



CONTINUITY of OPERATIONS PLAN

2020

The goal of our Continuity of Operations Plan is to provide the least restrictive environment possible, while maintaining a safe and healthy environment for the students and staff of First Christian Academy during both the COVID-19 pandemic and any future epidemics which may occur.



FCA CONTINUITY OF OPERATIONS PLAN (CoOP) for COVID-19 and Other Epidemics

ADVISORY TEAM for REOPENING OF FCA:

- FCA Task Force
- FCA Leadership
- FCA School Board
- FBCHS Board of Trustees

TEAM'S PURPOSE:

The purpose of the advisory team is to provide a working, fluid plan that allows for the safe reopening of First Christian Academy while balancing the health and safety of our FCA community.

DATA AND RESEARCH:

The following reopening plan was created using guidelines from federal, state, and local authorities, ACSI guidance protocols, and significant research and communication with other Christian schools as well as medical professionals. The document will be a guiding tool as we navigate the community spread of COVID-19 and any other future epidemics.

REOPENING SUMMARY:

First Christian Academy has prepared a four-tier approach to handling the potential spread of COVID-19 (or other epidemics). **We anticipate beginning the year on August 10 following the protocols outlined in the Level 2 tier.** FCA is fully prepared for possible short, intermittent closures without significant loss of mandated instructional time. Should an outbreak reach the Level 3 tier, FCA will move to a four-day school week (hybrid) until safe to return to Level 2. Should state authorities require a full school closure (Level 4), a more robust online instructional program will be available through the FCA/FACTS LMS system.

TABLE OF CONTENTS:

Summary 1
Table of Contents 2
Building and Grounds 3
Building Access 3-4
Cleaning Protocols 4-5
Spacing 6
Transportation and Signage 7
Academics 8-9
Schedules 10
Afterschool Care 11
Social Needs (Clubs/Sports) 11-12
Health and Support 12
Spiritual Formation 13

Tier Summary for Reopening Plan:

GREEN / LEVEL 1 –

No spread/no to low concern

YELLOW/LEVEL 2 –

Minimal spread/low to moderate concern

ORANGE/LEVEL 3 –

Moderate spread/moderate to high concern

RED/LEVEL 4 –

Substantial Spread/High concern



LEVEL ONE LEVEL TWO LEVEL THREE LEVEL FOUR

BUILDING and GROUNDS

BUILDINGS	Operations are normal.	Check airflow, control lobby traffic, desks in the same direction, clean water systems, fountain use blocked, directional tape if needed	Check airflow, control lobby traffic, desks in the same direction, clean water systems, fountain use blocked, directional tape if needed	During substantial spread, all buildings are fully deep-cleaned, sanitized, and restricted.
PLAYGROUNDS	Operations are normal.	Playground may be used following an administrative schedule with appropriate disinfecting between uses.	May be fully restricted.	None.

BUILDING ACCESS

VISITORS (PUBLIC)	Check in at lobby.	Only essential business may be conducted in lobby/office area. No visitors allowed inside building without appointment or approval.	Only essential business may be conducted in lobby/office area. No visitors allowed inside building without appointment or approval.	None.
FRONT OFFICE	Full access - no restrictions to staff	Faculty and staff have full usage and access. PPE usage by office staff is voluntary, but encouraged when dealing with essential visitors.	Office staff should remain behind glass partition as much as feasible. When greeting essential guests at door, staff should wear masks and refrain from shaking hands.	Essential office personnel only.
PARENTS	Check in at lobby.	Access is closed to all hallways and classrooms unless picking up preschool children. Parent access is limited to lobby, office, and outer walkways. Parents are encouraged to remain in vehicle.	Restricted access to lobby unless pre-arranged essential business, picking up sick child, or picking up preschool child. Parents should remain in car when possible.	Parents remain at home or in vehicle if dropping off/picking up materials.

STUDENTS	No restrictions for FCA students.	Temperature checks may be required upon entry, sick children must stay at home or return home if become sick, children with fever must remain home for 48 hours after end of fever without medication, 14 day quarantine for COVID exposure or travel outside the NCFL area, masks are encouraged in hallways and shared spaces.	Temperature checks <u>required</u> upon entry, sick children must stay at home or return home if they become sick, children with fever must remain home for 48 hours after end of fever without medication, 14 day quarantine for COVID exposure or travel outside the NCFL area, vulnerable students stay-at-home. <u>Masks are required for movement in hallways and shared spaces.</u>	Students stay at home or in vehicle if dropping off/picking up.
TEACHERS/NON-INSTRUCTIONAL STAFF	No restrictions.	Temperature checks required upon entry, staff with COVID-like symptoms must stay at home or wear mask, staff with fever must remain home for 24 hours after end of fever without medication, 14 day quarantine for COVID exposure or travel outside the NCFL area (unless verified by testing to be negative)	Temperature checks required upon entry, staff with COVID-like symptoms must stay at home or wear mask, staff with fever must remain home for 24 hours after end of fever, 14 day quarantine for COVID exposure or travel outside the NCFL area (unless verified by testing to be negative)	Faculty and staff remain at home except for pre-arranged/pre-approved work visits.

CLEANING PROTOCOLS

CLASSROOMS	Daily cleaning schedule.	Daily cleaning by faculty/staff. Sanitizing fog nightly by maintenance crew.	Daily cleaning by faculty/staff. Sanitizing fog nightly by maintenance crew. On Wednesdays, maintenance will conduct inspection for full sanitation.	None after initial deep-clean.
BATHROOMS	Daily cleaning schedule.	Clean bathrooms TWICE daily. Encourage frequent hand-washing. Keep sanitizing stations stocked.	Clean bathrooms TWICE daily. Encourage frequent hand-washing. Keep hand sanitizing stations stocked.	None after initial deep-clean.

HALLS, ENTRIES, SHARED SPACES	Daily cleaning schedule.	Entries, door handles, and high-touch items to be sanitized frequently throughout day. Cafeteria use will be modified with students using 50% capacity of tables, all drinking fountains will be blocked, art classes will be disinfected between uses, shared materials will be restricted, PE will remain outside as feasible, and computer lab equipment must be wiped down after each use. Chapel services will be separated into smaller groups. Masks are encouraged when social distancing is not possible.	Entries, door handles, and high-touch items to be sanitized frequently throughout day. Cafeteria use will be suspended with students eating lunch in classrooms, all drinking fountains will be blocked, art classes will be mobile (visiting classrooms), PE will remain outside as feasible, and computer lab equipment must be wiped down after each use. Chapel services are suspended. Devotions will be online on Wednesdays.	None after initial deep-clean.
SHARED SUPPLIES (art, music, toys, computers, etc...)	Daily cleaning schedule.	Sharing supplies will be regulated by instructional and administrative staff. It is possible that some students may clean their areas when finished by using cleaning materials that are child-friendly and EPA approved.	Sharing supplies will be suspended. All art or music materials will remain with students in the classroom. All toys or other "center"-related materials must be sanitized between uses.	None after initial deep-clean.
HAND SANTIZING STATIONS	Classrooms and lobby only.	Stations should be placed at all main entries.	Stations should be placed at all main entries with additional stations located in hallways of each building.	None after initial deep-clean.
PPE	None required.	Masks are encouraged when in hallways or movement outside of classroom. Gloves and masks should be worn by all food and nursing personnel.	Masks must be worn when in hallways or movement outside of classroom. Gloves and masks should be worn by all food and nursing personnel.	None after initial deep-clean.
CLEANING SUPPLIES	Maintain routine protocols.	Disinfecting spray bottles, disinfecting wipes, adequate supply of hand sanitizer, fogging machine, Nixall, child-friendly cleaning wipes	Disinfecting spray bottles, disinfecting wipes, adequate supply of hand sanitizer, fogging machine, Nixall, child-friendly cleaning wipes	None after initial deep-clean.

SPACING

CLASSROOM	No restrictions.	Desks should face in same direction (as far apart as possible), partitions may be required for middle/high school table use if outbreak occurs, elementary center usage may be modified.	Desks should face in same direction (as far apart as possible), partitions may be required for middle/high school table use if outbreak occurs, elementary center usage modified or restricted.	N/A
GYM, PLAYGROUND, SHARED SPACES	No restrictions.	Gym, theater, and library spaces must be thoroughly sanitized between uses. All lunch rotations must follow cleaning protocols between shifts, and PE classes will be encouraged to move outdoors as feasible.	Gym will be restricted unless weather-related challenges. Students will be restricted from playground. Theater usage will be limited to afterschool program only. Should any shared spaces be utilized, sanitization must occur between groups.	N/A
HALLS	No restrictions.	Bathroom schedules will maintain lower hallway usage. Locker usage may be modified for MS/HS students.	Locker use suspended for middle/high school students.	N/A
CAFETERIA (GYM)	No restrictions.	50% occupancy on all lunch rotations. Cleaning and sanitizing protocols must be followed between each lunch shift.	Lunches will be eaten in classroom only (gym use suspended). Only disposable bags may be used - no lunchboxes allowed on campus.	N/A

TRANSPORTATION

BUSING	No restrictions.	When 50% occupancy cannot be maintained, all students traveling via bus must wear a mask if mixed classes.	No field trips allowed during this phase. Sports teams must travel with family when possible. Bus use restricted to 50% occupancy.	None
PARENT TRANSPORTATION	No restrictions.	Students are encouraged to wear masks for morning drop-off and afterschool pick-up protocols. Parents are strongly encouraged to remain in vehicles.	Students should wear masks for morning drop-off and afterschool pick-up protocols. Parents remain in vehicles.	None

SIGNAGE

Inside Building	Routine signage.	Establish highly visible, clear rules of where to walk, social distancing when possible, handwashing signs, and hygiene reminders.	Establish highly visible, clear rules of where to walk, use of social distancing when possible, use of PPE in hallways, handwashing signs, and symptom lists.	None
Exterior	Routine signage.	Highly Visible, clear rules located at main entry points and drop-off/pick-up locations.	Highly Visible, clear rules located at main entry points and drop-off/pick-up locations.	Highly Visible, so no one enters

ACADEMICS BY GRADE LEVEL

<p>KINDERGARTEN</p>	<p>Normal instructional routine.</p>	<p>Playground time is limited to a schedule and cleaning routines must be followed.</p>	<p>Playground access restricted. Instruction four days a week remains same. No online instruction on Wednesday. Focus should be on additional pre-reading and math skills. No more than 20 minutes per day (Wednesday)</p>	<p>Utilize LMS for instruction as feasible. Instructional packets should focus on reading and math skills. Robust online interaction between students and teacher. Limited time on the computer.</p>
<p>ELEM 1-2</p>	<p>Normal instructional routine.</p>	<p>Playground time is limited to a schedule and cleaning routines must be followed.</p>	<p>No online instruction on Wednesday. Focus should be on additional reading and math skills. No more than 30 minutes per day.</p>	<p>Utilize LMS for instruction as feasible. Instructional packets should focus on reading and math skills. Robust online interaction between students and teacher. Limited time on the computer. Refer to the section titled "Schedule" for instructional time restraints.</p>
<p>ELEM 3-5</p>	<p>Normal instructional routine.</p>	<p>Recess time is limited to a schedule and cleaning routines must be followed.</p>	<p>No online instruction on Wednesday. Focus should be on short review activities that align with current classroom instruction. Wednesday work should not exceed 45 minutes.</p>	<p>At this age, students should be ready to check in daily with the class page to view objectives, activities, upcoming assessments, and other due dates. Timeframes and deadlines should be clear as well as rubrics to which they will be held accountable for quality of work. The type and goals of the assessment should be clear from the start. Parents should also have access to information that will help them guide their student without taking away the student's responsibility to manage their learning. Robust online interaction between students and teacher necessary for successful instruction.</p>

<p>MS/HS</p>	<p>Normal instructional routine.</p>	<p>Some electives could be modified due to guidelines by health agencies and national/state/local governments.</p>	<p>No online instruction on Wednesday. Focus should be on short review activities that align with current classroom instruction. Wednesday work should not exceed 75 minutes in total for all classes.</p>	<p>Students should be ready to check in daily with the class page to view objectives, activities, upcoming assessments, and other due dates. Timeframes and deadlines should be clear as well as rubrics to which they will be held accountable for quality of work. The type and goals of the assessment should be clear from the start. Parents should also have access to information that will help them guide their student without taking away the student's responsibility to manage their learning. All instruction should be limited to the essentials (main objectives only). Please refer to the section titled "Schedule" for guidelines on length of assignments and activities. Robust online interaction between students and teacher is required for successful instructional gains.</p>
---------------------	--------------------------------------	--	--	--

SCHEDULES by GRADE LEVEL

KINDERGARTEN	Normal instructional program.	Art, music, PE, and library may be modified or possibly restricted as determined by outbreak.	Art, music, PE, and library may be modified or restricted.	Login time (online) should be limited to 20-30 minutes per day. All work should be prepared as packets. Total work should not exceed 90 minutes per day. Primary focus should be given to reading and math skills.
ELEM 1-2	Normal instructional program.	Art, music, PE, and library may be modified or possibly restricted as determined by outbreak.	Art, music, PE, and library may be modified or restricted.	Login time (online) should not exceed 90 minutes per day. Consider breaking work into small segments and allow parents or sibling assistance. Primarily use packets when possible. Total work should not exceed 2 hours per day. Primary focus should be given to reading and math skills.
ELEM 3-5	Normal instructional program.	Art, music, PE, and library may be modified or possibly restricted as determined by outbreak.	Art, music, PE, and library may be modified or restricted.	Login time (online) should not exceed 2 hours per day. Consider breaking work into small segments and allow parents or sibling assistance. Total work time should not exceed 3 hours.
MS 6-8	Normal instructional program.	Art, music, PE, and library may be modified or restricted.	Teachers will need to write out clear lesson plans for parents to implement on Wednesday. <u>Lessons should not exceed 15 minutes per subject.</u> Most of these activities should be easy enough for students to complete independently.	Login time (online) should not exceed 3 hours per day. Consider breaking work into small segments and allow parents or sibling assistance. Total work time should not exceed 3.5 hours per day.
HS 9-12	Normal instructional program.	Electives may be modified based on guidelines applicable at the time (health department, CDC, national, state, or local governments)	Teachers will need to write out clear lesson plans for parents to implement on Wednesday. <u>Lessons may not exceed 20 minutes per subject.</u> Lessons should be designed for completion without parental assistance.	Login time (online) should be limited to 3 hours per day. Total work time should not exceed four hours (must be kept to half day if possible).

AFTER-SCHOOL CARE / PRESCHOOL

K5 - 6th	Routine operations.	Available spaces will be limited to reduce group size; priority given to essential workers or medical professionals. On Wednesday, <u>all school activities will cease and close at 5:30 to allow for sanitization before church services.</u> Weekly rates will apply (\$45 per week)	No childcare on Wednesday (school completely closed on Wednesday to avoid shut-down)	
----------	---------------------	--	--	--

SOCIAL NEEDS

CLUBS				
6-12	No restrictions.	Some activities are created for very small groups, 10 or less, while observing social distancing as possible	Some activities are created for very small groups, 10 or less, while observing mask protocol and social distancing	All activities are virtual or suspended.
SPORTS				
6-12	No restrictions.	Sports teams are able to practice and play, but spectators may be limited based on current health guidelines. Visitors may be asked to wear masks and/or social distance.	Some activities may be limited to small groups. No spectators allowed.	All activities are virtual or suspended.
SOCIALIZING				
K5-12	No restrictions.	Group size will follow state/local guidelines. Attendees may be asked to wear masks and/or social distance.	Some activities may be allowed for very small groups (10 or less) while observing mask protocols and social distancing. Students and faculty only in attendance.	All activities are virtual or suspended.

ACTIVITIES & SCHOOL EVENTS				
K5-12	No restrictions.	Group size will follow state/local guidelines. Attendees may be asked to wear masks and/or social distance.	Some activities may be allowed for very small groups (10 or less) while observing mask protocols and social distancing. Students and faculty only in attendance.	All activities are virtual or suspended.

HEALTH AND SUPPORT SERVICES

K5-12	No restrictions.	Increased daily screening for students and staff. Communicate clear protocols for students and teachers who have come into contact with someone that has COVID-19 (14 day quarantine). Communicate protocols for transferring students to parents for transport if student is sick. Limit access to the nurse's clinic to only those with symptoms, clear injuries, or need medication. Communication to parents if a student or family member tests positive with COVID-19.	Additional assistance required for mandatory daily screenings of students and staff. Prepare an isolation room. Communicate clear protocols for students and teachers who have come into contact with someone that has COVID-19 (14 day quarantine). Communicate protocols for transferring students to parents for transport if student is sick. Limit access to the nurse's clinic to only those with symptoms, clear injuries, or need medication. Communication to parents if a student or family member tests positive with COVID-19.	None. School closed.
-------	------------------	--	--	----------------------

SPIRITUAL FORMATION

CHAPEL (Assemblies)				
ELEMENTARY	Chapel has no restrictions or limitations.	Chapel will be split to create two distinct elementary groups. This split will allow for a 50% occupancy reduction. Students may be asked to wear masks. No visitors or parents are allowed.	Large gatherings (chapel) are not allowed during this phase. Biblical instruction and worship should occur within the classroom on M, T, Th, and F. Video presentations may be provided on FCA social media sites.	Video devotions and presentations may be available through the school's social media pages.
MIDDLE SCHOOL	Chapel has no restrictions or limitations.	Chapel will be split to create two distinct groups (middle and high). Students may be required to wear masks to chapel. No visitors or parents are allowed.	Large gatherings (chapel) are not allowed during this phase. Biblical instruction and worship should occur within the classroom on M, T, Th, and F. Video presentations may be provided on FCA social media sites.	Same as above.
HIGH SCHOOL	Chapel has no restrictions or limitations.	Chapel will be split to create two distinct groups (middle and high). Students may be required to wear masks to chapel. No visitors or parents are allowed.	Large gatherings (chapel) are not allowed during this phase. Biblical instruction and worship should occur within the classroom on M, T, Th, and F. Video presentations may be provided on FCA social media sites.	Same as above.
SERVICE/ OUTREACH/ MISSIONS				
	No restrictions.	Students will engage with community and school outreach projects as deemed safe by the local school authority.	Keep the service projects within the family or classroom since contact is probably restricted during this time.	Keep the service projects within the family since contact is not allowed with other students/families.