



HIGHLAND HAWK HAPPENINGS



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UCA Reopening Plan 2021-2022

Updated September 20, 2021



I. OVERVIEW

Introduction

The Universal College- (UCA) looks forward to welcoming our students back to campus October 4th, 2021 for 100% face-to-face learning. Our UCA Pandemic Response Team has worked diligently to bring to UCA research-based best practices in health, safety, and education. This plan sets UCA up for success in an uncertain year. Because of the continued uncertainty, UCA will balance the need for certainty with the need to be flexible. This document is published to provide you with the information you need to prepare for the 2021-2022 school year. It will be updated as new information is learned, and in response to changing circumstances. Changes in protocol and changes to this document will occur as we move towards reopening. This document, therefore, is valid until replaced by an update. The pandemic continues to be a global crisis, and the unpredictability of the situation means we must be ready for several scenarios. This update gives you the details of the plan for the online scenario beginning September 20th and the physical return to school beginning October 4th. We will continually monitor updates from the Ministry of Education, the Ministry of Health, the Centers for Disease Control and Prevention (CDC), and the World Health Organization (WHO) with data and information from our campus. We will share all updates with you as they are made.

UCA Decision Making Protocol

The UCA Pandemic Task Force will review the pandemic status every two weeks and assess changes that need to be made in UCA operations. The Task Force will use a holistic review of indicators and will base decisions on science and recommendations by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC) and relevant Lebanese ministries.



The following does not constitute a complete list, but is a visual representation of phases and decision-making criteria.

Criteria (The scenario is determined by a holistic assessment of the following)	Scenario
<ul style="list-style-type: none"> Lebanese government services level of operation Raw number of positive COVID-19 cases Number of cases per number of tests given Trend of increasing or decreasing cases Community transmission in Lebanon, and specifically within the UCA Learning Community. Capacity in ICUs at hospitals COVID-19 testing availability 	Extreme concern with multiple factors: 100% online learning with heightened health and safety measures
	High concern with multiple factors: 50% capacity on campus 50% online with heightened health and safety measures
	Moderate concern with multiple factors 100% of KG1 – KG3 students on campus maintaining pods 50% capacity of grade 1-12 students with heightened health and safety measures
	Low concern with multiple factors 100% on campus learning with heightened health and safety measures

* as the COVID-19 situation evolves, the Pandemic Task Force will update this chart, including decision-making factors as well as details of scenarios.

Communication and People Responsible

Pandemic Response Team: (Director, Principals, School Nurse, Executive Assistant/Registrar, Operations Manager)

- Continue to review and revise the UCA plan to build on successes as needed and in relation to stakeholder survey results.
- Plan for and respond to health, safety and learning concerns of all constituents.
- Respond with agility to urgent matters and make well thought out decisions.
- Communicate decisions with all stakeholders.

Communication with Families

- Director - Updates on the state of affairs, published as necessary.
- Principals - Updates to parents published as necessary.
- Principals and counselors monitor students' academic and social-emotional wellbeing and communicate with families regularly regarding challenges and successes.
- Teachers - Regular communication with students.



II. HEALTH AND SAFETY OVERVIEW



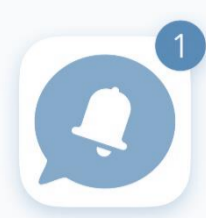
Training and Safety Education

- The school Director, Principals and nurse will complete the Johns Hopkins COVID Contact Tracing Course prior to the start of school.
- All faculty and staff will receive mandatory health and safety training prior to the start of school.
- All students will go through mandatory health and safety orientation on their first day of onsite school attendance. Students who do not attend the first day of school will be required to complete the orientation before they can attend classes. The orientations will be designed using age-appropriate techniques.



Students, faculty, and staff with any symptoms of a cold or flu should not come to campus. Symptoms include cough, shortness of breath, headache, chills, elevated temperature, muscle pain, sore throat, the new loss of smell or taste, and nausea/vomiting. Parents should use the school's regular systems to call in any child sick if necessary. Faculty and staff should also use regular systems to call in sick if necessary.

Notifying the School:



Please notify the School immediately if any of the following occur:

- a student, faculty, staff member, or a household member of the before mentioned has been diagnosed with COVID-19.
- a student, faculty, staff member, or a household member of the before mentioned has had contact with someone who has tested positive for COVID-19.

Ministry of Health and Ministry of Education COVID-19 Procedures

The ministries of Health and Education have published specific protocols schools should follow regarding COVID-19 in a face-to-face setting. The following link provide those details: [CLICK HERE TO READ MORE.](#)



REPUBLIC OF LEBANON
MINISTRY OF PUBLIC HEALTH

What Will Happen if Someone is Exposed to a Person Infected with COVID-19?



Exposure is defined by the CDC as a contact within one meter for 15 minutes or more.

If a student or staff member tests positive for COVID-19 and they have attended school within the past fourteen days, all students and staff members who have been exposed will need to stay home for fourteen days. After fourteen days, if no signs of COVID-19 appear, the class will resume as normal. If a student or staff member tests positive, they may not return until they have completed their fourteen-day quarantine period, they have negative PCR test results, and they have been granted clearance from the school nurse.

If a student or staff member is suspected of having COVID-19 by the school nurse based on a review of symptoms, they will be sent home and the school will disinfect the classroom furniture and supplies before anyone is allowed back into the room. A review of their contacts for the period they were on campus may result in other individuals being asked to go home. The school isolation room and clinic will be properly cleaned and disinfected after each visit. The staff located in the isolation room and the cleaning staff for this and other affected areas will wear personal protective equipment.

If a student is placed in a fourteen-day quarantine, they will be able to participate in a study along, asynchronous online program. A member of the school Leadership Team, Counselor or their teachers will do a weekly check-in with the student to make sure they are receiving enough support to meet their educational goals.

Returning to Campus

Enhanced Campus Health and Safety Protocols

During this period, the campus is only open for access to students from 7:45 am until 2:00 pm. There will be no access after 2:00 pm for any reason and students must exit by 2:00 pm. The guidelines outlined here are based on the principles of Distance, Dose, and Dispersion (the 3 D's.)

Distance: The farther away someone is from an infected person, the less likely they are to be infected. Two meters is an estimate of the distance that the virus can easily travel. However, it can travel farther in some cases. If proper barriers are used, like masks and shields, we can limit the distance the virus travels from an infected person.

Dose: To become infected, a minimum dose of the virus is required, which is both about the amount of virus as well as the duration of exposure. The more time someone is exposed the more chances the virus has to take hold. Similarly, barriers provide protection against a minimum dose, by limiting the amount of the virus one is exposed to.

Dispersion: The virus can linger in the air for extended periods of time. The more air circulation, specifically with outside air, the less of a dose of the virus lingers in the air. More air volume reduces a dose. Sunlight also breaks down the virus.



Screening and Contingency / Emergency Planning



Mrs. Nadira Wehbe, UCA school nurse, is the designated health and safety ambassador for UCA. She will monitor the implementation of our school plan and will lead training with staff and students.

UCA will require individual temperature and symptom screenings prior to entering the campus. All individuals who come into the campus including students, staff, visitors, and parents will need to have their temperature taken and will be checked for symptoms. If they have COVID-19 symptoms or if their temperature is above 37.5 degrees, they will not be granted admission to the campus and should seek medical help. Our goal is to prevent symptomatic children and adults from entering our campus.

Students who show any signs of illness at home may not attend school and the school must be contacted immediately to enable contact tracing. If any member of the household has symptoms of COVID-19, please inform the school and do not send your child to school.

Monitoring Attendance and Contact Tracing

All student and staff records are kept in our Student Information System, HR System and nurse's records. The SIS contains all contact information on staff, students, and parents. The system allows us to track attendance for students and staff. The system also hosts our timetable software so we can track student classes and other students who attend the same class in case of contact exposure. The school will monitor attendance and have conversations with students and families showing a pattern of non-attendance.

Face Covering Requirements

Face masks are required on campus.

All students are required to wear a face mask if they are riding the bus, transitioning in public spaces, and at certain times in their classroom. Their classroom teacher, in coordination with Principals and the school nurse, will determine appropriate times where students may need to remove their masks to facilitate learning, such as during language arts time. There may also be times where teachers of KG1-G3 students will use a face shield instead of a face mask to facilitate the teaching of the English and Arabic languages where the visual cues or mouth movements may be necessary for learning. Students will be working in their designated cohorts and in small groups. There is a significantly lower risk of transmission and infection associated with younger students and also developmental and academic needs differ greatly.



Students in grades 1-12 and all employees will wear a cloth mask with three layers of protection or a surgical face mask at all times on campus, indoors and outdoors, alone, or in shared spaces, except when eating and in the circumstances described in this document. Those who wish to wear additional face coverings, such as face shields, may also choose to do so. Students in KG's will wear face shields at all times on campus, except when eating.

Visitors are required to wear face masks at all times on campus.

UCA Student Face Mask Policy



UCA's first priority will always be the health and safety of our student, staff and all other members of our learning community. Strict health and safety guidelines have been put in place to keep everyone on campus as safe as possible. Students are expected to abide by UCA's expectation to wear a face mask at all times, unless given permission to remove the mask by a UCA faculty or staff member. The following consequences will be assigned to students who **intentionally** violate UCA's Face Mask Policy:

1st Violation	Students will be given a verbal warning
2nd Violation	2-day suspension
3rd Violation	Possible expulsion from UCA

III. TO AND FROM SCHOOL

Transportation / Bussing

School-provided bus transportation is an optional service provided to students and staff. If any of the below protocols do not work for you and your family, please consider securing alternative transportation.

- Where possible, bus windows will be opened for ventilation.
- The transportation staff will be screened for COVID-19 symptoms every day before the first pick up.
- Student Busses:
 - All Bus Monitors will be assigned a hand-held temperature scanner.
 - The Bus Monitor will stand at the bus entrance and will scan each student to make sure his/her temperature does not exceed 37.5 degrees or if they show COVID-19 symptoms. If the student's temperature is above the threshold, the parent will take their child and return home.
 - Parents or guardians are **required** to accompany all children from KG1 through Grade 3 to the bus and **wait** with them until they are cleared for access to the bus.
 - If a student is denied access and an adult is not there to take the child home:
 - The child will be isolated from others on the bus
 - Parents will be called and required to come to school to pick them up immediately
 - The child will not be allowed to ride the bus for the remainder of the school year.
 - If the student's temperature is acceptable, the Bus Monitor will instruct the student to sit in his / her assigned seat while observing all health and safety guidelines.
 - Every bus rider, no matter their age or grade, must wear a mask. Any person not following these guidelines will not be allowed to ride the bus.



Arrival and Dismissal Expectations

Designated Gates:

A detailed drop-off plan will be sent separately.

Car Arrival:

- MS/HS
 - Lower Gate
 - Students enter through the side entrance of the New Building
- KG/Elementary
 - Middle Gate
 - KG1, KG2, KG3, grade 2 and 12LS/GS students will be dropped off by the blue awning next to the cafeteria.
 - Grades 1, 3, 4 and 5 will be dropped off in front of the White Building and will enter through the door beneath the large blue awning.

Bus Arrival:

- KG/Elementary students arriving by bus will be dropped off at the awning in front of the cafeteria and will proceed directly to their classrooms. Students will be not permitted to linger outside the busses or in front of the cafeteria.
- MS/HS students arriving by bus will be dropped off at the entrance to the tunnel beneath the large blue awning and will proceed directly to their classrooms. Students will be not permitted to linger inside the tunnel or hallways.

Independent Arrival:

Campus is open for student access from 7:45 am until 2:00p.m. Students are not allowed on campus before 7:45 a.m. nor after 2:00 p.m. Students arriving prior to 7:45 a.m. will be not be allowed to pass through the gate. No supervision is provided outside the gate and parents are requested to ensure an adult is with their child in case they are denied access based on the screening protocol at the gate. All students, staff, parents and visitors will have their temperature taken and will only be allowed to enter campus if their temperature meets the requirement of 37.5 degrees or lower and are free of COVID-19 symptoms.

Students will arrive and go directly to their classes. Students will not be permitted to linger in halls or outside the buildings.

Students in grades KG1-12: Parents are not allowed to accompany students to class or into the building. There will be accommodations made for KG1-KG3 the first day of school. Please see school publications for more details.

Drop-off Procedures: Parents of KG1 through KG3 students should enter campus ONLY through the middle gate by the elementary building. KG1-KG3 parents will not be allowed to enter the campus through the upper gate. Parents and students should follow the social distancing protocols and must wear masks.

Drop off is not an opportunity to talk with other parents or your child's teacher about academic, social, emotional or other concerns. Teachers are busy supervising students and preparing for the day at this time. If you need to contact a teacher, please do so via email. Please note parents who do not abide by the procedures outlined in this document will be banned from the UCA campus.

All persons entering the campus by car or on foot will have their temperature checked upon arrival. If the temperature is above 37.5 degrees or if they show COVID-19 symptoms, they will not be allowed on campus and will be asked to return to their homes and to contact their Principal to make lesson plan arrangements. **Note: Any student or UCA employee who exhibit symptoms at any time during the school day will be sent home.**

Dismissal:

We will have staggered dismissal to ensure social distancing in stairwells and hallways.

Students departing by bus will proceed directly to their busses.

Students who depart by car will be held in their classrooms until bussed students have been dismissed. A detailed pickup plan will be given to parents prior to the return to face-to-face learning on October 4th.

IV. LEARNING AT UCA

Safe Classroom Procedures

Hygiene Overview



To prevent the spread of COVID-19 our cleaning protocols follow guidelines established by the CDC and the WHO. These guidelines encourage institutions to consider the important differences between cleaning, sanitizing, and disinfecting, and recommend the best chemicals to use and how to apply them. We have different protocols for different circumstances. For example, if we have a student who tests positive for COVID-19, the classroom in which they study will be closed for a period of time for disinfecting. In addition, we will not allow students to enter spaces they are not assigned to for their classes. Robust cleaning protocols will be focused on high density and high traffic areas such as the school entrances, bathrooms and stair handrails. Identical protocols will be employed to disinfect books, toys and manipulatives.

Preventive Hygiene



Everyday hygiene practices are another key to prevent virus transmission. As has been well documented, handwashing many times daily with soap and water is critical. At UCA handwashing will be assigned several times throughout the day by grade level. We would like to see each student wash their hands with soap and water for a minimum of twenty seconds each time their hands are washed. Other preventative measures include coughing or sneezing into tissues or the inside elbow; avoiding touching your face especially mouth, eyes and nose; maintaining physical distance when possible; wearing masks for everyone in KG1-12; and removing/replacing masks safely. Students in KG1-KG3 may be allowed to wear face shields. If a student or adult develops Covid-19 symptoms while on campus, the UCA Clinic has a designated isolation room.

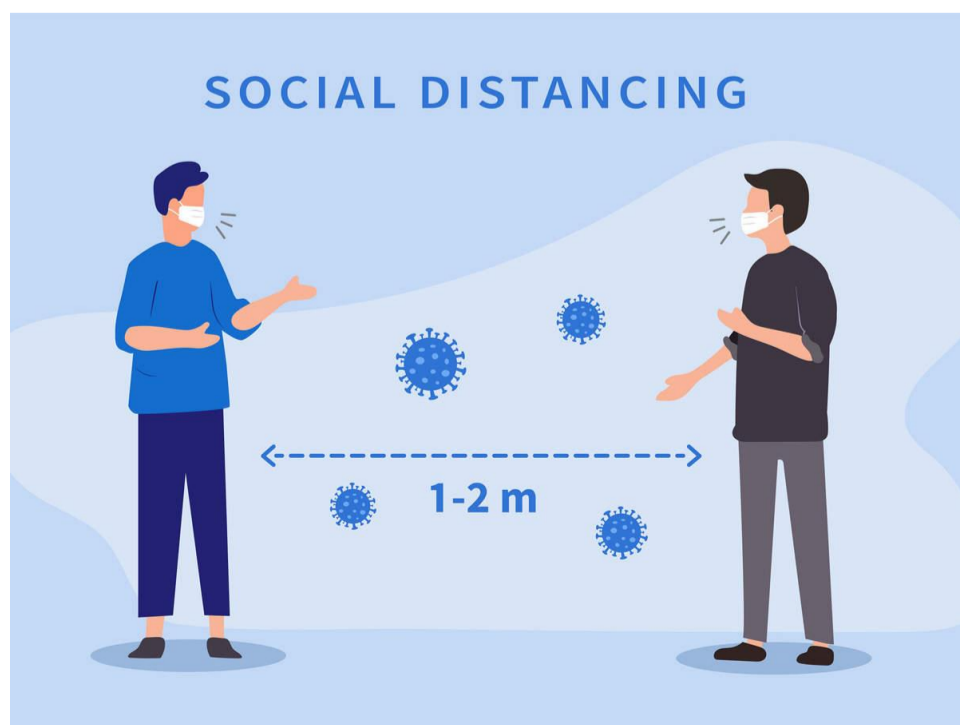
The individual will be cared for by the school nurse, who will wear the appropriate Personal Protective Equipment (PPE) and follow infection control practices designed to decrease the risk of transmission. The school nurse will call parents and arrange for the child to be collected immediately. Please note that a child who has developed symptoms while on campus will not be allowed to travel home on school buses.

In addition, we will watch for mental wellness issues as well. Facing the continuous occurrence of the confirmed cases of COVID-19 and changing the normal operation of school and social life, students will inevitably become worried and stressed. As students have been mostly at home during distance learning and have had few social activities, it will take time to rebuild their daily routine. This is especially true with younger students. Some students may display negative emotion and stress. As such, our professional staff such as guidance counselors, principals and teachers will pay close attention to the emotional and behavioral changes of students and provide appropriate emotional support when necessary.

Physical Distancing Arrangements

Infectious disease experts have promoted social distancing as an essential strategy in the containment of COVID-19. The world has learned that COVID-19 is menacing and highly contagious. It poses a risk not only to students, but to the adults in their lives, including parents, teachers, grandparents, coaches, and many others. Physical distancing is an important safety measure for UCA students to return to campus. The following procedures will be implemented to promote a safe and healthy school environment.

- UCA will provide space in the facility to distance our students and staff. A maximum of one student per four (4) square meters of total indoor capacity will be maintained, providing enough space to reasonably distance our students and staff.



- Classrooms will maintain a maximum of one student per four (4) meters square capacity limit, with a minimum of four (4) square meters for every person in the room.
- The school will place stickers on the floor to help ensure proper social distancing is maintained in all common areas, service desks, and where different groups of students, staff and visitors are interacting.
- Morning lines and multiple grade group gatherings will not be allowed.
- Classroom use will be limited to students assigned to the classroom for instruction.
- Classroom areas will be arranged so that each person in the room has four (4) square meters of personal space with a minimum of 1 meter in any direction, except in certain lower grades where pedagogical approaches are necessary and the health guidance allows.
- Students will not be allowed to use other student's classroom supplies or textbooks. UCA will publish a list of supplies students will need prior to the return to face-to-face. Materials should be cleaned and disinfected when transferred between the school and home.
- Learning will happen outdoors whenever possible.
- Windows and doors will be opened whenever possible to encourage ventilation.

Educational Considerations

- Hand sanitizing stations will be available around campus. Students will sanitize their hands prior to entering the classroom. Teachers will supervise KG students in order to ensure proper hand sanitizing protocols are followed at all times.
- Students will be required to purchase bottles of hand sanitizer and tissues which they will leave in their desks at school. Supplies are not to be shared with other students.
- Classroom areas will be arranged so each person in the room has four (4) square meters and a minimum of 1 meter in any direction.
- Students will be required to bring one additional face mask to school to be kept in their desks. The face mask should be labeled with their name and kept in a sealed plastic bag.

Classrooms Materials

- Teachers and cleaning staff will maintain the sanitizing of the classroom and classroom materials.
- All toys and learning tools in KG1-KG3 must be disinfected after each cohort's use.
- Personal toys are not permitted in school.
- Whiteboards, markers and Smartboard screens should be wiped down after each cohort's use.
- Pencils/pens and other school supplies will not be shared.
- As much as possible the school will encourage a paperless strategy and elevated use of technology to minimize contact with paper.



Supervision



Reducing the number of people others come in contact with is a primary strategy of the health and safety plan. This requires more supervision throughout the school day to reduce the mixing of student cohorts and necessitates stricter timeframes and rules for when and where students can gather on campus. In addition to orienting students and families to these new rules for movement on campus, staff will serve as safety monitors posted in different areas of campus and floor decals will be installed throughout campus to indicate where students need to line up. All community members are required to follow rules and directions of supervising staff.

Visitor Access

Visitors, including parents, will only be allowed on campus if they have a pre-approved appointment. All visitors will have their temperature taken at the gate and if it is 37.5 or higher will not be allowed upon campus. All visitors must wear a mask and practice social distancing.

Visitors to the campus must sign in and sign out at the main gate. The sign in/out sheet contains the visitors name, phone number, date, time in, time out and the person whom they are visiting. Visitors must leave campus upon completion of their appointment.

Cafeteria and Food Service



The UCA cafeteria dining room will be closed until further notice. Students will be required to bring lunches and snacks from home.

Physical Education

- The PE curriculum has been adjusted to focus on personal fitness, health education and individual sport skills. Contact sports will not be allowed in P.E. classes. Whenever possible the P.E. classes will be held outdoors.
- During P.E. lessons, students and teachers will not be required to wear masks when engaged in strenuous physical activities such as running and workouts. However, physical distancing guidelines will still apply.

***Please note at this time students in grades G1-12 will not have PE classes due to logistical and safety concerns.**

Athletics

There will be no after school sports for at least the first quarter of school, and until further notice.

Playground and Outdoor Spaces

Providing students with time to play and move is important to physical and emotional health. To ensure the health and safety of our students and teachers, we will take precautions during outdoor play and recreation time that reflects our health and safety protocols mentioned above. **Note: At this time only KG students will be allowed to have recess during the school day.**

- A recess schedule will be created to provide outdoor playtime for KG students and limit the number of students on the playground at one time. To avoid unnecessary contact with others, students will be limited to play with their “pod” of peers.
- KG students and teachers will not be required to wear masks during outdoor recess. Teachers will be required to wear face shields during outdoor activities. However, physical distancing guidelines are still in place and students will be expected to maintain appropriate social distance (2.5 meters) when playing with others.
- KG students WILL be allowed to play on playground play structures, and will be required to sanitize their hands before and after doing so. Hand sanitizing stations will be added at the entrance to each playground area.
- In order to keep everyone safe, students will not be allowed access to toys, including balls, at any time. Contact games, such as soccer, basketball, and tag, will not be allowed.
- Students will be taught a variety of structured games that practice social distancing. They will be highly encouraged to participate in these games during play time, with the support of the teachers on duty.
- Students are expected to adhere to all new procedures so the school can follow the guidelines for health and safety, are expected to follow the school rules and cooperate immediately when instructed to do so.

***Please note at this time students in grades G1-12 will not have recess due to logistical and safety concerns.**

Parent Meetings

Whenever possible, parent meetings will be held through UCA’s virtual meeting platform Teams.

Students of Concern

During these challenging times, the school’s capacity to manage particular behaviors may be limited. As such, it is essential that students follow school rules with a greater degree of independence. As always, teachers and staff will monitor the emotional well-being of students, and parents are also asked to share any concerns with their child’s class teacher or divisional counselor. Our counselors, teachers, and administrators are trained to work with a variety of student issues and as we reopen, will be monitoring for the following closely:

1. Reluctant students (not agreeable to coming to school, have difficulty separating from parents, refuse to enter the building, make excuses during the day to be sent home)
2. Social/emotional concerns (including new concerns because of new class, teacher, environment, friendships)
3. Behavior / disciplinary issues
4. General academic concerns
5. Late and absent patterns in students
6. Child protection issues

Travel and Off-Campus Field Trip Policy

The travel policy provides travel guidelines to ensure that UCA maintains a safe and healthy environment for our students, faculty, and staff. This policy is based on recommendations provided by the CDC and applies to all students, faculty, staff, volunteers, independent contractors and vendors.

In accordance with the Ministry of Public Works and Transport and the Directorate General of Civil Aviation, students and employees returning from a foreign country must abide by the following guidelines:

- Students and employees who travel on their own must alert their principal/supervisor in writing of the travel dates, destinations, and activities prior to traveling
- Students and employees
- Must submit a negative PCR test before returning to school

*** Until further notice, there will be no field trips or travel sponsored by UCA for students, faculty or staff.**

Student Clubs and Activities

There will be no after-school clubs or activities at the start of the school year. UCA will consider CDC, WHO, Ministry of Health, and other respected organizations in deciding when and how to restart clubs and activities.

INFORMATION FOR FACULTY AND STAFF - PUBLISHED SEPARATELY

