



Pui Tak Christian School
培德基督教學校

**2020-2021 PTCS Roadmap
to Return to School**

**Together
is the way**

2020-2021 Campus Reopening Plan

Our Aspiration

Pui Tak Christian School nurtures students to achieve academic excellence and learn to positively engage the world through a framework built on a well-rounded, Christ-centered education, anchored in value building and character development, guided by compassionate, highly engaged teachers.

PTCS announced school closure on Friday morning, March 13 with E-learning started the following Monday without losing a single day of teaching. Our staff took decisive action to educate our students through e-learning while we observed measures to support Chicago's efforts to stop the spread of COVID-19.

As we make plans to reopen our school in the Fall and look to the future, we understand the path ahead of us is a rocky one.

For such a time as this, we are to think innovatively, plan nimbly, and commit faithfully to the mission God has placed on our shoulders. Remember, **together is the way!**

With profound gratitude, we thank the following individuals who served on the PTCS COVID Task Force, developing the Roadmap for School Reopening with two focused missions.

Mission 1: Equip the school for in-person teaching in the Fall of 2020

Mission 2: Create a contingency plan in case we are not able to teach on-site

(Improve the current e-learning curriculum)

Carmen Bonner, Preschool Teacher

Lynn Chan, Administrative Assistant—Bookkeeper

Vincci Chan, Preschool Team Leader, and Teacher

Fiona Cross, Title I specialist

Bonnie Ho, PTCS Principal

Bethany LeLaurin, Elementary Team Leader and Teacher

Meagan Lundgren, 3rd Grade Teacher

Jamie Mai, Preschool Parent

Ruth Titus, Preschool Teacher Assistant, Registered Nurse

Mary Yoon, Elementary Parent

On May 5, 2020, Governor JB Pritzker announced the [Restore Illinois](#) plan, which lays out a public health approach to safely reopen our state.

[Executive Order 2020-40](#), filed on June 4, 2020, allowed schools to reopen for in-person instruction in Phase 3. In-person instruction is strongly encouraged in Phase 4; however, it is critical to note that this does not signify a return to pre-pandemic operations. Appropriate social distancing, face coverings, enhanced sanitation measures, and other accommodations will be necessary to ensure the safety of students, staff, and our families.

During Phase 4, IDPH guidelines will:

- Require the use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require that social distancing be observed, as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings;
- Require an increase in schoolwide cleaning and disinfection.

These requirements are subject to change pursuant to updated public health guidance and changing public health conditions.

PTCS is prepared to do in-person teaching in the Fall of 2020 but is also prepared for a return to remote instruction in the event of a resurgence of the virus or a second wave of it in the future.

Each child will return to school having had a unique experience with remote learning. This document recommends shifts in instructional practice to help maintain social distancing, especially for our youngest learners, who may struggle to understand and comply with social distancing and PPE usage.

Our mission to provide a Christ-centered academic experience for students at PTCS is best fulfilled when teachers and students come together on campus and in classrooms. However, until the COVID-19 pandemic has abated, in-person schooling requires special precautions and protocols to safeguard the health and well-being of our students, faculty, and staff. We have developed these protocols in close coordination with local (ISBE, CDPH), regional (IDPH), and state officials (CDC).

PTCS is prepared to move between the following three zones as the situation calls for it throughout the 2020-2021 school year.

Green Zone: On-Campus Operations with Intentional Health Precautions

This is the preferred zone for the school year and assumes little to no community spread. Day-to-day classroom operations will function close to normal with enhanced safety and health precautions in place. (official guidance for Phase 5 is yet to come from the state)

1. All employees and students must complete a daily symptom screening and temperature checks.
2. Cleaning procedures will be used to meet health and safety guidelines.
3. Precautions will be in place for indoor spaces to avoid overcrowding.
4. Students will be permitted to transition between classes.
5. Accommodations will be made for large-group gatherings.

Yellow Zone: Modified On-Campus Teaching with Physical Distancing Expectations and Protocols

Minimal to moderate community transmission. The following precautions would be added to the already existing ones outlined for the Green Zone.

1. Drop Off Procedures

Before entering the building, students will have their temperatures checked and will verify they are free of symptoms. Individuals are required to answer the following questions before entering the school facilities:

- Checkpoint Evaluation Questions: (parents and staff are required to do this before leaving home for school each morning, visitors are to do this on-site)
 - NO YES Have you received a confirmed diagnosis for coronavirus (COVID-19) by a coronavirus (COVID-19) test or from a diagnosis by a health care professional in the past 14 days?
 - NO YES Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
 - NO YES Have you experienced any cold or flu-like symptoms in the last 14 days (include: fever or temperature of greater than 100.4 degrees Fahrenheit/38 degrees Celsius under no medication, cough, difficulty breathing, sore throat, pressure in the chest, extreme fatigue, earache, persistent headache, diarrhea, and persistent loss of smell or taste)?

If NO is selected: Based on your answers, the individual is WELCOME TO ENTER THE BUILDING.

If YES is selected: Based on your answers, the individual is NOT TO ENTER THE BUILDING.

- Four staff members (Lynn, Sharon, Bonnie, Danny) will be on duty by the sidewalk from 8:20 AM to 9:20 AM on school days. Students wait **inside their cars** until their temperatures are checked by staff.
Parents wait until their child(ren)'s temperature is checked before they leave. Students (parents) will follow the paths and distance marked on the pavement to go into the facilities, they also need to clean their hands using the hand sanitizer stations by the entrance before entering the school.

- Elementary students will not be gathering in the Impact Center foyer waiting for teachers to pick them up; students are to proceed to their classrooms right after they are scanned for attendance if they entered the building after 8:25 AM.
- Jr. K and Kindergarten students will go to their classrooms once they entered the building. Jr. K Teacher Assistants will assist the process in the first week of school until the 4-year-old students get used to the routines.
- Preschool 3-year-old parents might walk their child to the classroom if needed for the first few days of school, otherwise, the PK-3 Teacher Assistant will assist the process.

2. Inside the School Facilities

Physical distancing observed, as much as possible. Shaking hands or engaging in any kind of physical contact is prohibited in school. Students required to wear face coverings (except for eating and drinking).

Face shields are not effective protection against coronavirus and should only be used in situations when other methods of protection are not appropriate. Face shields would be appropriate in cases where individuals need facial visualization for instruction and communication in preschool classes and delivering language lessons, including for teachers of English learners or world languages, whose students may need to see their mouths form words to facilitate language acquisition.

Elementary

- Students remain in their classrooms for most of the day. Special subject teachers will go to different classrooms to deliver lessons.
- Open the mobile wall between 4th/5th and 6th to 8th-grade classrooms to make a bigger classroom for the 6th to 8th-grade class.
- Chapel area can be used as a classroom, student desks/chairs (all labeled with students' names).
- No sharing of learning tools. Each student will have a box of learning tools labeled with their names.
- Students are sitting facing one direction in their assigned seats with allowable space in between.
- Group discussions can be held in a large circle sitting or standing with distance between students.
- Large-group assemblies are limited to 50 people or less. The student chapel can be conducted as one whole group using the CCUC sanctuary and its balcony. Or K to 3rd grade have chapel on Impact 3rd floor and 4th to 8th Grade on Impact 2nd floor.
- Use the entire basement in the main building for lunch and have students spread out in assigned seating. Lunch will be served instead of having students line up to get their lunch. No sharing of food. Budget time in between sessions for cleaning. Personal hygiene needed before & after lunch.

- Traveling paths like stairs, hallways, and walkways are marked with beautiful “sticker” on the walls or floors to show directions and a proper distance to keep.
- Temperatures are checked two times a day, at drop off and before lunch.
- Teacher/parent communication via Google Classroom instead of bringing the communication folders back and forth.
- Teachers are to give homework or home projects electronically as much as possible, teachers might also make use of online apps to assign learning activities. If there is a paper copy of work going home, **the completed students work will not be accepted in its physical form.** Parents are to send back completed work by scanning and sending it electronically; parents may also choose to take a picture of their child’s completed work and upload it to Google Classroom.

Dismissal

- Students enrolled in the afterschool program will stay in their classroom, leaving fewer students in the Impact waiting area. Mr. Wen and Mr. Solon will need to be on the floors no later than 1:55 PM.
- 1st to 3rd-grade wait in the foyer area for pick-up while 4th to 8th-grade wait on the 1st floor for pick-up, keeping distance from each other.

Afterschool Program

- To minimize cross-contamination, students should stay in their classrooms for the afterschool program. PTCS will not enroll any non-PTCS students to our afterschool program until further notice. For elementary, Mr. Wen and Mr. Solon will each monitor one floor along with the teacher on duty in the Impact Building. The Kindergarten will stay in the fellowship hall with Ms. Stoll. Elementary afterschool students will go to the gym after homework time is over. We will have even fewer students by that time and therefore be able to manage them in the gym.

Preschool

- PTCS limits all non-essential visitors to the preschool facilities.
- Students remain in their classrooms for most of the day. The special subject teacher will go to different classes to deliver lessons. Students should be kept in the same group with the same staff every day including meal, snack, rest and play periods; classroom interchanging or mixing is not permitted
- Parents, legal guardian, or authorized persons are permitted entrance to the preschool facilities upon drop off and pick-up but not permitted access to the classroom.
- Parents, legal guardian, or persons authorized for pickup must wear a face mask when dropping off and picking up their children from school.
- DCFS required preschool to keep physical sign-in and sign-out records of the students. **Parents are required to bring a pen to sign with.**
- The school must close each classroom one hour between part-day programs to clean and disinfect.
- Cleaning personnel must wear masks, face shields, and gloves. Cleaning personnel must change into protective clothing or smocks designated for that class.
- When children are napping, cots will now be a minimum of 6 feet apart. Students will sleep without a cot sheet for easy cleaning. Pillows and blankets will be stored in plastic boxes labeled with students' names on it. Teacher Assistants will spray each cot with a cleaning solution before stacking them up.
- Pillow and the blanket will go home every Friday.
- Teacher assistants will deep clean cots every Friday after school.
- Design learning center rotations to avoid cross-contamination.
- Some learning materials would need to be in individual bags labeled with students' names on them.
- Students are sitting on assigned chairs facing one direction keeping a maximum distance from each other, students will not be sitting on the carpet for circle time.
- Traveling paths like stairs, hallways, and walkways are marked with beautiful "sticker" on the walls or floors to show the proper distance to keep.

- Temperatures are checked three times a day for full-time students, at drop off, before lunch, and after naptime.
- Temperatures are checked two times a day for part-time students, at drop off, and after snack.
- To avoid cross-contamination, instead of keeping the communication folder and the extra set of clothing in the backpack every day, **students are not allowed to bring their backpack to school** until further notice. However, students are required to keep one set of clothing, including a shirt, pants, socks, and undergarments in a shoe size transparent plastic box to be kept in school for the school year.
- Install hooks on the lower part of the cubbies for coats (one on the top and one on the bottom)
- Teacher/parent communication via ClassTag instead of bringing the communication folder back and forth.
- Teachers are to give homework or home projects electronically, teachers might also make use of online apps to assign learning activities. If there is a paper copy of work going home, **the completed students work will not be accepted in its physical form**. Parents are to send back completed work by scanning and sending it electronically; parents may also choose to take a picture of their child's completed work and upload it to ClassTag.

Dismissal

- Jr. K -1 class will dismiss using the side door. Students wait in the classroom for pick-up.
- Jr. K - 2 class will dismiss using the red door. Students wait in the classroom for pick-up.
- PK - 3 Full-day class will dismiss using the gym, students will line up in the gym for pick-up.
- PK - 3 Half-day class will dismiss using the main entrance.
- Parents must bring a pen to sign their students out for the day.

Afterschool Program

- To minimize cross-contamination, students should stay in their classroom for the afterschool program.

3. Parent partnership and communication

- All parents are required to go through an orientation before school starts to learn about the procedures and responsibilities.
- On-site parent orientations are scheduled to take place starting the last week of July.
- All other parents/teacher communication should use the online platform whenever possible.

4. Schoolwide cleaning and disinfection

- Hire additional personnel to do schoolwide cleaning
- Request to increase Title V workers
- Preschool teacher assistants will also need to assist with the cleaning of toys and learning materials

Red Zone: Remote Learning

Due to substantial community transmission on COVID-19, PTCS staff and students will collectively move to Remote Learning.

PTCS collected a few notable items of feedback from the surveys completed by elementary students, parents (paper & phone calls), and teachers. We identified the strengths and weaknesses of our existing e-learning program.

A few notable feedbacks are:

- ◆ The vast majority of PTCS students enjoyed E-learning
- ◆ 80% of students reported technical issues (difficulties like bad Wi-Fi or insufficient equipment)
- ◆ Majority of teachers gave E-learning a 7 or 8 out of 10
- ◆ Most teachers spend between 3 and 4 hours in preparation for each day
- ◆ Most teachers prefer to have live lessons
- ◆ Most parents appreciate the school leadership, faculty, and staff very much in how we handled the pandemic and e-learning
- ◆ Most preschool parents work extremely hard to support e-learning and experience ongoing struggles.

The Improved Elementary E-learning program will have:

1. A clear class schedule to send home
2. All classes use the same platform to post assignments and communication. The team voted for Google Classroom
3. Scheduled office hours for students to ask teachers questions. Eliminate when they have questions
4. An e-learning classroom management reward system—expectation, participation, assignments, attendance, etc. (Meagan Lundgren has a great list)
5. Parent orientation before e-learning starts (show Google classroom)
 - Group orientation with the device that students will be using
 - Find volunteers to go into the homes of the parents who need the most help
 - Train parents/students to accept invitations so they can link to Google calendar
 - Go over safety precautions for the use of the internet

6. Create a checklist for parents to go through each day with their students
7. Create **only one link** for each class for the whole day (entire school year), where teachers and students can join in and out of the classroom using the same link, eliminating the need to send out multiple invitations each day and to avoid confusion
8. Bi-Weekly small group team meetings (lower elementary, upper elementary)

The Improved Preschool E-learning program will:

1. Have one structure for organization of all classes - communication, schedules, agendas.
2. Have Classtag be the official platform for all communication for all preschool classes
3. Have one meeting link for each classroom throughout the school year. Students will use the same link throughout the duration of e-learning to avoid confusion.
4. Have shorter large group lessons and will record all lessons for students to watch later if they desire to do so or for those who missed the class. There will be small group sessions of 4-5 students after the whole class learning. Learning for each day will include:

Preschool 3-year-old	Jr. Kindergarten
Interactive large group teaching - 20 minutes	Interactive large group teaching - 20 minutes
Interactive small group teaching - 15 to 20 minutes	Interactive small group teaching - 25 to 30 minutes

Day Schedule

9:00 am Large Group (Circle Time)
 9:30 - 11:30 Small Group Instructions (break into 4-5 groups with 10-minutes break in between)
 11:30 - Lunch & Nap
 Afternoon - Pre-recorded Story time, demonstration of projects/learning activities, Mandarin Classes, and office hours
 Learning materials be sent home with weekly homework packet)

5. Preschool and Kindergarten Student/teacher in-person bonding to build relationship/trust/authority structures to transition into e-learning if PTCS needs to go into e-learning at the beginning of fall.
6. Bi-Weekly preschool team meetings

Decision-Making Matrix

The following matrix will be used by the PTCS community to make healthy decisions for the sake of the whole community, per guidelines by the CDC.

Symptomatic - 1 + Symptom, Tested Positive	Symptomatic - 1 + Symptom, Tested Negative
<p>A student or employee can return to campus when the following conditions have been met:</p> <p>72 hours have elapsed from the resolution of fever without fever-reducing medication.</p> <p>Respiratory symptoms have improved.</p> <p>10 calendar days have passed since symptoms appeared.</p> <p>Documentation of 2 negative tests at least 24 hours apart.</p>	<p>A student or employee can return to campus when the following conditions have been met:</p> <p>Fever has been gone for 24 hours without fever reducing medicine.</p>
Asymptomatic - Tested Positive	Untested - 1+ Symptom
<p>A student or employee can return to campus when the following conditions have been met:</p> <p>10 calendar days have elapsed without symptoms.</p> <p>Have a written release from a health care provider.</p>	<p>A student or employee can return to campus when the following conditions have been met:</p> <p>Fever - free for 72 hours without fever-reducing medicine.</p> <p>Other symptoms have improved.</p> <p>10 calendar days have passed since symptoms first appeared.</p>
Contact w/Someone Who Tested Positive	Household Member - Symptomatic
<p>A student or employee can return to campus when the following conditions have been met:</p> <p>Completed a self-quarantine for 14 days.</p> <p>Written release by a health care provider.</p>	<p>A student or employee can return to campus when the following conditions have been met:</p> <p>They have remained at home for at least 72 hours.</p> <p>The school has received confirmation of a negative COVID-19 test for the household member.</p>

If PTCS has a confirmed case of COVID-19, that person and their class will move to Red Zone. Any household members of the student who tested positive will also move to Red Zone for 14 day. Students or staff returning from illness related to COVID-19 should call to check in with the school administrator following quarantine.

Any individual within the school environment who shows symptoms during the school day will be immediately separated from the rest of the school population. Individuals who are sick will be sent home.

Physical Distancing and Mitigation Strategies

Hallways

Teachers will ensure that students maintain increased spacing in lines as they move through hallways. Markings on the floor will designate spots for students to stand when lining up, waiting. As much as possible, schedules and procedures will be adopted to prevent classes from crossing each other in the hallway.

Signage will be posted to remind students to keep a proper distance.

Bathrooms, Drinking Fountains and Lunchroom

Bathroom use will be supervised and cleaned frequently. While water bottle filling stations will be available, drinking fountains will not. All students will be asked to bring along or have a water bottle in school. A hot lunch service will continue. Signage will be posted to educate students.

Education Classes

Person-to-person contact sports or activities will be avoided. All equipment will be sanitized before reuse.

Holding Room for Sick Students

A monitored designated room behind the front office will be utilized as a holding area for sick and symptomatic students that are waiting to be picked up.

Visitors and Volunteers

Parents and visitors will only be allowed in the building for essential and critical school and classroom needs. As a precaution, a temperature check will be administered. Parental social visits will be eliminated for the 2020-2021 school year.

Extended Care

- Follow the same guidelines and protocols as the day program.
- To minimize cross-contamination, students should stay in their classrooms for the afterschool program.
- Enrichment classes are pending on the situation and would only be offered very selectively.
- Keeping tutoring online as much as possible.

Daily Sanitation Protocols

School-Wide Disinfection

We clean and disinfect desks, common tables, countertops, doorknobs and handles, railings, hands-on learning items, bathroom fixtures, phones, and customer service areas every day.

Hand Sanitizer Stations

Faculty, staff, and students will keep their hands sanitized using hand sanitizer that will be available in classrooms, hallways, and at each entrance.

Hygienic Practices

We rely on parents to promote the same hygienic practices we will direct students to practice at school, including:

Covering coughs or sneezes with a bent arm or tissue and washing hands or using hand sanitizer afterward. Washing hands with soap and water for 20 seconds, dry hands with a paper towel.

Keeping hands away from nose, mouth, and eyes.

Avoiding the sharing of food, drinks, and personal items.

Procedure for Positive or Suspected COVID-19 Case

The following procedure is to be used if a student or employee becomes symptomatic during the day:

The student or employee is respectfully asked to isolate in the holding room.

For students, the front office will call parents or legal guardians for pickup.

For employees, the front office will coordinate with the school administration to manage follow-up effects.

The following procedure is to be used if we learn that a student or employee has tested positive:

- 1. The School administration will contact IDPH (2 or more cases) with appropriate details and exposure information.** The front office will coordinate (as appropriate) with parents/legal guardians of the student or directly with the employee to build a list of potential exposures. If required, a decision to close the building (including the length of closure) will be made in consultation with IDPH and CDC.
- 2. Teacher and grade-level peers will move to Remote Learning.**
- 3. The School administration will update the school community (parents/guardians) via the Parent with appropriate details.**