



United Faith Christian Academy
Return to School Guidelines
2020 - 2021

Throughout our weeks of planning and working with the UFCA Reopening Advisory Group to formulate our reopening plans, the health and safety of our students, staff and visitors on our campus has been our priority. The UFCA Reopening Advisory Group was composed of parents and community members in strategic positions in Healthcare, Public Health, Emergency Management, Law Enforcement, Education and Law. This group has worked throughout the summer to help us define what our plan should look like given the current state of our community, if it improves, and if it should worsen.

In order to reopen campus safely, UFCA continues to review the most recent scientific data, recommendations and guidelines from the American Academy of Pediatrics, Centers for Disease Control, NC Department of Health and Human Services and Charlotte-Mecklenburg Department of Public Health to name a few.

Our reopening plan will remain flexible in the sense that as conditions change, we will adapt our plan to fit the current conditions within our community. We already have made slight changes to the broad guidelines that were previously shared with you as new data has come out this week on transmission and safety protocols.

There are several points that are clear throughout all of this:

1. Our goal is to mitigate and reduce risk to an acceptable level – we will never be able to remove all risk from school life.
2. While we do have community spread of the SARS-CoV-2 virus, it is currently at a moderate level.
3. As previously communicated, we will have the opportunity for remote instruction available for students who have medical concerns (for themselves or within their households) or who have had an exposure or potential exposure and may not be able to be physically present in the classroom or who may be uncomfortable with being in an on-campus school setting at this time.
4. When policies in the UFCA Reopening Plan differ from policies in the Parent-Student Handbook, the UFCA Reopening Plan policies will take precedence.
5. These documents will exist as appendices to the Parent-Student Handbook and will be covered under the Parent-Student Handbook Agreement Form.

To aid in understanding our plan, UFCA has developed color-coded levels of operation for the 2020-2021 school year. The levels of operation will be adjusted as the need arises based on guidance and recommendations from regulating authorities.

Alert Level	Community Spread of COVID-19	Operation Standards
None	None; Vaccine and/or Therapeutics Available	Normal Operations (follow Handbook guidelines)
Green	None to Mild Spread; No Vaccine or Therapeutics	Modified Operations (follow Green Alert Level guidelines)
Yellow	Mild to Moderate Spread; No Vaccine or Therapeutics	Restricted Operations (follow Yellow Alert Level guidelines)
Red	Significant or Rapidly Increasing Spread; No Vaccine or Therapeutics	Remote Operations (Only) (follow Red Alert Level guidelines)

UFCA will begin the 2020-2021 school year under the **YELLOW** Alert Level of Operations. You may review the specific details of all of the Alert Level Operational Guidelines in the following pages.

Green Alert Level of Operation

No to Minimal Community Outbreaks

Learning Model under the GREEN alert level of operation:

- **Normal Instruction (K-12)** – UFCA strongly encourages all students to attend classes on campus. However, we also understand that not every student may be able to return to a physical classroom learning environment.
 - **Learning Commitment** – Families will commit to either On-Campus or Remote Education for their students in Academic Quarters based on documented need for such services. This will provide stability for both the classroom setting and remote learners.
 - **Upper School** – UFCA will use Zoom or Google Meet with our 1:1 laptop technology in grades 6-12 to extend the reach of the classroom and provide student access to their classrooms remotely and maintain their daily learning schedule.
 - **Lower School** – UFCA will use Zoom or Google Meet with home computers to extend the reach of the classroom and provide student access to their classrooms remotely and maintain their daily learning schedule.
 - **Attendance** – Students learning remotely will be required to attend every class daily, virtually via Zoom / Google Meet, with the exception of Specials or Electives. Attendance will be taken daily based on the student's active participation in each class.
 - Students who are not normally on remote learning but have had to move to it temporarily due to illness or exposure will not be required to virtually attend every class daily, but will be expected to make up any missed work upon their return according to our standard policies.

Health and Wellness under the GREEN alert level of operation:

- **Health & Wellness Commitment:** UFCA will ask families to commit to supporting UFCA's health, wellness and safety protocols by agreeing to keep their student at home when they are not feeling well, experiencing COVID-like symptoms or have been potentially exposed. Staff, Substitutes, Contractors and Visitors will be operating under the same protocols.
 - Each morning, families or students (depending on age) will be asked to utilize a smartphone-based app to pre-screen symptoms and ensure their student is well enough to come to school.
 - This app is both HIPAA and FERPA-compliant for data protection.
 - Raw data is not provided to school staff beyond Administration and is only accessible to Administration on a need-to-know basis.
 - Administration is provided with a report on the outcome of the data that is entered.
 - This report will be used to confirm that each student is well enough to come to school prior to the student being released from the vehicle at drop-off.
 - This policy applies to both Before School Care drop-off and normal morning drop-off.
 - Parents who have an objection to the utilization of a smartphone-based app for this purpose may contact the Head of School for an exception.
 - In this case, a paper form documenting the same questions and responses may be approved for use and provided to staff upon arrival to UFCA.
 - **A student with any of the following must stay home:**
 - Been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19
 - Been asked to self-isolate or quarantine by a medical professional or local public health official

- A fever (temperature of 100⁰F or higher) without having taken any fever reducing medications (Tylenol, acetaminophen, Advil, Motrin, ibuprofen, etc.)
 - A new loss of smell or taste
 - Shortness of breath
 - A persistent cough not due to allergies
 - **A student with 2 or more of the following must stay home:**
 - Muscle aches
 - A sore throat
 - Chills
 - Headache
- **Students or Staff Who Become Ill On Campus:**
 - UFCA will segregate students who develop COVID-like symptoms while on campus during the school day.
 - Staff will use PPE and a separate, designated area will be provided until a student can be picked up.
 - Staff members who develop COVID-like symptoms while on campus will be sent home.
 - Parents of any student exposed to an ill person will be notified that day.
 - Public health will be notified if the ill person tests positive for COVID-19 and will guide the response of UFCA.
 - Parents will also be notified.
- **Return to School Following Illness**
 - Students and staff may return to school after having displayed 2 or more symptoms if they meet the following:
 - Untested for COVID-19 – illness not otherwise explained; all three of the following must be met:
 - At least 10 calendar days after symptoms first appeared
 - AND**
 - Fever free for 72 hours (three full days, no fever without medication)
 - AND**
 - Other symptoms have improved
 - Tested and Negative for COVID-19 - Symptomatic
 - Fever free for 72 hours (three full days, no fever without medication)
 - AND**
 - Other symptoms have improved
 - Tested and Positive for COVID-19 - Symptomatic or Asymptomatic
 - At least 10 calendar days after symptoms first appeared
 - AND**
 - Fever free for 72 hours (three full days, no fever without medication)
 - AND**
 - Other symptoms have improved
 - As an alternative, two negative COVID-19 tests at least 24 hours apart will also clear a student to return to school.
 - Please note that getting tested to demonstrate COVID-19 recovery is currently not available within our geographic area as of July 2020.

- While waiting at home for clearance to return to school when the student is asymptomatic or only having mild symptoms, the student will be provided access to remote learning opportunities which, when completed, will count as being marked Present for school.
 - The waiting period will not count against attendance records if the student engages in remote learning.
- Students who are symptomatic or having more than mild symptoms and are unable to participate in remote learning will be able to make up work upon their return to school in alignment with standard UFCA policies.
- **Morning Arrival and Drop-Off Procedures**
 - **Staff**
 - **All staff will enter the building via the main entrance and check in at the office to have their pre-screening questions and temperature verified prior to entering any other area of the building.**
 - Academy Staff must arrive in enough time to complete this check-in process prior to 7:30 a.m.
 - Preschool Staff must arrive in enough time to complete this check-in process prior to 8:30 a.m.
 - **Before School Care**
 - **Before School Care Drop-Off occurs at the back of the Gym and begins at 7:00 a.m. and ends at 7:25 a.m.**
 - After 7:25 a.m., all students must be dropped off under the portico in front of the school.
 - Each family or student must complete the pre-screening questions for each student and be cleared to attend school before being released from the car
 - Also, the student's temperature will be verified before being allowed to enter the Gym.
 - **Parents must not leave the drop-off area until the student has been cleared and permitted to enter the building.**
 - Any student who is not cleared must return home.
 - **Morning Carline**
 - **All students arriving at 7:30 a.m. or after may only enter the building via the portico in front of the school.**
 - Morning Carline begins under the portico in front of the school at 7:30 a.m. and will end at 7:55 a.m.
 - Each family or student must complete the pre-screening questions for each student and be cleared to attend school before being released from the car.
 - Also, the student's temperature will be verified before being released from the car.
 - **Parents must not leave the drop-off area until the student has been cleared and permitted to enter the building.**
 - Any student who is not cleared must return home.
 - Students who drive themselves and/or their siblings must also walk to enter the school under the portico.
 - These students will also be required to complete the pre-screening questions and have their temperature verified before entering the building.
 - Students who are tardy (after Morning Carline has ended) will enter the building via the main entrance and ring the doorbell in the Vestibule.
 - Office staff will ask the student to wait in the Vestibule while they verify the students' pre-screening questions and temperature prior to permitting them to enter the building.

- Parents will wait in the Vestibule with their student until the students have their temperature verified (Lower School) or will wait in their car until the students have their temperature verified (Upper School) and they have been permitted to enter the building.
- **Afternoon Dismissal Procedures**
 - **Preschool and Lower School**
 - Afternoon dismissal will begin at 3:00 p.m. for Preschool and Lower School students.
 - Students will not gather in the Sanctuary Lobby but will be dismissed from the classroom when their name is called.
 - Parents will have their family identification sign in the front windshield
 - Staff will be stationed at the back or side of the school to notify the classroom of a parent's arrival.
 - Students will go to the portico at the front of the school and be escorted by staff to their car.
 - **Upper School**
 - Afternoon dismissal will begin at approximately 3:10 p.m. for Upper School students.
 - Grades will be dismissed one at a time on a rotating basis.
 - Students will not linger at their lockers but will quickly leave the building via the main entrance or travel to their next location (After School Study Hall, Tutoring, Athletics, etc.).
- **Facial Coverings**
 - **Faculty / Staff** – UFCA will require faculty and staff to wear a face covering or shield while teaching or interacting with others on campus.
 - Teachers will wear a face shield whenever possible while actively teaching to allow students to see expression and pronunciation as part of their physical, academic and social-emotional development.
 - **Students** – UFCA will require students to bring a cloth/disposable face covering to school each day.
 - All students will be expected to wear their face covering when social distancing is not possible, such as in hallways and common areas around campus in alignment with NC State guidelines.
 - Upper School students will be expected to wear their face covering throughout the day regardless of social distancing (with the exception of while eating) in alignment with the latest information on transmission and NC State guidelines.
 - Grades 4-5 students will be expected to wear their face covering throughout the day regardless of social distancing (with the exception of while eating) in alignment with the latest information on transmission and NC State guidelines.
 - Kindergarten – Grade 3 students will be strongly encouraged to wear their face covering throughout the day (with the exception of while eating) in alignment with the latest information on transmission and NC State guidelines.
 - Preschool K3-K4 and TK students will be strongly encouraged to wear their face covering throughout the day (with the exception of while eating) in alignment with the latest information on transmission and NC State guidelines.
 - Preschool K2 students will not be required to wear a face covering throughout the day in alignment with the latest information on transmission and NC State guidelines.
- **Spiritual / Emotional Wellness** – UFCA will continue to partner with families and churches in the spiritual growth of our students.
 - UFCA desires to partner with families in meeting the emotional needs of students by providing them counsel with our Chaplain or Director of Spiritual Life and by connecting them with local Christian counselors when necessary.

Campus Operations under the GREEN alert level of operation:

- **Campus Cleaning** – UFCA will increase daily disinfection and sanitization throughout campus, particularly of high-touch surfaces.
 - **Upper School:** Desks and chairs will be sanitized at the end of each period where a class change occurs.
 - **Lower School:** Classrooms will be self-contained and desks and chairs will be sanitized at the end of each day.
 - **Bathrooms and High Touch Surfaces:** These areas will be cleaned at the end of each day and frequently throughout the day.
- **Hand Sanitizer / Washing** – UFCA will provide automated hand sanitizer stations in each bathroom, in each classroom, at entrances and in the Cafeteria.
 - In addition, automated soap dispensers will be added to each bathroom.
 - Handwashing will be required throughout the school day.
 - Teachers will encourage / educate on proper handwashing.
 - Teachers will also encourage / educate on proper cough and sneeze etiquette.
 - Students will frequently use hand sanitizer within their classroom and whenever they first enter a classroom or other room.
- **Social Distancing** – UFCA will encourage/require social distancing, whenever possible.
 - Social distancing signage will be posted throughout campus as reminders to stay 6 feet apart.
 - Desks will be placed so that students are approximately 6 feet apart
 - Seating in locations such as the Sanctuary and Cafeteria will be approximately 6 feet apart.
 - Middle sinks and urinals will be roped off to provide social distancing in the restrooms.
 - Water fountains will be turned off to prevent cross-contamination through their use.
 - Students should bring enough water with them for the day even if that means bringing multiple bottles of water each day.
 - Students are encouraged to bring reusable water bottles to reduce waste and potential cross-contamination at UFCA.
- **Cohort Groups**
 - Lower School – Classrooms will be primarily self-contained throughout the day
 - Recess will be in appropriately sized, socially distant groups in alignment with NC State guidelines.
 - Foreign Language, Art, Computer and Library will be either in the Classroom or in a Lower School specials room that will be sanitized after each class
 - Upper School – Class changes will be returned to normal.
 - Commons will be divided and in appropriately sized, socially distant groups in alignment with NC State guidelines.
 - Lunch will be in the Cafeteria in appropriately sized, socially distant groups in alignment with NC State guidelines.
 - All classes will be encouraged to meet outdoors whenever possible in appropriately sized, socially distant groups in alignment with NC State guidelines.
- **Large Gatherings** – Group sizes will not exceed the requirements set by the State of NC at the time. Procedures and rotations have been developed for occupying spaces, in a limited capacity.
 - **Cafeteria**
 - Lower School students will not go to the Cafeteria. Preordered hot lunches will be available and will be delivered to each Classroom

- Upper School students will go to the Cafeteria in appropriately sized, socially distant groups in alignment with NC State guidelines.
 - **Music / Band** – will meet in the Sanctuary to allow students to socially distance and to provide a large room for virus dissipation when singing and playing instruments.
 - **Chapel** – will meet in the Sanctuary or outside in alignment with current NC state guidelines for worship services.
 - Students will be socially distanced and required to wear masks in alignment with current NC state guidelines.
 - If necessary, students will meet in classrooms with the Chapel service live-streamed.
 - In this instance, at least 1 grade per week will meet in the Sanctuary on a rotating schedule.
- **Visitors on Campus** – UFCA will limit entrance of on-campus visitors/guests to only those deemed essential.
 - Facial coverings will be required for all essential visitors/guests while on campus
 - In addition to the normal sign-in/driver’s license scan/instant background check, a temperature check and symptom screening will also be required.
 - Visitors will be asked to remain in the Vestibule until their check-in is completed.
 - Parents or other authorized persons picking up a student will also be asked to wait in the Vestibule.
- **Classrooms** – Classroom desks will be separated as much as physically possible (so that students remain approximately 6 feet apart) and will face the same direction.
 - Classroom furniture will be limited to necessary, UFCA-issued furniture.
 - Class sizes are being limited to allow for social distancing.
 - **Lower School parents may purchase a 3-sided desktop sneeze guard for their student in addition to the use of a face covering (not in place of one)**, providing it meets the following criteria:
 - Fits on the student’s desk.
 - Is completely clear, other than a frame or hinges.
 - Is freestanding.
 - Sneeze Guards are not recommended for Upper School students due to mobility issues, but are not prohibited.

Extracurricular Activities and Athletics under the GREEN alert level of operation:

- **Athletics** – UFCA desires to resume athletic competition this fall and this has recently been determined to be acceptable by the North Carolina Independent Schools Athletic Association (NCISAA).
 - The UFCA Athletic Department will continue to follow the NCISAA recommendations and guidelines for workouts and competition.
 - Families of student-athletes will receive information on this prior to each season.
- **Before and After School Care** – Before and After School Care will resume with the new school year, but activities will be modified in alignment with the NC State and UFCA guidelines above to follow the same health and safety protocols.
- **Fine Arts/Extracurricular Activities** – UFCA desires to resume all Fine Arts and Extracurricular activities when school resumes this fall. However, modifications will be followed under the **YELLOW** alert level of operation.
 - Music and Band will meet in the Sanctuary as described previously.
 - Lower School Art will occur in the Classroom or a designated Lower School Specials room.
 - Upper School
 - Art will occur in the Art Room at reduced capacity.
 - Culinary will occur in the Cafeteria and Kitchen.
 - Theatre will occur in the Sanctuary.
 - JROTC-C and Yearbook will occur in their respective classrooms.
 - Clubs will begin once we have negotiated the beginning of the first few weeks of school and believe that we have the ability to extend these same safety guidelines and protocols to Clubs.



Yellow Alert Level of Operation **Minimal to Moderate Community Outbreaks**

Learning Model under the YELLOW alert level of operation:

- **Hybrid Instruction (K-12)** – UFCA strongly encourages students to attend classes on campus. However, we also understand that not every student may be comfortable, or able to return to a physical classroom learning environment.
 - **Learning Commitment** – Families will commit to either On-Campus or Remote Education for their students in Academic Quarters. This will provide stability for both the classroom setting and remote learners.
 - **Upper School** – UFCA will use Zoom or Google Meet with our 1:1 laptop technology in grades 6-12 to extend the reach of the classroom and provide student access to their classrooms remotely and maintain their daily learning schedule.
 - **Lower School** – UFCA will use Zoom or Google Meet with home computers to extend the reach of the classroom and provide student access to their classrooms remotely and maintain their daily learning schedule.
 - **Attendance** – Students learning remotely will be required to attend every class daily, virtually via Zoom / Google Meet, with the exception of Specials or Electives. Attendance will be taken daily based on the student’s active participation in each class.
 - Students who are not normally on remote learning but have had to move to it temporarily due to illness or exposure will not be required to virtually attend every class daily, but will be expected to make up any missed work upon their return according to our standard policies.

Health and Wellness under the YELLOW alert level of operation:

- **Health & Wellness Commitment:** UFCA will ask families to commit to supporting UFCA’s health, wellness and safety protocols by agreeing to keep their student at home when they are not feeling well, experiencing COVID-like symptoms or have been potentially exposed. Staff, Substitutes, Contractors and Visitors will be operating under the same protocols.
 - Each morning, families or students (depending on age) will be asked to utilize a smartphone-based app to pre-screen symptoms and ensure their student is well enough to come to school.
 - This app is both HIPAA and FERPA-compliant for data protection.
 - Raw data is not provided to school staff beyond Administration and is only accessible to Administration on a need-to-know basis.
 - Administration is provided with a report on the outcome of the data that is entered.
 - This report will be used to confirm that each student is well enough to come to school prior to the student being released from the vehicle at drop-off.
 - This policy applies to Before School Care drop-off, normal morning drop-off, and tardy or late-arrival drop-offs.
 - Parents who have an objection to the utilization of a smartphone-based app for this purpose may contact the Head of School for an exception.

- In this case, a paper form documenting the same questions and responses may be approved for use and provided to staff upon arrival to UFCA.
 - **A student with any of the following must stay home:**
 - Been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19
 - Been asked to self-isolate or quarantine by a medical professional or local public health official
 - A fever (temperature of 100⁰F or higher) without having taken any fever reducing medications (Tylenol, acetaminophen, Advil, Motrin, ibuprofen, etc.)
 - A new loss of smell or taste
 - Shortness of breath
 - A persistent cough not due to allergies
 - **A student with 2 or more of the following must stay home:**
 - Muscle aches
 - A sore throat
 - Chills
 - Headache
- **Students or Staff Who Become Ill On Campus:**
 - UFCA will segregate students who develop COVID-like symptoms while on campus during the school day.
 - Staff will use PPE and a separate, designated area will be provided until a student can be picked up.
 - Staff members who develop COVID-like symptoms while on campus will be sent home.
 - Parents of any student exposed to an ill person will be notified that day.
 - Public health will be notified if the ill person tests positive for COVID-19 and will guide the response of UFCA.
 - Parents will also be notified.
- **Return to School Following Illness**
 - Students and staff may return to school after having displayed 2 or more symptoms if they meet the following:
 - Untested for COVID-19 – illness not otherwise explained; all three of the following must be met:
 - At least 10 calendar days after symptoms first appeared
 - AND**
 - Fever free for 72 hours (three full days, no fever without medication)
 - AND**
 - Other symptoms have improved
 - Tested and Negative for COVID-19 - Symptomatic
 - Fever free for 72 hours (three full days, no fever without medication)
 - AND**
 - Other symptoms have improved

- Tested and Positive for COVID-19 - Symptomatic or Asymptomatic
 - At least 10 calendar days after symptoms first appeared
 - AND**
 - Fever free for 72 hours (three full days, no fever without medication)
 - AND**
 - Other symptoms have improved
 - As an alternative, two negative COVID-19 tests at least 24 hours apart will also clear a student to return to school.
 - Please note that getting tested to demonstrate COVID-19 recovery is currently not available within our geographic area as of July 2020.
 - While waiting at home for clearance to return to school when the student is asymptomatic or only having mild symptoms, the student will be provided access to remote learning opportunities which, when completed, will count as being marked Present for school.
 - The waiting period will not count against attendance records if the student engages in remote learning.
 - Students who are symptomatic or having more than mild symptoms will be able to make up work upon their return to school in alignment with standard UFCA policies.
- **Morning Arrival and Drop-Off Procedures**
 - **Staff**
 - **All staff will enter the building via the main entrance and check in at the office to have their pre-screening questions and temperature verified prior to entering any other area of the building.**
 - Academy Staff must arrive in enough time to complete this check-in process prior to 7:30 a.m.
 - Preschool Staff must arrive in enough time to complete this check-in process prior to 8:30 a.m.
 - **Before School Care**
 - **Before School Care Drop-Off occurs at the back of the Gym and begins at 7:00 a.m. and ends at 7:25 a.m.**
 - After 7:25 a.m., all students must be dropped off under the portico in front of the school.
 - Each family or student must complete the pre-screening questions for each student and be cleared to attend school before being released from the car
 - Also, the student's temperature will be verified before being allowed to enter the Gym.
 - **Parents must not leave the drop-off area until the student has been cleared and permitted to enter the building.**
 - Any student who is not cleared must return home.
 - **Morning Carline**
 - **All students arriving at 7:30 a.m. or after may only enter the building via the portico in front of the school.**
 - Morning Carline begins under the portico in front of the school at 7:30 a.m. and will end at 7:55 a.m.

- Each family or student must complete the pre-screening questions for each student and be cleared to attend school before being released from the car.
 - The student's temperature will be verified prior to being released from the car.
 - **Parents must not leave the drop-off area until the student has been cleared and permitted to enter the building.**
 - Any student who is not cleared must return home.
 - Students who drive themselves and/or their siblings must also walk to enter the school under the portico.
 - These students will also be required to complete the pre-screening questions and have their temperature verified before entering the building.
 - Students who are tardy (after Morning Carline has ended) will enter the building via the main entrance and ring the doorbell in the Vestibule.
 - Office staff will ask the student to wait in the Vestibule while they verify the students' pre-screening questions and temperature prior to permitting them to enter the building.
 - Parents will wait in the Vestibule with their student until the students have their temperature verified (Lower School) or will wait in their car until the students have their temperature verified (Upper School) and they have been permitted to enter the building.
- **Afternoon Dismissal Procedures**
 - **Preschool and Lower School**
 - Afternoon dismissal will begin at 3:00 p.m. for Preschool and Lower School students.
 - Students will not gather in the Sanctuary Lobby but will be dismissed from the classroom when their name is called.
 - Parents will have their family identification sign in the front windshield
 - Staff will be stationed at the back or side of the school to notify the classroom of a parent's arrival.
 - Students will go to the portico at the front of the school and be escorted by staff to their car.
 - **Upper School**
 - Afternoon dismissal will begin at approximately 3:10 p.m. for Upper School students.
 - Grades will be dismissed one at a time on a rotating basis.
 - Students will not linger at their lockers but will quickly leave the building via the main entrance or travel to their next location (After School Study Hall, Tutoring, Athletics, etc.).
 - **Facial Coverings**
 - **Faculty / Staff** – UFGA will require faculty and staff to wear a face covering or shield while teaching or interacting with others on campus.
 - Teachers will wear a face shield whenever possible while actively teaching to allow students to see expression and pronunciation as part of their physical, academic and social-emotional development.

- **Students** – UFCA will require students to bring a cloth/disposable face covering to school each day.
 - All students will be expected to wear their face covering when social distancing is not possible, such as in hallways and common areas around campus in alignment with NC State guidelines.
 - Upper School students will be expected to wear their face covering throughout the day regardless of social distancing (with the exception of while eating) in alignment with the latest information on transmission and NC State guidelines.
 - Grades 4-5 students will be expected to wear their face covering throughout the day regardless of social distancing (with the exception of while eating) in alignment with the latest information on transmission and NC State guidelines.
 - Kindergarten – Grade 3 students will be strongly encouraged to wear their face covering throughout the day (with the exception of while eating) in alignment with the latest information on transmission and NC State guidelines.
 - Preschool K3-K4 and TK students will be strongly encouraged to wear their face covering throughout the day (with the exception of while eating) in alignment with the latest information on transmission and NC State guidelines.
 - Preschool K2 students will not be required to wear a face covering throughout the day in alignment with the latest information on transmission and NC State guidelines.
- **Spiritual / Emotional Wellness** – UFCA will continue to partner with families and churches in the spiritual growth of our students.
 - UFCA desires to partner with families in meeting the emotional needs of students by providing them counsel with our Chaplain or Director of Spiritual Life and by connecting them with local Christian counselors when necessary.

Campus Operations under the YELLOW alert level of operation:

- **Campus Cleaning** – UFCA will increase daily disinfection and sanitization throughout campus, particularly of high-touch surfaces.
 - **Upper School:** Desks and chairs will be sanitized at the end of each period where a class change occurs.
 - **Lower School:** Classrooms will be self-contained and desks and chairs will be sanitized at the end of each day.
 - **Bathrooms and High Touch Surfaces:** These areas will be cleaned at the end of each day and frequently throughout the day.
- **Hand Sanitizer / Washing** – UFCA will provide automated hand sanitizer stations in each bathroom, in each classroom, at entrances and in the Cafeteria.
 - In addition, automated soap dispensers will be added to each bathroom.
 - Handwashing will be required throughout the school day.
 - Teachers will encourage / educate on proper handwashing.
 - Teachers will also encourage / educate on proper cough and sneeze etiquette.
 - Students will frequently use hand sanitizer within their classroom and whenever they first enter a classroom or other room.
- **Social Distancing** – UFCA will encourage/require social distancing, whenever possible.
 - Social distancing signage will be posted throughout campus as reminders to stay 6 feet apart.

- Desks will be placed so that students are approximately 6 feet apart
- Seating in locations such as the Sanctuary and Cafeteria will be approximately 6 feet apart.
- Middle sinks and urinals will be roped off to provide social distancing in the restrooms.
- Water fountains will be turned off to prevent cross-contamination through their use.
 - Students should bring enough water with them for the day even if that means bringing multiple bottles of water each day.
 - Students are encouraged to bring reusable water bottles to reduce waste and potential cross-contamination at UFCA.
- **Cohort Groups**
 - Lower School – Classrooms will be self-contained throughout the day
 - Recess will be in appropriately sized, socially distant groups in alignment with NC State guidelines.
 - Initially this will be by grade.
 - Foreign Language, Art, Computer and Library will be either in the Classroom or in a Lower School specials room that will be sanitized after each class.
 - Upper School – Class changes will be reduced to every second or third period as needed for utilization of special resources such as Science.
 - Commons will be divided and in appropriately sized, socially distant groups in alignment with NC State guidelines.
 - Lunch will be in the Cafeteria in appropriately sized, socially distant groups in alignment with NC State guidelines.
 - All classes will be encouraged to meet outdoors whenever possible in appropriately sized, socially distant groups in alignment with NC State guidelines.
- **Large Gatherings** – Group sizes will not exceed the requirements set by the State of NC at the time. Procedures and rotations have been developed for occupying spaces, in a limited capacity.
 - **Cafeteria**
 - Lower School students will not go to the Cafeteria. Preordered hot lunches will be available and will be delivered to each Classroom
 - Upper School students will go to the Cafeteria in appropriately sized, socially distant groups in alignment with NC State guidelines.
 - **Music / Band** – will meet in the Sanctuary to allow students to socially distance and to provide a large room for virus dissipation when singing and playing instruments.
 - **Chapel** – will meet in the Sanctuary or outside in alignment with current NC state guidelines for worship services.
 - Students will be socially distanced and required to wear masks in alignment with current NC state guidelines.
 - If necessary, students will meet in classrooms with the Chapel service live-streamed. In this instance, at least 1 grade per week will meet in the Sanctuary on a rotating schedule.
- **Visitors on Campus** – UFCA will limit entrance of on-campus visitors/guests to only those deemed essential.
 - Facial coverings will be required for all essential visitors/guests while on campus
 - In addition to the normal sign-in/driver's license scan/instant background check, a temperature check and symptom screening will also be required.

- Visitors will be asked to remain in the Vestibule until their check-in is completed.
- Parents or other authorized persons picking up a student will also be asked to wait in the Vestibule.
- **Classrooms** – Classroom desks will be separated as much as physically possible (such that students remain approximately 6 feet apart) and will face the same direction.
 - Classroom furniture will be limited to necessary, UFCA-issued furniture.
 - Class sizes are being limited to allow for social distancing.
 - **Lower School parents may purchase a 3-sided desktop sneeze guard for their student in addition to the use of a face covering (not in place of one)**, providing it meets the following criteria:
 - Fits on the student’s desk.
 - Is completely clear, other than a frame or hinges.
 - Is freestanding.
 - Sneeze Guards are not recommended for Upper School students due to mobility issues, but are not prohibited.

Extracurricular Activities and Athletics under the YELLOW alert level of operation:

- **Athletics** – UFCA desires to resume athletic competition this fall and this has recently been determined to be acceptable by the North Carolina Independent Schools Athletic Association (NCISAA).
 - The UFCA Athletic Department will continue to follow the NCISAA recommendations and guidelines for workouts and competition.
 - Families of student-athletes will receive information on this.
- **Before and After School Care** – Before and After School Care will resume with the new school year, but activities will be modified in alignment with the NC State and UFCA guidelines above to follow the same health and safety protocols.
- **Fine Arts/Extracurricular Activities** – UFCA desires to resume all Fine Arts and Extracurricular activities when school resumes this fall. However, modifications will be followed under the **YELLOW** alert level of operation.
 - Music and Band will meet in the Sanctuary as described previously.
 - Lower School Art will occur in the Classroom or a designated Lower School Specials room.
 - Upper School
 - Art will occur in the Art Room at reduced capacity.
 - Culinary will occur in the Cafeteria and Kitchen.
 - Theatre will occur in the Sanctuary.
 - JROTC-C and Yearbook will occur in their respective rooms.
 - Clubs will begin once we have negotiated the beginning of the first few weeks of school and believe that we have the ability to extend these same safety guidelines and protocols to Clubs.



Red Alert Level of Operation

Significant or Rapidly Increasing Community Outbreaks

Learning Model under the RED alert level of operation:

- **Remote Instruction (K-12)** – Under the Red Alert Level of Operation, UFCA will close to in-person instruction; remote instruction will be provided for all students.
 - **Upper School** – UFCA will use Zoom or Google Meet with our 1:1 laptop technology in grades 6-12 to provide student access to their classrooms remotely and maintain their daily learning schedule.
 - **Lower School** – UFCA will use Zoom or Google Meet with home computers to provide student access to their classrooms remotely and maintain their daily learning schedule.
 - **Attendance** – Students learning remotely will be required to attend every class daily, virtually via Zoom / Google Meet, including Specials or Electives as scheduled. Attendance will be taken daily based on the student’s active participation in each class for a grade.
 - Students who become ill will not be required to virtually attend every class daily, but will be expected to make up any missed work upon their return according to our standard policies.
- **Teaching Staff Support During Remote Instruction**
 - Teachers with school-age children will be provided with the opportunity to have their children supervised at UFCA during the Red Alert Level of Operation while they provide instruction to their students.
 - Teachers will be able to teach from their classrooms.
 - Teachers’ students will be supervised in cohort groups by other UFCA staff so that they can also participate in appropriate grade-level remote instruction. Preschool students will receive supervised instruction in cohort groups.

Health and Wellness under the RED alert level of operation:

- **Health & Wellness Commitment:** UFCA will ask Teaching and Support staff and their students who will remain on campus to commit to supporting UFCA’s health, wellness and safety protocols by agreeing to keep their student or themselves at home when they are not feeling well, experiencing COVID-like symptoms or have been potentially exposed. Anyone on campus will be operating under the same protocols.
 - Each morning, Teaching and Support staff and their students (depending on age) will be asked to utilize a smartphone-based app to pre-screen symptoms and ensure their student is well enough to come to school.
 - Parents who have an objection to the utilization of a smartphone-based app for this purpose may contact the Head of School for an exception.
 - In this case, a paper form documenting the same questions and responses may be approved for use each morning prior to arrival.

- **Any staff/student with any of the following must stay home:**
 - Been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19
 - Been asked to self-isolate or quarantine by a medical professional or local public health official
 - A fever (temperature of 100⁰F or higher) without having taken any fever reducing medications (Tylenol, acetaminophen, Advil, Motrin, ibuprofen, etc.)
 - A new loss of smell or taste
 - Shortness of breath
 - A persistent cough not due to allergies
- **Any staff/student with 2 or more of the following must stay home:**
 - Muscle aches
 - A sore throat
 - Chills
 - Headache
- **Students or Staff Who Become Ill On Campus:**
 - UFCA will segregate students who develop COVID-like symptoms while on campus during the school day.
 - Staff will use PPE and a separate, designated area until a student can be picked up.
 - Staff members developing COVID-like symptoms while on campus will be sent home.
 - Parents of any student exposed to an ill person will be notified that day.
 - Public health and parents will be notified if the ill person tests positive for COVID-19 and will guide the response of UFCA.
- **Return to School Following Illness**
 - Students and staff may return to school after having displayed 2 or more symptoms if they meet the following:
 - Untested for COVID-19 – illness not otherwise explained; all three of the following must be met:
 - At least 10 calendar days after symptoms first appeared
 - AND**
 - Fever free for 72 hours (three full days, no fever without medication)
 - AND**
 - Other symptoms have improved
 - Tested and Negative for COVID-19 - Symptomatic
 - Fever free for 72 hours (three full days, no fever without medication)
 - AND**
 - Other symptoms have improved

- Tested and Positive for COVID-19 - Symptomatic or Asymptomatic
 - At least 10 calendar days after symptoms first appeared
 - AND**
 - Fever free for 72 hours (three full days, no fever without medication)
 - AND**
 - Other symptoms have improved
 - As an alternative, two negative COVID-19 tests at least 24 hours apart will also clear a student to return to school.
 - Please note that getting tested to demonstrate COVID-19 recovery is currently not available within our geographic area as of July 2020.
 - While waiting at home for clearance to return to school when the student is asymptomatic or only having mild symptoms, the student will be provided access to remote learning opportunities which, when completed, will count as being marked Present for school.
 - The waiting period will not count against attendance records if the student engages in remote learning.
 - Students who are symptomatic or having more than mild symptoms will be able to make up work upon their return to school in alignment with standard UFCA policies.
- **Morning Arrival and Drop-Off Procedures**
 - **Staff**
 - **All staff and their students remaining on campus will enter the building via the main entrance and check in at the office to have their pre-screening questions and temperature verified prior to entering any other area of the building.**
 - Academy Staff must arrive in enough time to complete this check-in process prior to 7:30 a.m.
 - Preschool Staff covering Teaching Staff's students must also arrive in enough time to complete this check-in process prior to 7:30 a.m.
 - **Before School Care**
 - **There will be no Before School Care during Red Alert Level of Operation.**
 - **Morning Carline**
 - **All Staff and Students must enter through the Main Entrance during the Red Alert Level of Operations. There will be no Carline.**
- **Afternoon Dismissal Procedures**
 - **All Staff Students will be picked up at the Classroom by their parent once their teaching duties are complete for the day.**
- **Facial Coverings**
 - **Faculty / Staff** – UFCA will require faculty and staff to wear a face covering or shield while interacting with others on campus, but may remove the face covering or shield while teaching remotely while they are alone in their Classroom.
 - **Staff Students** – UFCA will require students to bring a cloth/disposable face covering to school each day.
 - All students will be expected to wear their face covering when social distancing is not possible, such as in hallways and common areas around campus in alignment with NC State guidelines.

- Upper School students will be expected to wear their face covering throughout the day regardless of social distancing (with the exception of while eating) in alignment with the latest information on transmission and NC State guidelines.
 - Grades 4-5 students will be expected to wear their face covering throughout the day regardless of social distancing (with the exception of while eating) in alignment with the latest information on transmission and NC State guidelines.
 - Kindergarten – Grade 3 students will be strongly encouraged to wear their face covering throughout the day (with the exception of while eating) in alignment with the latest information on transmission and NC State guidelines.
 - Preschool K3-K4 and TK students will be strongly encouraged to wear their face covering throughout the day (with the exception of while eating) in alignment with the latest information on transmission and NC State guidelines.
 - Preschool K2 students will not be required to wear a face covering throughout the day in alignment with the latest information on transmission and NC State guidelines.
- **Spiritual / Emotional Wellness** – UFCA will continue to partner with families and churches in the spiritual growth of our students.
 - UFCA desires to partner with families in meeting the emotional needs of students by providing them counsel with our Chaplain or Director of Spiritual Life and by connecting them with local Christian counselors when necessary.

Campus Operations under the RED alert level of operation:

- **Campus Cleaning** – UFCA will continue increased daily disinfection and sanitization throughout campus, particularly of high-touch surfaces.
 - **Upper and Lower School:** Classrooms will be self-contained and desks and chairs will be sanitized at the end of each day.
 - **Bathrooms and High Touch Surfaces:** These areas in use will be cleaned at the end of each day and frequently throughout the day.
- **Hand Sanitizer / Washing** – UFCA will provide automated hand sanitizer stations and hand soap station in each bathroom; and just automated hand sanitizer stations in each classroom, at entrances and in the Cafeteria.
 - Handwashing will be required throughout the school day.
 - Teachers will also encourage / educate on proper cough and sneeze etiquette.
 - Students will frequently use hand sanitizer within their classroom and whenever they first enter a classroom or other room.
- **Social Distancing** – UFCA will encourage/require social distancing, whenever possible.
 - Social distancing signage will be posted throughout campus. Desks will be placed so that students are approximately 6 feet apart
 - Middle sinks/urinals will be roped off for social distancing in the restrooms.
 - Water fountains will be turned off.
 - Students should bring enough water with them for the day even if that means bringing multiple bottles of water each day.
 - Students are encouraged to bring reusable water bottles to reduce waste and potential cross-contamination at UFCA.

- **Cohort Groups**
 - **Lower School** – Classrooms will be self-contained throughout the day with multiple grades in one room.
 - Recess will be in appropriately sized, socially distant groups in alignment with NC State guidelines.
 - Lunch will be in the Classroom by cohort group in alignment with NC State guidelines. The school will not provide lunch.
 - **Upper School** – Classrooms will be self-contained throughout the day with multiple grades in one room.
 - Commons will be divided and in appropriately sized, socially distant groups in alignment with NC State guidelines.
 - Lunch will be in the Classroom by cohort group in alignment with NC State guidelines. The school will not provide lunch.
 - All classes will be encouraged to meet outdoors whenever possible in appropriately sized, socially distant groups in alignment with NC State guidelines.
- **Large Gatherings** – Group sizes will not exceed the requirements set by the State of NC at the time. Procedures and rotations have been developed for occupying spaces, in a limited capacity.
- **Visitors on Campus** – UFCA will limit entrance of on-campus visitors/guests to only those deemed essential.
 - Facial coverings will be required for all essential visitors/guests while on campus
 - In addition to the normal sign-in/driver's license scan/instant background check, a temperature check and symptom screening will also be required.
 - Visitors will be asked to remain in the Vestibule until their check-in is completed.
 - Parents or other authorized persons picking up a student will also be asked to wait in the Vestibule.
- **Classrooms** – Classroom desks will be separated as much as physically possible (such that students remain approximately 6 feet apart) and will face the same direction.
 - Classroom furniture will be limited to necessary, UFCA-issued furniture.
 - Class sizes are being limited to allow for social distancing.
 - **Parents of US or LS students may purchase a 3-sided desktop sneeze guard for their student in addition to the use of a face covering (not in place of one), providing it meets the following criteria:**
 - Fits on the student's desk.
 - Is completely clear, other than a frame or hinges.
 - Is freestanding.

Extracurricular Activities and Athletics under the RED alert level of operation:

- **Athletics** – Athletics will be suspended.
 - Families of student-athletes will receive information on this.
- **Before and After School Care** – Before and After School Care will be suspended.
- **Fine Arts/Extracurricular Activities** – All Fine Arts and Elective will occur via remote instruction. Clubs will be suspended.