

INITIAL-RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

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Contents

INTRODUCTION 3

I. SAFETY OF STUDENTS, STAFF, AND VISITORS 3

 EMPLOYEE SCREENING AND PROTOCOLS 3

 HEALTH PROTOCOL 3

 COVID-19 Protocols..... 2

 GUIDANCE IF EXPOSED 2

 SOCIAL DISTANCING 2

 PERSONAL PROTECTIVE EQUIPMENT (PPE) 3

 PERSONAL WORKSPACE/CLASSROOM 3

 SHARED WORKSPACE 3

 FACILITIES CLEANING 3

 GENERAL DISINFECTION MEASURES 4

 GENERAL DISINFECTION MEASURES PROTOCOL..... 4

 SIGNAGE 4

 FOOD DELIVERY 4

 PREVENTIVE MATERIAL INVENTORY 5

 COVID19 CASE FORM..... 5

 RESTROOM USAGE DURING THE WORKDAY 5

 LOCKER ROOMS 5

 VISITORS ON CAMPUS 5

 STAFF TRAINING 6

 COMMUNICATION METHODS..... 6

II. ACADEMICS AND HOME-BASED LEARNING 6

 Daily Activities (subject to change)..... 7

 SCHOOL ARRIVAL 7

 PHYSICAL EDUCATION..... 7

 LUNCH..... 7

 CHOIR (ELEMENTARY) 8

 FINE ARTS (SECONDARY) 8

 CHAPEL..... 8

 SCHOOL DISMISSAL 8

 GRADING POLICY 8

 Grading and Attendance..... 8

 RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES 9

 ONLINE INSTRUCTION 9

III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING 9

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies.

ISBE/IDPH [released a document](#) outlining what a return to school looks like. GCA will be following, to the best of our ability, what has been outlined. We believe this decision falls in line with the tremendous effort taken to be state-recognized, ACSI accredited, and our desire to be above reproach. In general, this includes:

- the use of appropriate personal protective equipment (PPE), including face coverings;
- We will rearrange our schedule so that there are not more than 50 individuals gathering in one space;
- Grace will observe social distancing guidelines, as much as possible;
- We will be checking temperatures and conducting symptoms screening before individuals are allowed in the school.
- We have already discussed an increase in school-wide cleaning and disinfection with our cleaning staff.

I. SAFETY OF STUDENTS, STAFF, AND VISITORS

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will require employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

All screening information will be kept confidential within the office administration.

HEALTH PROTOCOL

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.

- Employees returning to work from an approved medical leave should contact school administration. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID19, you may return to work when all three criteria are met:

1. At least three days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
 3. At least seven days have passed since symptoms first occurred
- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

COVID-19 Protocols

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 1. Your healthcare provider
 2. GCA's Administration
3. GCA administration will work with you to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. GCA employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

PERSONAL PROTECTIVE EQUIPMENT (PPE)

To minimize exposure to COVID-19, PPE may be needed to prevent specific exposures. PPE can include:

- **Masks:** Face masks are an essential part of employee protection, as well as personal hygiene, social distancing, and constant cleaning efforts. *Please note that social distancing should still be practiced even with the use of PPE.*
- In addition to using PPE, please remember to:
 - Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
 - Avoid touching your eyes, nose, and mouth
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

GCA staff will use the signage provided to indicate the room for sanitizing and disinfecting. Employees are encouraged to disinfect their workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. GCA has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The GCA Custodial Team will clean all common areas at their designated cleaning time. *Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

There will be limited access to specific workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– The GCA Office will be on lockdown. Interactions with the office will be conducted through the office window.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

FACILITIES CLEANING

The safety of our employees and students are our priority. Upon reopening, our schools have been thoroughly cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require

employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency	Responsibility
Workspaces	Classrooms, Offices	At the end of each use/day	Teacher
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily	Teachers/Staff
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and between use	Teacher
General Used Objects	Handles, light switches, sinks, restrooms	At least four times a day	Teacher/Students
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day	Driver/Coach
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups	GCA Custodial Staff

The goal is to establish a clean baseline before the site opens. The site is to be 100% disinfected before anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly.

- Teachers will develop individual disinfection measures within their classroom for use throughout the day
- Plans will be submitted and approved by GCA administration

SIGNAGE

Signage will be placed throughout the offices and school.

FOOD DELIVERY

We ask that there be no food delivered and that food be kept at your assigned space. Grace will not be doing pizza Fridays for the time being. Food will be intended for individual use and will not be shared. Personal deliveries, such as packages, should not be delivered to GCA.

PREVENTIVE MATERIAL INVENTORY

1. Confirm GCA has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of PPE equipment
3. Touchless thermometers on-site for employee and student screening

COVID19 CASE FORM

If an employee or student becomes ill on campus, he/she will immediately report to the school's designated **isolation room**, and the case form will be completed.

- Once the employee or student arrives at the isolation room, immediately provide them with a KN-95 mask. Explain that this is to help protect other employees and students and prevent the spread of the potential virus. Parents will be called.
- If COVID-19 is suspected, the office staff must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The office staff and others attending the suspected infected person should also wear a protective mask and gloves while working with the suspected infected person.
- The office staff will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The office staff and administration must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the GCA office staff.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE WORKDAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a standard practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing, or appears to be sick.

VISITORS ON CAMPUS

The safety of our staff and students remains the GCAs primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are limiting visitors to the building. All communication should be done over the phone or email with the

office, business office, or principals. If entering the building is essential, then participation in the buildings simple screening process (symptoms check and temperature check) will be required to help us take precautionary measures to protect you and everyone in the building.

STAFF TRAINING

- **Pre-return to school training**
 - Presented remotely to ensure understanding and preparedness to align with this manual
- **First Day Training/Orientation**
 - Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols.
- **Cleaning Crew Protocols**
 - Disinfection methods, comprehensive cleaning training

All employees must understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to disseminate information to all teams and audiences effectively.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. GCA checklists
3. Response Teams
4. Disinfection Measures
5. Isolation protocols
6. On-site health screening
7. Daily self-screenings
8. Visitors
9. Cleaning Crew Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often. We will communicate using the RenWeb and RenWeb Parent Alert system.
2. Visit our school website
3. Follow our social media platforms

II. ACADEMICS AND HOME-BASED LEARNING

GCA developed a COVID19 Task Force Committee to organize and develop systems in place for the district's reopening. The committee members were selected from various departments and grade levels to get a diverse set of knowledge and skills. This task force is in regular communication and discusses things as the situation evolves. The task force discusses the following:

1. Optimize Professional Development

The professional development will highly consist of **technology-based training**, such as Google Classroom, Google Drive (possibly another LMS for the secondary).

Daily Activities (subject to change)

SCHOOL ARRIVAL

- Every individual entering the building during school hours will be temperature screened. A list of health questions will be published and shared on the school website/school app and must be done daily for each student. It is the parent's responsibility to review the questions each morning before entering the building.
- If your child is entering the building before 7:30 AM, they will be entering the school through the back door, along the back-parking-lot by the trophy case. They will have their temperature taken in morning care. The back-gym entrance will station the morning care worker. This allows for a clear line of vision upon entering. They will remain in the gym during the morning care time.
- We are asking that all other students arrive at the appropriate time to avoid groups congregating. Students will report directly to their classrooms and follow their teacher's classroom procedures.
- When the weather is permissible, Grace elementary will conduct an outdoor arrival station. This will allow you as a parent to engage with the teacher. Please see the satellite attachment for an explanation.

PHYSICAL EDUCATION

Grace will continue to do physical education kindergarten through twelfth grade, but precautions will be taken to ensure the safety of the kids.

- Environment: While our gymnasium is a great resource, we will have the playground, ball fields, and sections of the parking lot for PE needs.
- Activities: Activities will be limited to those that are deemed low risk (capture the flag, kickball, etc.)

LUNCH

Elementary: Elementary classes will be eating lunch in 'pods.' This means that preschool and pre-kindergarten will be together, kindergarten and first grade, second and third grade, and fourth and fifth grade. We will stagger times for lunch to ensure social distancing.

- Proper cleaning procedures will be enforced for seating and microwave usage.

Secondary: Sixth through eighth grade will be eating with their classes in a separate location to be determined. Freshmen through senior-level classes will be eating in assigned 'houses' to ensure social distancing, while also developing our theme of community.

- Proper cleaning procedures will be enforced for seating and microwave usage.

CHOIR (ELEMENTARY)

Elementary general music has been postponed indefinitely. Elementary teachers will work together to instill music appreciation through worship-songs of the month, hymns, etc.

FINE ARTS (SECONDARY)

- Choir: It is with reluctance that the secondary choir will be postponed indefinitely.
- Orchestra/Band: Orchestra and band will meet regularly following the social distancing guidelines.

CHAPEL

Elementary chapel:

- Three-year old's through first grade will meet together
- Second grade through fifth grade will meet together
- Secondary will meet in small J-Term like small groups

SCHOOL DISMISSAL

- Elementary: Elementary dismissal time is **3:15 PM**. Parents will enter the parking lot, and we will have a staff member with a walkie-talkie to announce your arrival. The students will remain in their classroom until their teacher is instructed that you have arrived. The student will be dismissed and met in the hallway to walk them to your vehicle.
- Secondary: Secondary dismissal time is **3:30 PM**. Parents will enter the parking lot, and we will have a staff member with a walkie-talkie to announce your arrival. The students will remain in their classroom until their teacher is instructed that you have arrived. The student will be dismissed and met in the hallway to walk them to your vehicle. If your child is a student driver, they can exit the building at 3:30 PM. We are asking that students do not assemble as in the past in locations such as the hallway, gym, or individual classrooms/the office.
- If your child is leaving mid-day due to dual credit classes, Career Center, or something of the sort, they must sign out at the school office and should not re-enter the building unless there is a specific need. We are avoiding the in-and-out flow of students.

GRADING POLICY

Grading and Attendance

- To receive credit and attendance for the courses for this school year, students are expected to complete the assignments. The grading policy is located on our student handbook.
- For promotion to the next grade level, students will need to have completed the requirements outlined in this grading policy.

RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES

If the school has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

To cut down on paper packets, GCA is developing the use of Google Classroom (K-5), Canvas (6-12), and RenWeb will be another communication method for parents to be able to contact the classroom teachers.

If the family can access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. If you do not have access to the internet, please contact individual teachers about what might work best in your situation.

ONLINE INSTRUCTION

- Grace will be using Google Classroom for Kindergarten through fifth grade and Canvas for sixth grade through twelfth grade. More information will be given at the orientation.
- Zoom is our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will instruct over the lesson and then follow-up with tutorials in the same week.
- Individual teachers will provide a Zoom schedule.

III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING

Grace will follow the guidelines put forth by IHSA and IESA regarding extracurricular activities. At the moment, IHSA/IESA is still developing plans for what athletics looks like for the fall season. This section will be updated as that information is made available.