



TOGETHER AGAIN

GRACE
OPERATING PLAN
2020-2021



Equipping Students for Life

TOGETHER AGAIN

Operating Plan
2020-2021



KNOWN.
VALUED.
LOVED.



Welcome to GRACE! Below you'll find a document that outlines our operating plans for the 2020-2021 school year. This will be a working document and may be periodically updated based on the latest information, guidance and best practices.

OUR GUIDING PRINCIPLES



- + Providing a safe learning and teaching environment for our families and employees, while also preserving our sense of community.
- + Utilizing all of our resources to deliver on our vision that our students will be grounded in God's Word and challenged to achieve academic excellence as they prepare to use their gifts and abilities effectively to follow God's plan for their lives, regardless of circumstances.
- + Prioritizing face-to-face on-campus instruction, especially for our youngest students, while providing opportunities and accommodations for students or families who are dealing with immuno-compromised or other circumstances that may make them at-risk.
- + Developing flexible plans that will allow for transitions to or from a VLE scenario if necessary.



INSTRUCTIONAL SCENARIOS



Green (Normal Operations): Under “Green” operations, GRACE will operate under traditional instructional methods with all students on campus and holding regular school activities and functions.



Yellow (Significant Modifications with All/Most Students on Campus): Under “Yellow” conditions, potential scenarios may include: instruction will take place primarily in the classrooms; no large group meetings; limited student transitions; and limited visitors allowed on campus including parent volunteers.



Orange (High Physical Distancing with Blended On- and Off-Campus Instruction): Under “Orange” conditions, government guidelines prohibit us from operating with all students on campus. Options may include a modified schedule that limits the number of students on campus with VLE instruction for a portion of our student population. As we make these plans, we will prioritize the importance of keeping our youngest students on campus in order to receive face-to-face instruction.




Red (Virtual Learning Environment for All Students): Under “Red” conditions, government guidelines prohibit GRACE from having students on campus. In this event, we will transition to a VLE until restrictions are lifted. While this is not an ideal scenario, our administrators and teachers are hard at work preparing for ways to effectively and equitably conduct and facilitate remote learning for students of all grade levels.”

At this time, our plan is to begin the school year under our "Yellow" scenario.



SCHEDULE FOR FIRST THREE DAYS

Welcome Back, Eagles!



SCHEDULE FOR THE FIRST THREE DAYS OF CLASS

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Wednesday 8/12/20	Thursday 8/13/20	Friday 8/14/20
FAMILIES WITH LAST NAMES BEGINNING A-H	FAMILIES WITH LAST NAMES BEGINNING I-O	FAMILIES WITH LAST NAMES BEGINNING P-Z
(1/3 OF STUDENT POPULATION)	(1/3 OF STUDENT POPULATION)	(1/3 OF STUDENT POPULATION)

In order to acclimate to the changes in protocols for both campuses, GRACE will operate on a **half-day schedule** with reduced capacity the **first three days of school** - August 12 through 14. These three days will be used to introduce students to new practices and protocols, distribute devices, provide training for the eventuality of off-site or VLE learning, and review course outlines.

Students will attend as follows:

- Wednesday, August 12: Students with last names beginning A - H
- Thursday, August 13: Students with last names beginning I - O
- Friday, August 14: Students with last names beginning P - Z

Upper Campus students who opt to begin the year in an off-site learning environment may pick up their laptops on the Upper Campus between 9:00 a.m - 12 p.m. on Tuesday, August 11.



Lower Campus students who opt to begin the year in an off-site learning environment may pick up their laptops or iPads on the Lower Campus between 2:00 and 4:00 p.m. on Friday, August 14. Off-site learning for Lower Campus students will begin on Monday, August 17.

PLEASE NOTE: The above schedule does *not* apply to TK and Kindergarten students. Dr. Morris will send out a communication to those families next week with more information regarding their opening schedule.





REOPENING PROCEDURES

Remember: The following safety guidelines will be in place at the start of the school year and will last as long as necessary. In addition to being best practices, we see these actions as opportunities for us to demonstrate our love for our neighbors. Additionally, many of these protocols are subject to change depending on guidelines set forth by the local authorities.

GENERAL PROTOCOLS

TEMPERATURE CHECKS & SCREENINGS:

- Daily temperature checks for all employees and students are mandatory.
- GRACE will conduct temperature checks as students enter the buildings.
- If an individual's temperature is above 100.0°, the individual will not be allowed to remain at school. A second reading will be taken after five minutes to confirm the initial reading.
- An electronic symptom screening attestation form that can be accessed through an app will be required for employees to complete daily.

CLOTH FACE COVERINGS:

- Every student, TK-12, will be required to have a face covering, except for those with a medical exemption.
- "Masks While Moving:" Coverings will be required during transitional times, such as when entering and exiting buildings, when moving through the hallways, and when moving through the classroom.
- Face coverings will also be required when working in groups, when working closely with a teacher or staff member, or in other situations where social distancing is not possible.
- GRACE will provide each student with a "neck gaiter" face covering, but families are encouraged to provide their own child a mask or face covering.
- Please note: Students who are unable to adhere to these guidelines will be sent home.

VISITORS TO CAMPUS:

- To minimize the risk of exposure, we will begin the school year by limiting access to our campus buildings to students, teachers, and essential personnel.
- As the school year begins, we will not allow parent volunteers on either campus. However, realizing that our volunteers play an important role in our community, we hope to be able to allow volunteers to return to campus later this year.
- We will not allow any food delivery services, such as GrubHub, DoorDash, or pizza deliveries, to either campus. Please note that this is not only a COVID-19-



related health concern, but also a necessary security step to further protect our campuses.

- In the event that there is a need for a parent meeting, the first option will be to conduct the meeting virtually. If unable to meet virtually, the meeting will take place outside of regular school hours.
- All non-employee essential visitors to campus will be required to go through a COVID-19 symptom screening, wear a mask, and submit to a temperature screening.

SOCIAL DISTANCING

CLASSROOM SET-UP

- Desks are arranged to distance students as much as possible.
- In classrooms where student desks or tables cannot be separated, plexiglass dividers have been installed to create a barrier between students.
- In some upper campus classrooms, the room layout and instruction does not allow for every student to face the same direction. In these instances, students will be required to wear a mask for the duration of the class period.



MOVEMENT THROUGHOUT THE DAY:

- Signage on both campuses will encourage students to maintain physical distancing of six feet apart when feasible.
- Signage is in place to remind students to remain on the right side of the hallway during all transitions.
- On the Upper Campus, each classroom has a designated entrance and exit to control traffic flow.
- Staff will monitor the hallways to enforce physical distancing and movement as much as is feasible.
- Where possible, students will remain in class or cohort groups throughout the day, limiting interactions that are not deemed essential.
- When possible, teachers will transition between classrooms instead of students.



SANITATION, CLEANING AND HYGIENE

CLEANING PROCEDURES

- GRACE will establish a schedule for performing regular cleaning and disinfection of high-touch areas throughout the day.
- The school's Clorox Total 360 sanitation system will be used frequently to disinfect the building.
- Student desks and tables will be sanitized during transitions.

HYGIENE

- GRACE will have hand sanitizer available throughout campus, and will ensure it is refilled throughout the day.
- Teachers and staff will encourage frequent handwashing (with soap and water for at least 20 seconds) and/or use of hand sanitizer throughout the day.
- Touchless water faucets have been installed on both campuses.
- Teachers and staff will encourage students to cough and sneeze into their elbow, or to cover with a tissue. Used tissues will be immediately discarded, and students will be asked to wash hands immediately with soap and water for at least 20 seconds.
- Each student is asked to provide his/her own refillable water bottle.
- In an effort to minimize contact, students are requested to not share any materials with classmates.
- Fabric chairs, couches, and toys will be removed from the classrooms and common areas.

HVAC SYSTEMS

- Improvements have been made to the HVAC systems throughout both campuses, including the installation of an air ionization system to "clean" the air in the building.

SCHOOL SUPPLIES

PERSONAL SUPPLIES

- Students are asked to bring refillable water bottles that can be used with the new touchless water fountains.
- Parents are asked to supply students with their own personal hand sanitizer and tissues. GRACE will also provide a small hand sanitizer bottle for each student at the beginning of the school year.
- This year, students will be encouraged to use their personal school supplies - as opposed to shared supplies - whenever possible. If supplies must be shared, they will be sanitized between students.



CAMPUS-SPECIFIC INFORMATION

LUNCH PLANS, CARPOOL, AND BEFORE & AFTER CARE

- Information specific to each campus will be provided in an email next week from the lower and upper campus principals.

CARE FOR SICK STUDENTS

MONITORING AND CARE

- Provisions have been made to enable the school to better isolate students who become ill during the school day.
- On the lower campus, the nurse's office has been redesigned to provide a place for students to receive medical attention in a more private and isolated setting.
- On the upper campus, an area is being set aside to serve as a place for students to stay until a parent can pick them up.
- An ill student will be required to wear a mask until he/she leaves campus unless the student is having trouble breathing or is vomiting.



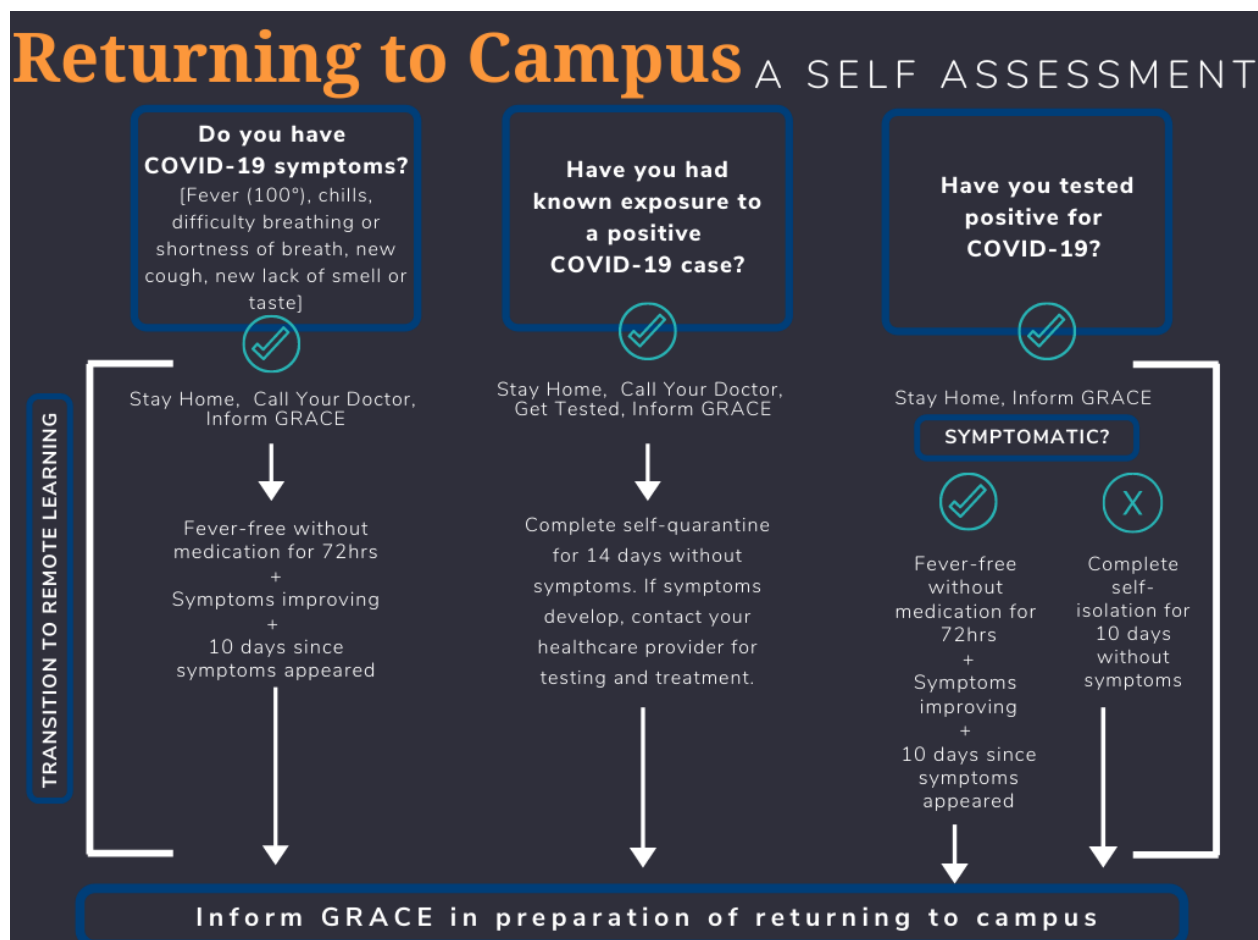


SELF-ASSESSMENT

Each day, before a student, teacher or staff member comes to campus, they are required to answer “yes” or “no” to the following questions - as identified by the CDC:

- Fever above 100°?
- Chills?
- Shortness of breath or difficulty breathing?
- New cough?
- New loss of taste or smell?
- Known exposure to someone with COVID-19 in the last 14 days?

Note: “Known exposure” is defined as being within six feet of someone with a positive COVID-19 diagnosis for more than 15 minutes. A “known exposure” to a positive COVID-19 case requires staying off campus and following exposure protocol responses. See graphic below.





If the student has a confirmed diagnosis other than COVID-19 (e.g. stomach virus, ear infection, strep throat), families should follow normal school policies to return to school. However, if the student presented with symptoms consistent with COVID-19, the student ***must*** present a note from a healthcare provider documenting the diagnosis prior to returning to campus.

Students and teachers who are awaiting results for COVID-19 testing are required to remain home and follow the guidance provided in the graphic above.



HEALTH PROTOCOLS FOR STUDENTS

The diagram below explains our health protocols for individual cases of COVID-19 exposure, symptoms, and diagnosis. We will work in concert with the North Carolina Department of Health & Human Services to contact trace and quarantine cases of COVID-19 exposure and diagnosis.

Please remember, the primary line of defense in limiting exposure to COVID-19 is the daily at-home health screening and temperature check. Do not bring your child to campus if they have a temperature of 100.0 degrees Fahrenheit or higher, are medicated to reduce a fever, or exhibit any of the following symptoms: fever, chills, shortness of breath or difficulty breathing, new cough, new loss of taste or smell, or general sense of feeling “unwell.”

EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
Student shares he/she was exposed to someone with COVID-19 within the last 2 weeks, but is NOT symptomatic	Student shares he/she was diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic	Student is presenting at least one of the following COVID-19 symptoms: fever, chills, shortness of breath or difficulty breathing, new cough, new loss of taste or smell
<ul style="list-style-type: none">• Isolate student with a supervised adult wearing a face covering and standing at least 6 feet away• Send student to nurse's office where student will be supervised by a nurse or designated staff member• Student should wear a cloth face mask• Enact plan to safely send student home as quickly as possible• Return to school after 14 days since last close contact	<ul style="list-style-type: none">• Isolate student with a supervised adult wearing a face covering and standing at least 6 feet away• Send student to nurse's office where student will be supervised by a nurse or designated staff member• Student should wear a cloth face mask• Clean and disinfect the exposed areas• Enact plan to safely send student home as quickly as possible	<ul style="list-style-type: none">• Isolate student with a supervised adult wearing face covering and standing at least 6 feet away• Send student to nurse's office where student will be supervised by a nurse or designated staff member• Student should wear a cloth face mask• Clean and disinfect the exposed areas• Provide supportive medical care if needed



and if symptoms do not develop

- If symptoms develop, follow guidelines under Symptoms section

- Participate in Remote learning while at home, if possible

- Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine teacher and entire class.

- Return to school once it has been 10 days since first positive COVID-19 test, AND if no symptoms develop since positive test

- Participate in remote learning while at home, if possible

- Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine teacher and entire class.

- Enact plan to safely send student home as quickly as possible

- If student is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to school when:

1. At least 10 days have passed since first symptoms appeared AND

2. At least 72 hours have passed since recovery as defined by the resolution of fever without fever-reducing medication AND

3. Symptoms have improved

- If student has a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medication and they have felt well for 24 hours

- Participate in remote learning while at home, if possible

- Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine other staff and/or students.

If you have any questions about this health protocol, please contact our school nurse, Natalie Morreale, at nmorreale@gracechristian.net.



HEALTH PROTOCOLS FOR EMPLOYEES

The diagram below explains our health protocols for individual cases of COVID-19 exposure, symptoms, and diagnosis. We will work in concert with the North Carolina Department of Health & Human Services to contact trace and quarantine cases of COVID-19 exposure and diagnosis.

EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
Employee shares he/she was exposed to someone with COVID-19 within the last 2 weeks, but is NOT symptomatic	Employee shares he/she was diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic	Employee is presenting at least one of the following COVID-19 symptoms: fever, chills, shortness of breath or difficulty breathing, new cough, new loss of taste or smell
<ul style="list-style-type: none">• Wear a surgical mask provided by GCS nurse or a personal cloth face mask• Immediately go home• Return to school once it has been 14 days since the last close contact and you do not develop symptoms• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine the entire class.• Notify school supervisor of your condition and health department recommendations	<ul style="list-style-type: none">• Wear a surgical mask provided by GCS nurse or a personal cloth face mask• Immediately go home• Clean and disinfect the exposed areas• Return to school once it has been 10 days since first positive COVID-19 test, AND if no symptoms develop since positive test• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine the entire class.• Notify school supervisor of your condition and health department recommendations	<ul style="list-style-type: none">• Wear a surgical mask provided by GCS nurse or a personal cloth face mask• If well enough, immediately go home• Clean and disinfect the exposed areas• If not well enough, isolate employee in clinic and provide support to get employee home or medical care• If a staff member is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to school when:<ol style="list-style-type: none">1. At least 10 days have passed since first symptoms appeared AND2. At least 72 hours have passed since recovery as



		<p>defined by the resolution of fever without fever reducing medication AND</p> <p>3. Symptoms have improved</p> <ul style="list-style-type: none">• If staff member has a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medication, and they have felt well for 24 hours• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine other staff and/or students.• Notify school supervisor of your condition and health department recommendations
<p>If you have any questions about this health protocol, please contact our school nurse, Natalie Morreale, at nmorreale@gracechristian.net.</p>		

ONLINE AND OFF-CAMPUS LEARNING

GRACE will provide an off-campus learning experience for students who 1) are considered - or live with someone who is considered - “high risk” for COVID-19, 2) are dealing with an illness, or 3) are not comfortable returning to campus.

Technology will be in place for teachers to provide synchronous instruction for these students. Thanks to the generosity of our Annual Fund donors, each TK-12 classroom will be equipped with a [Swivl device](#) that provides video and audio broadcasting for off-site learning.

Students in grades 5-12 will be able to observe and participate in class during live instruction via Google Hangout as they did previously in VLE and classes will be recorded for students who are unable to participate during live instruction due to extenuating circumstances.



For our youngest students in grades K-4, off-site learning will consist of a combination of live instruction and recorded videos. It should be noted that particularly for the elementary grades, off-campus learning will not be the same as last spring's VLE instruction in which every aspect of the class experience was built around the virtual model. Some off-campus assignments, assessments, and learning experiences may differ from on-campus learning.

Students who begin the school year in off-campus learning will be assigned a homeroom teacher and will connect with their homeroom class, but some instruction may be provided by the grade level team. Chromebooks can be provided for students in grades K-3 who do not have access to a personal device. The off-site instructional option will not be available for TK students.

During off-campus instruction, students will be expected to complete assignments and participate in other aspects of the class as if they were taking the class on-site to the extent that this is possible. Details of participating in group activities, completing lab work, and other issues will be worked out with individual students and in a manner specific to the course or class.

Students participating in on-campus instruction will be able to switch to off-campus instruction due to illness or health concerns at any point of the semester. However, we do ask that students who select off-campus instruction at the beginning of the school year commit to remain in that status through the end of August. At that point, students and families will have the option to commit to stay in this format monthly. If you are interested in this option for your child, please [follow this link](#) and complete the form. If you completed this form last week, you do not need to complete it a second time. Once we have collected all of the initial information, GRACE will contact families to complete the registration process. There will be no change in tuition for families who select this option.

BEFORE AND AFTER CARE

We intend to offer both Before Care and After Care, but those plans are still evolving. At this time, our plan is to start offering After Care for registered families on Monday, August 17th.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Fine Arts: The current guidelines provided by the state for the performing arts, specifically the vocal arts and band, are very restricting, but we are seeking solutions that will enable our students who are passionate in those areas to continue to develop their gifts and talents at GRACE.



Athletics: Below is a July 22nd athletic update from GRACE Athletics Director Devin Terris:

You will see three links that will provide detailed "return-to-play" information for the FALL sports 2020-21 season:

1. [July 22nd Athletic Update Letter](#)
2. [NCISAA Press Release](#) (summarizing timeline and protocols going forward)
3. [Stage 2 Protocol](#) (Operation protocol from now through August 9th for Fall sports)

As you read through the attachments, please note that all of the timelines and dates that are discussed are CONTINGENT upon our local government moving to Phase 3. All of the dates are **SUBJECT TO CHANGE**.

A few important reminders...

- All parents **MUST complete registration** via www.gracechristian-nc.finalforms.com before participating in a workout or practice (please email Director of Athletics Devin Terris if you have any specific questions about final forms - dtorris@gracechristian.net)
- If your child does attend a work out, please be sure to wait until he/she has completed their health screening by the head coach before leaving. We do ask that if you are picking up your child from a workout/practice that they be picked up promptly so we are not having extra overlap of athletes between other team workouts and practices
- You can always visit www.GRACEAthletics.net for any up to date information regarding schedules, calendars, coach information, etc.





WHAT'S NEW?

GRACE is investing considerable resources to prepare our campuses to support the new environment, as well as for general improvements. The following list provides a brief summary of some of these investments:

ADDITIONAL TEACHING POSITIONS: To reduce class sizes and support flexible instructional plans, the Board of Trustees approved funding for the addition of multiple new teaching positions.

OFF-SITE LEARNING AND VLE SUPPORT: In addition to investing in professional development, the school has purchased iPads and Swivl technology for every classroom to enable teachers to provide synchronous instruction for students who are not on campus. We continue to invest in technologies that enable a better quality of production for synchronous VLE instruction, as well as researching and investing in multiple learning platforms.

IPADS: To better serve our fourth, fifth and sixth graders, we are replacing the Chromebooks with iPads.

TOUCHLESS WATER FOUNTAINS AND FAUCETS: Touchless water fountains and faucets are being installed throughout both campuses.

HVAC SYSTEM: Improvements are being made to the HVAC systems throughout both campuses, including the installation of an air ionization system to “clean” the air in the building.

TK and K CLASSROOM RENOVATIONS: The TK and Kindergarten classrooms are undergoing renovations this summer to open up the instructional space.

LOWER CAMPUS PLAYGROUND: Construction on the improvements for the Lower Campus playground is scheduled to break ground on August 3rd.

OUTDOOR IMPROVEMENTS: We are making improvements to the outdoor spaces on both campuses, including the completion of the outdoor instructional area and garden on the Lower Campus and the extension of the dining area outside of the Upper Campus student center.

DIVIDERS: In classrooms where desks can't be physically separated, we are installing plexiglass dividers to reduce physical contact between students.



WHAT'S NEVER CHANGING...



YOUR STUDENT WILL BE KNOWN, VALUED, AND LOVED. COVID-19 has changed so many parts of our lives, but we are committed - as educators and administrators - to ensure GRACE remains a place where your student feels safe, encouraged, and deeply loved. (Even if it's through air high-fives instead of hugs!)



WE ARE COMMITTED TO PROVIDING THE HIGHEST-QUALITY EDUCATION. We recognize it is a personal choice - and a financial investment - to send your child to a private school. The education we provide to your student, in whatever manner we may have to provide it, will be done with excellence.



THE GRACE COMMUNITY IS AS STRONG AS EVER: We are a family at GRACE. While our events may look different this year, and some of our beloved traditions might be paused, we promise to continue to find ways to build community amongst our students and families.

This is GRACE.