2020-2021
Return to School Plan

HIGH SCHOOL.
Redefined.
Redesigned.
The Heart of UCA During the Pandemic

Despite the unprecedented times we are in, Unity Christian Academy’s mission remains the same: **Empowering a diverse community, united by Christ, to achieve excellence in education for the flourishing of all creation.** It is our deep hope that, especially during times of distress, fear, and hardship, God will use our community to bring himself glory and to increase his kingdom. To live out our mission as a learning community during this time, we will need to embrace the following:

1. We are first and foremost called to love God and love our neighbor.
2. Even though we may not all have had the same pandemic experiences, we can rally around the love that Christ has for all of us in equal measure.
3. On top of love, creativity, flexibility, and understanding will reign supreme this year. Our plans will almost certainly need to adapt to the evolving situation with Covid-19. Please know this: the safety and wellbeing of our community will always be at the forefront of our planning.

We have been blessed beyond measure by the committed families that have embraced UCA’s unique vision for Christian education. It is encouraging to receive several requests to serve and be involved in the life of the school. Please continue to pray that God would provide patience, boldness, strength, times of enjoyment, and whatever else we need. We look forward to a great year.

Neil Okuley
UCA Principal

Covid Planning Committee: Purpose Statement

The UCA Board of Directors authorized the creation of a subcommittee to plan for the start of school in August of 2020. The committee offers this plan about when to start school, the school calendar, and the nature and form of instructional delivery during the 2020-2021 school year. **Thank you to the wonderful Covid Planning Committee, who developed this Return to School plan.**

- Sister Ida Green, board member
- Bill Boerman-Cornell, board member
- Constance Ford, parent
- Nancy Zekveld, parent
- Ewing Ikard II, parent
- Cathy Foote, parent
- Charis Bootsma, educator
- Amy Veldboom, educator
- Noah Friesen, educator
- Neil Okuley, principal
Social Distancing and Mitigation Strategies

School Days and Hours
For the foreseeable future, UCA will follow a hybrid in-person and remote schedule. In-person classes will be held Monday-Wednesday while Thursday and Friday will be reserved for remote learning only. Our schedule will be re-evaluated when major changes in pandemic conditions happen in Illinois. Please see the following daily schedule:

### Monday, Tuesday, and Wednesday Hybrid Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:10-8:30</td>
<td>Student arrival</td>
</tr>
<tr>
<td>8:30-9:50</td>
<td>Block A (in-person and remote)</td>
</tr>
<tr>
<td>9:50-10:00</td>
<td>Transition &amp; Sanitization</td>
</tr>
<tr>
<td>10:00-10:30</td>
<td>Office Hours (M, W) / Unity Groups (T) (in-person and remote)</td>
</tr>
<tr>
<td>10:30-10:40</td>
<td>Transition &amp; Sanitization</td>
</tr>
<tr>
<td>10:40-12:00</td>
<td>Block B (in-person and remote)</td>
</tr>
<tr>
<td>12:00-12:30</td>
<td>Lunch (in classroom of Block B or outside if weather permits, at home if remote)</td>
</tr>
<tr>
<td>12:30-12:40</td>
<td>Transition &amp; Sanitization</td>
</tr>
<tr>
<td>12:40-2:00</td>
<td>Block C (in-person and remote)</td>
</tr>
<tr>
<td>2:00-2:10</td>
<td>Transition &amp; Sanitization</td>
</tr>
<tr>
<td>2:10-3:30</td>
<td>Block D (in-person and remote)</td>
</tr>
</tbody>
</table>

### Thursday Remote Only Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-9:30</td>
<td>Block A</td>
</tr>
<tr>
<td>9:30-10:00</td>
<td>Block A Office Hours</td>
</tr>
<tr>
<td>10:15-11:00</td>
<td>Unity Groups</td>
</tr>
<tr>
<td>11:00-12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30-1:30</td>
<td>Block B</td>
</tr>
<tr>
<td>1:30-2:00</td>
<td>Block B Office Hours</td>
</tr>
</tbody>
</table>

### Friday Remote Only Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-9:30</td>
<td>Block C</td>
</tr>
<tr>
<td>9:30-10:00</td>
<td>Block C Office Hours</td>
</tr>
<tr>
<td>10:00-11:00</td>
<td>Chapel</td>
</tr>
<tr>
<td>11:00-12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30-1:30</td>
<td>Block D</td>
</tr>
<tr>
<td>1:30-2:00</td>
<td>Block D Office Hours</td>
</tr>
</tbody>
</table>
Classroom Seating and Lockers
Desks and chairs will be separated around classrooms to accommodate 6 foot physical distancing recommendations. Students will have staggered access to their lockers to maintain physical distancing.

Face Coverings
Upon entering the building, all faculty, staff, students, and visitors will be required to wear a mask. Masks can either be cloth or disposable. Students are expected to bring their own masks to school each day. UCA will have a stock of disposable masks in the event that a student or visitor forgets to bring one.

Drop-off and Pick-up
To reduce the time spent on campus, we ask that parents do not drop off students prior to 8:10am. Additionally, students who are not participating in an afterschool event are expected to leave campus by 4:00pm. Families who foresee difficulty with these expectations are responsible for setting up a meeting with Mr. Okuley.

Daily Screening at UCA
Upon entering the building each day, all faculty, staff, and students will be required to get a temperature check. Anyone with a temperature above 100.3 will not be permitted to enter the building. While temperatures under 100.3 will not be documented, UCA staff will ensure that all students have been properly screened prior to entering the building.

Daily Screening at Home
It is the expectation of all UCA community members to monitor our families for the following currently known symptoms of COVID-19:

- Cough or sore throat
- Shortness of breath or difficulty breathing
- Fever (greater than 100.4° F), chills
- Headache
- Congestion or runny nose
- Fatigue, muscle pain and/or body aches
- Nausea or vomiting or diarrhea
- New loss of taste or smell
- Red eyes
- Rash or new skin discoloration

A person presenting a cluster of these symptoms will not be permitted to enter or remain in the building. Family members of those presenting a cluster of these symptoms will not be permitted to enter or remain in the building. Even if a person presents just one of these symptoms that cannot be explained, they may not be permitted to remain in the building.

A person with seasonal or chronic mild symptoms that present as questionable, and who has a documented medical condition on file at school that accounts for the symptom(s) may be permitted to enter the building at
the discretion of the school. This will also be true for a person with a doctor’s note indicating that the person is not COVID-19 positive.

If there is any question about the causes of symptoms, it is the expectation that students are kept home.

**Hallways and Passing Periods**
Extended time has been scheduled for transitions throughout the building. Teachers with a plan period will help monitor the hallways to encourage social distancing and manage bathroom capacity.

**Lunch**
While on campus, faculty and students will eat in their Block B classrooms. To decrease the risk of community transmission, microwaves will not be made available. Students are expected to bring their own lunch or participate in the UCA lunch program. No services will be allowed to deliver food to UCA (i.e. UberEats, GrubHub, etc.). Family members are permitted to drop off lunch at the front office.

**Chapel**
Chapel will be live streamed on Facebook and YouTube every Friday at 10:00am. Chapel is a mandatory part of the school day and all attendance policies apply.

**Wellness and Physical Education**
Person-to-person contact sports or activities will be avoided. All equipment will be sanitized prior to reuse.

**Off-Campus Learning**
Off-campus learning activities will only be scheduled if recommended social distancing and group size can be followed. UCA’s off-campus learning policy already requires trips to be planned at least one month in advance to ensure proper vetting.

**Music and Art Classes**
UCA will offer music and art classes this year. To minimize the risk of community transmission, brass and woodwind instruments will not be used in group settings. Music classes will be restricted to small group ensembles. If singing is involved, ensemble members must wear masks and take all necessary precautions.

**Co-Curricular Activities**
UCA will continue to sponsor a variety of co-curricular activities. All non-athletic activities will be conducted with the same expectations for social distancing, mask wearing, and responsible use materials. Our ability to offer athletics this year will be determined on a sport by sport basis after guidance has been given by the IHSA.
Holding Room for Sick Students
UCA has a designated room that will be utilized as a holding area for sick students that are waiting to be picked up.

Visitors and Volunteers
Guests will be discouraged without prior approval by the UCA administration.

In-Person Learning
It is the expectation that all families who choose in-person learning agree to abide by the safety measures that the UCA Board, Administration, and faculty put into place. This agreement also extends to any revision of our Return to School plan.

Remote Learning
We respect the right of families to keep students at home in the interest of their health and safety during this pandemic. Families that choose remote learning because of health and safety concerns will be required to attend an additional orientation session so that we can ensure the success of remote learners. Families may register for the remote learning option beginning on August 10th.

Families that choose remote learning should expect the following:
- Remote learners are expected to show up to class on time according to the published daily schedule.
- The UCA attendance policy is the same for remote learners. Students will be marked absent unless a parent or guardian calls the front office.
- Remote learners must create a space for themselves that will be conducive to learning. This includes proper lighting, attire, body position, etc. For example, showing up huddled under a comforter in a dark room is NOT conducive to learning.
- Remote learners are expected to have their webcams on while in class.
- Teachers will be live streaming classes but will not guarantee that the entire class session will be recorded.
- Families who foresee difficulty with the expectations of remote learning are responsible for setting up a meeting with Mr. Okuley.

In the event that students need to abruptly move to remote learning because of symptoms related to Covid-19, families can refer to the remote learning guide provided during the August 20 orientation meeting.
Daily Sanitization Protocols

Custodial Routine
Surface sanitizing will be a daily routine and it will include the following surfaces: light switches, door handles, locker doors, desk tops and seats, cabinets, counter tops, and anything else deemed necessary.

Teacher and Student Routine
Teachers will sanitize their own desks and any special equipment in their classrooms. Between each class period, students and teachers will work together to sanitize all surfaces prior to students switching classrooms.

Hand Sanitizer Stations
Teachers, staff, and students will keep their hands sanitized using the dispensers of hand sanitizer that are installed throughout the building.

Deep Cleans
UCA will hire a contractor who specializes in sanitizing to do a deep clean approximately every 6 weeks.

Hygienic Practices
Parents are required to keep sick students and their siblings home for at least 72 hours after a fever subsides without the use of fever-reducing medicines. We rely on parents to promote the same hygienic practices we will direct students to practice at school, including:

- covering coughs or sneezes with a bent arm or tissue and washing hands or using hand sanitizer afterward
- washing hands with soap and water for 20 seconds, dry hands with a paper towel, and
- using the paper towel to turn off the faucet
- keeping hands away from nose, mouth, and eyes
- avoiding the sharing of food, drinks, and personal care items (i.e. lip balm)
Procedure for Positive or Suspected Covid 19 Cases

The following procedure is to be used if a student or employee in the school building is identified as COVID-19 positive or suspected positive.

STEP 1 | Student or employee is respectfully asked to isolate in the holding room.
- For students, the front office will call parents or legal guardians for pickup.
- For employees, the front office will coordinate with school leadership to manage follow-up actions.
- Anyone employee interacting with the confirmed or suspected case will be provided with a mask and gloves.

_UCA will move to the next step if we learn that a student or employee has tested positive:_

STEP 2 | School administration will contact IDPH with appropriate details and exposure information.
- The front office will coordinate (as appropriate) with parents/legal guardians of the student or directly with the employee to build a list of potential exposures (contact tracing).
- If required, a decision to close the building (including length of closure) will be made in consultation with IDPH.
- School leadership will coordinate the closure decision with the UCA Board of Directors.

STEP 3 | School administration will update the school community (parents/guardians) with appropriate details.
We will use the following matrix, based on CDC guidelines, to make decisions about cases returning to school after positive or negative test results.

<table>
<thead>
<tr>
<th>Symptomatic - 1+ Symptom, Tested Positive</th>
<th>Symptomatic - 1+ Symptom, Tested Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student or employee can return to campus when the following conditions have been met:</td>
<td>A student or employee can return to campus when the following conditions have been met:</td>
</tr>
<tr>
<td>● 72 hours have elapsed from resolution of fever without fever reducing medication.</td>
<td>● Fever has been gone for 24 hours without fever reducing medicine.</td>
</tr>
<tr>
<td>● 10 calendar days have passed since symptoms appeared.</td>
<td>● Respiratory and other symptoms have improved.</td>
</tr>
<tr>
<td>● Respiratory symptoms have improved.</td>
<td>● Have a written release from a health care provider.</td>
</tr>
<tr>
<td>● Have a written release from a health care provider.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Asymptomatic - Tested Positive</th>
<th>Untested - 1+ Symptom</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student or employee can return to campus when the following conditions have been met:</td>
<td>A student or employee can return to campus when the following conditions have been met:</td>
</tr>
<tr>
<td>● 10 calendar days have elapsed without symptoms from the testing date.</td>
<td>● Fever free for 72 hours without fever reducing medicine.</td>
</tr>
<tr>
<td>● Have a written release from a health care provider.</td>
<td>● Other symptoms have improved.</td>
</tr>
<tr>
<td></td>
<td>● 10 calendar days have passed since symptoms first appeared and/or have a written release from a health care provider.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact w/Someone Who Tested Positive</th>
<th>Contact w/Member of Home Who Has Symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student or employee can return to campus when the following conditions have been met:</td>
<td>A student or employee can return to campus when the following conditions have been met:</td>
</tr>
<tr>
<td>● Completed a self-quarantine for 14 days.</td>
<td>● They have remained at home for at least 24 hours</td>
</tr>
<tr>
<td>● Have a written release from a health care provider.</td>
<td>● Have a written release from a health care provider as needed per symptom history.</td>
</tr>
</tbody>
</table>

Students or staff who plan to return after recovering from COVID-19 must call the school at least one day in advance to request permission to return.

Any individual in the school environment who shows symptoms during the school day will immediately be separated from the rest of the school population and be sent home.
If a COVID-19 test is needed, these testing sites are open seven days a week to test anyone, regardless of symptoms and without a doctor’s referrals.

Chicago: 8am - 4pm, while daily supplies last
SMG Chatham
210 W 87th Street

South Holland: 8am - 4pm, while daily supplies last
South Suburban College
15800 State Street

Frequently Asked Questions

**Will there be any adjustments to tuition?**
Although there are significant additional costs to UCA to implement the Return to School plan, the 2020-2021 tuition rate will remain in place as determined prior to the pandemic.

**Will UCA publicly share the identity of someone who receives a positive Covid test?**
Under no circumstances will UCA publicly share this information.

**How will UCA respond to students violating the safety protocols for in-person learning?**
We expect that abiding by the safety protocols will be an adjustment for everyone. Polite reminders will be utilized frequently. If it becomes clear that someone is unwilling to abide by the safety protocols, they will be asked to learn from home.

**What happens if a teacher tests positive for Covid-19?**
After a consultation with administrators, the teacher will self-quarantine according to CDC guidelines and if able, will remain teaching remotely. If necessary, the teacher will consult with a substitute teacher.

**What will the UCA lunch program look like?**
We plan to offer a bag lunch option for families who would like to participate.