noon on Monday, August 24 a parent should call or email the school inform them that they wish for their child to participate in Virtual Instruction.

What will virtual learning (Phase 2) consist of at UCA?

If a parent chooses for their child to participate in virtual instruction students are expected to complete virtual learning assignments through a variety of platforms (Google, Zoom, Facebook, and online DualEnrollment classes).

What required precautions will be in place for students who attend school in- person?

- All employees of UCA, as well as students in Grades 3-12, will be encourage to wear a mask, as able and to the maximum extent possible.
- Students' temperatures will be taken upon their arrival. Any student with a temperature at or above 100.4 will be isolated, and parents will be contacted to arrange for transportation home.
- Students will be required to wash their hands often; including upon arrival, before and after lunch, and at dismissal.
- Enhanced cleaning procedures will be in place.
- Social distancing practices will be implemented to the greatest possible extent.

How will transportation be provided?

In order to reduce the number of students on the bus, parents are encouraged to drive their children to and from school when possible. In Phase 2, bus capacity is limited to 50%. In Phase 3, bus capacity is limited to 75%. The Union Parish Transportation Department is currently adjusting bus routes to accommodate this mandate. Due to these limitations, bus routes may be changed. Due to the reduced number of students allowed to ride on a bus and the fact that Union Parish School students will only be present at school two days a week, UCA Students will only be able to ride a bus two days a week. If a parent chooses face to face instruction the parent is responsible for providing transportation the other three days a week.

Will athletics be allowed to resume?

Union Christian is not a part of the Louisiana High School Athletic Association. Therefore we do not have to follow the mandates give by the LHSAA. UCA is a member of MAIS and due to our size, it is possible to compete in athletics. The problem is the social distancing among the spectators. At athletic events spectators will be encourage to socially distance. At UCA spectaotros will be allowed to watch football games from the hill above the stadium and around the field.

How will the school communicate with parents?

Parents should continue to monitor our school website at <https://www.ucalions.org> and the school Facebook Page. Official noticifations will only be placed on the school website.

Is tuition still required if we participate in virtual instruction?

Yes. Your child will still be receiving daily instruction and teachers will be required to interact with your child and to grade and monitor their progress.