

# ST. JOHN'S LUTHERAN SCHOOL: **HEALTH AND SAFETY PLAN 3.2**

October 16, 2020

St. John's Lutheran School has developed a Health and Safety Plan for re-opening our school and providing educational ministry for the 2020-2021 school year in response to the COVID-19 pandemic. This plan reflects our effort to institute best practices and consideration for the guidance and recommendations of health officials and education leaders, and it is designed to prioritize the health and safety of our children, families, and staff as we re-open St. John's for a "safe and responsible" in-person teaching and learning environment.



While St. John's is acting responsibly in developing this plan, the school leadership recognizes that the plan must be fluid to allow the school to respond to potential changes in local health-related regulations ... which may result in less restrictive or more restrictive procedures. We will continue to monitor our Health and Safety Plan and make appropriate changes as needed; we will inform staff, children, and school parents of any significant changes to our plan.

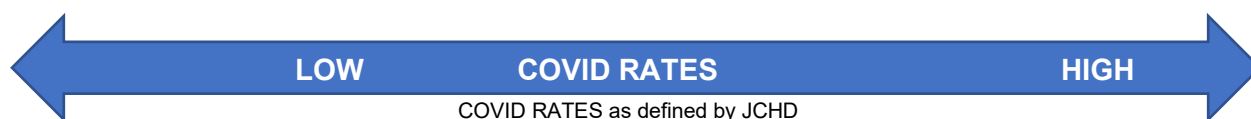
## **2020-2021 SCHOOL YEAR**

The COVID-19 pandemic remains with us and St. John's Lutheran School will be taking necessary precautions to protect the sanctity of life. Our return to school will look different. St. John's families, children, and staff will need to be flexible and nimble, understanding that the priority of protecting the health of our students may require changes in procedures, sometimes with minimal notice.

To best protect the health and safety of our students, St. John's will abide by the requirements from the Jefferson County Health Department (JCHD) and other governmental agencies, and we will implement any recommendations we determine safe and responsible. Whatever the circumstances, we remain committed to providing a loving Christian environment which supports the whole child.

In-person school is our ideal method of delivering instruction (see Option A below). In this format, students learn more than academics, they also learn social skills necessary for interacting in various environments. These interactions, however, can also be a point of concern for spreading illness. Face-to-face interactions pose the greatest risk for spreading illness. When we re-open with in-person school, it is important that all children, families, and staff adhere to the school mandates and guidelines. In this model, we all need to be extremely diligent in following procedures to ensure safety; everyone must comply with our policies and procedures. If a parent, child, or staff member cannot meet our health and safety standards, St. John's will not be able to accommodate you at school.

## **LEARNING OPTIONS**



### **OPTION A: In-Person School**

- Starting Wednesday, August 19
- In-person teaching and learning (teachers and children)
- 5 days per week
- "Safe and responsible" procedures are in place to reduce risk of COVID-19 transmission

### **OPTION B: At Home School**

- Applicable only if school is closed for extended time by JCHD mandate
- Children will connect online with teachers on a defined schedule
- Teachers and parents connect for mutual support
- Curriculum reviewed; new curriculum taught
- Homework and assessment expectations

NOTE: St. John's is not prepared to offer Option A and Option B simultaneously.

Hybrid/Blended Model. Most public school districts are providing a hybrid/blended option of 2-day at school, 3-day at home learning model; primarily to reduce student attendance by 50% each day in classrooms and bus transportation. St. John's is a small school with small class sizes and can accommodate appropriate distancing preventive measures in our classrooms and school areas with all students in attendance each day. As such, St. John's is not offering a hybrid/blended option.

## 2020-2021 HEALTH AND SAFETY PLAN

### PREVENTIVE MEASURES

SANITATION and HYGIENE	<p>Education and practice of appropriate hand hygiene and sanitation is imperative to prevent the spread of disease in the school building. The following measures will be implemented:</p> <ul style="list-style-type: none"><li>• Teach and reinforce good hygiene measures such as handwashing, covering coughs and sneezes, no face-touching, etc</li><li>• Post signage in classrooms, hallways, restrooms, and entrances to communicate preventive measures to stop the spread of COVID-19</li><li>• Provide hand soap and/or hand sanitizer, paper towels, and trash cans in restrooms, classrooms, and high traffic areas; allow students and staff to bring hand sanitizer from home, if desired</li><li>• Establish a schedule for hand hygiene during the day (entering classroom, using restroom, before/after meals, etc)</li><li>• Clean/disinfect frequently touched surfaces (including classrooms and restrooms) at least daily</li><li>• Allow student and staff to use water bottle filling stations; disable drinking fountains</li><li>• Allow students and staff to bring water bottles from home</li><li>• Refrain from personal greeting hand touches (handshakes, high fives, fist bumps)</li><li>• Increase circulation of outdoor air inside the school (as possible); ensure ventilation systems operate properly</li><li>• Implement daily cleaning protocols and procedures</li><li>• Conduct deep cleaning during weekends or school breaks (as possible)</li></ul>
FACE COVERINGS	<p>The use of face coverings can provide an additional layer of protection against the spread of infection.</p> <ul style="list-style-type: none"><li>• Face coverings include masks (retail or home-made), bandanas, neck buffs, and shields</li><li>• Worn properly, the face covering covers the nose and mouth</li><li>• Provide education for proper wearing and handling of face coverings</li><li>• All children and staff are required to have a face covering(s) at school</li><li>• Staff, parents, and other adults must wear a face covering at arrival, dismissal, and other designated times/spaces</li><li>• K-8 Children must wear a face covering at arrival, dismissal, and other times/spaces when directed to do so by a teacher and/or parent</li><li>• Preschool children are not required to wear a face covering at school, but may wear a face covering at selected times/spaces when directed to do so by a teacher (must wear face covering during 3:15pm dismissal process)</li><li>• Parents may require respective child to wear face covering at selected times/spaces</li><li>• Reusable face coverings should be regularly cleaned (daily/weekly)</li><li>• Provide disposable masks (as needed for first aid or emergency)</li></ul>
DISTANCING	<p>Schools promote collaborative learning and social contacts between children and staff. By observing distancing in schools and reducing contact, we can minimize the risk of exposure:</p> <ul style="list-style-type: none"><li>• Signage and physical distancing markers will be used to reinforce appropriate spacing between children</li><li>• Children will remain in classrooms groups during the day (as possible). Cohorting will be used to limit the mixing of students from different classes; reduces potential exposure and limits large group situations</li><li>• K-8: Desks and table seating should be spaced as far apart as possible (minimum of three feet of space between students)</li><li>• K-8: Desks should be placed facing forward (same direction); do not sit face-to-face</li></ul>

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	<ul style="list-style-type: none"> <li>• K-8: Use assigned seating in all classes</li> <li>• Preschool: Maximize distancing in the classroom (as possible)</li> <li>• Middle school (Grades 5-8): Children will rotate to classes as scheduled; maximize hallway distancing (as possible)</li> <li>• Limit physical interaction of partner/group work</li> <li>• Identify and utilize large indoor spaces and outdoor learning spaces</li> <li>• Restrict nonessential visitors, volunteers, and other groups</li> </ul>
<b>SCHOOL ACTIONS</b>	
TEACHING AND LEARNING	<ul style="list-style-type: none"> <li>• Encourage children to wear face coverings during small group/partner work (teacher/department discretion)</li> <li>• Middle school (Grades 5-8) children must wear face coverings during partner projects and science labs</li> <li>• Staff must wear face coverings in classrooms when teaching in proximity to children (less than 6 feet distancing) for whole class, small group, or one-on-one instruction</li> <li>• Limit physical interaction through partner or group work (as possible)</li> <li>• Maximize distancing (as possible)</li> <li>• Identify and utilize large indoor spaces and outdoor learning spaces</li> <li>• Minimize sharing of equipment, supplies, and resources; clean and disinfect shared objects as possible</li> </ul>
TRANSITIONING IN BUILDING	<ul style="list-style-type: none"> <li>• Designate traffic lanes and use distancing markers</li> <li>• Staff and children (Kindergarten and older) must wear a face covering during transition times (in public places: hallways, restroom, lobby, etc)</li> <li>• Minimize the inter-mixing of classroom groups during transition (as possible)</li> <li>• Minimize the number of children in hallway at one time (as possible)</li> <li>• Minimize middle school (Grades 5-8) locker use during the day</li> </ul>
ENTRY SCREENING	<p>Children and adults should be assessed daily for COVID-19 associated symptoms:</p> <ul style="list-style-type: none"> <li>• Parents will screen children at home before coming to school; use school-provided checklist</li> <li>• Children will be visually inspected for signs and symptoms of illness when they enter school and/or classroom</li> <li>• Staff members entering school will complete an in-person screening; consists of temperature check and symptoms checklist</li> <li>• Parents and other adults remaining in school for an extended time (not just a simple drop off, pick up, or office visit) will complete an in-person screening; consists of temperature check and symptoms checklist</li> </ul>
ARRIVAL	<ul style="list-style-type: none"> <li>• Children arriving at school before 8:00am report to morning care (cafeteria/gym or multi-purpose room)</li> <li>• K-8 Children must wear a face covering until entry to the classroom</li> <li>• K-8 parents will drop off children outside the school building from 8:00-8:15am</li> <li>• Preschool parents (with face covering) may accompany their child to the preschool classroom</li> <li>• Parents entering the school must wear a face covering until they exit the school</li> <li>• Parents will not be permitted to gather in groups in the school building</li> </ul>
DISMISSAL	<ul style="list-style-type: none"> <li>• Parents (with face covering) may enter the school lobby to sign out a child during the school day when leaving for illness, appointment, etc</li> </ul>

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	<ul style="list-style-type: none"> <li>• 3:15pm Dismissal procedures (priority order) <ol style="list-style-type: none"> <li>1. Children (PS-8) will be dismissed to car line follow standard procedures through the gym doors from 3:15-3:30pm</li> <li>2. Parents wait outdoors for child at dismissal; child will be released to parent through gym doors</li> </ol> </li> <li>• Children (PS-Grade 8) must wear a face covering while in transition to gym and during 3:15pm dismissal</li> <li>• Staff providing supervision during dismissal must wear a face covering</li> </ul>
ART, MUSIC, BAND, PHYSICAL EDUCATION, ELECTIVES, LIBRARY	<ul style="list-style-type: none"> <li>• Classes will be held in respective rooms (as possible)</li> <li>• Maximize distancing (as possible)</li> <li>• Minimize sharing of equipment, supplies, and resources; clean/disinfect as possible</li> <li>• Utilize outdoor learning spaces (weather permitting)</li> <li>• Art: Clean tables after each class period</li> <li>• Phy Ed: Implement individual fitness activities (limit group activities)</li> <li>• Phy Ed: Middle school (Grades 5-8) children will not change clothes for phy ed classes</li> <li>• Eliminate middle school (Grades 5-8) electives</li> <li>• Library as per schedule; teacher-supervised; limit number of children or physical distance children in library</li> <li>• Band instruction offered through LHSS (may start later in Fall) with preventive measures</li> </ul>
LUNCH	<ul style="list-style-type: none"> <li>• Require children and staff hand hygiene before/after meals</li> <li>• Preschool meals and lunch will be in respective classrooms</li> <li>• K-8 meals will be served in the cafeteria and classrooms; rotating basis each week</li> <li>• Staff and K-8 children must wear a face mask while in line for meal service; spacing as per distancing markers</li> <li>• Children will be seated in the cafeteria using distancing markers</li> <li>• Clean cafeteria tables and classroom desks after each lunch period</li> <li>• Staff assisting with meal service to classrooms must wear a face covering</li> <li>• Lunch staff must wear face covering during meal preparation and meal service</li> </ul>
CHAPEL	<ul style="list-style-type: none"> <li>• K-8 will attend weekly in-person chapel services (starting October 21); no chapel families</li> <li>• Hand sanitizer is available for everyone at the sanctuary entry</li> <li>• Children, teachers, and guests wear a face covering during worship time</li> <li>• Adjust sanctuary seating to maximize distancing between people and family groups</li> <li>• Parents, grandparents, and guests can attend chapel worship (limited seating)</li> <li>• Utilize live streaming for any classes that do not attend in-person chapel services</li> <li>• Schedule weekly preschool chapel chats (rotate preschools classes as needed)</li> </ul>
RESTROOMS	<ul style="list-style-type: none"> <li>• Limit the number of individuals in the restroom</li> <li>• Promote hand hygiene</li> <li>• Wipe/Clean all touch surfaces at designated times during the day</li> </ul>
RECESS	<ul style="list-style-type: none"> <li>• Stagger recess times to limit inter-mixing of classroom groups</li> <li>• Designate separate play areas for classroom groups</li> <li>• Minimize sharing of equipment, supplies, and resources; clean/disinfect as possible</li> </ul>

EVENTS, FIELD TRIPS	<ul style="list-style-type: none"> <li>• Virtual field trips only; no in-person, off campus trips scheduled</li> <li>• On campus special events and group gatherings are permitted with preventive measures</li> </ul>
SCHOOL LOBBY	<ul style="list-style-type: none"> <li>• Parents, children, or staff are not be permitted to gather in groups in the school lobby</li> <li>• Parents (with face covering) may enter the school lobby during the school day to get information, make payments, buy Scrip cards, etc; if more than one parent in the lobby, practice distancing</li> </ul>
BEFORE AND AFTER CARE	<ul style="list-style-type: none"> <li>• Follow school day respective procedures for hand hygiene, distancing, and face coverings</li> <li>• K-8 parents (with face covering) may drop off child before 8:00am and pick up child after 3:30pm in the school lobby or outdoor spaces</li> <li>• Preschool parents (with face covering) drop off and pick up child in designated classroom or outdoor spaces</li> </ul>
SICK AT SCHOOL	<p>When a child, staff, or visitor becomes sick at school:</p> <ul style="list-style-type: none"> <li>• Report to the school lobby desk for assistance (first aid, care)</li> <li>• Person who exhibits “normal” school-related illness symptoms will be isolated in office sick area or workroom area; medical attention will be provided by staff</li> <li>• Any child or adult with a temperature check of 100.4 F or higher or who answers “yes” to any COVID-19 checklist symptom may not remain at school</li> <li>• Child or staff health record will be updated with illness information</li> <li>• As needed, parent of sick child will be contacted to transport child home; parent pick-up within 30 minutes</li> <li>• Isolation area will be cleaned and sanitized after each use</li> <li>• Sick child and staff may return to school after 24 hours of symptom resolution (without the aid of medication)</li> </ul>
COVID-19 SYMPTOMS	<p>If a child or adult exhibits a temperature check of 100.4 F or higher and/or if one or more of the COVID-19 symptoms is present:</p> <ul style="list-style-type: none"> <li>• If COVID-19 symptoms are evident during the school day, person is isolated and sent home</li> <li>• Encourage COVID-19 testing through primary care physician, urgent care, or Jefferson County Health Department</li> <li>• Consult with Jefferson County Health Department for return-to-school protocol and guidelines (may be 72 hours after symptom resolution); return to school with school medical clearance from a licensed provider</li> <li>• Consult with Jefferson County Health Department for school cleaning guidelines</li> </ul>
COVID-19 EXPOSURE OR POSTIVE CASE NOTIFICATION	<p>If a child (or immediate family member) or staff reports a diagnosed COVID-19 exposure:</p> <ul style="list-style-type: none"> <li>• Consult with Jefferson County Health Department for school protocol and guidelines</li> <li>• Child’s family or staff must consult with Jefferson County Health Department por health provider for personal medical care and/or quarantine protocol and guidelines</li> <li>• Maintain confidentiality consistent with health regulations</li> <li>• Consult with Jefferson County Health Department for return-to-school protocol and guidelines; return to school with school medical clearance from a licensed provider</li> <li>• Consult with Jefferson County Health Department for school cleaning guidelines</li> </ul>

**1. Who is required to wear a face covering?**

- Every child (PS-8) and staff member is required to have a face covering at school, but no person is required to wear a face covering all day.
- K-8 Children are required to wear a face covering at arrival, dismissal, and other designated times/places during the day.
- Preschool children are required to wear a face covering for 3:15pm dismissal (transition to gym and during car line pick up)
- Staff members are required to wear a face covering at arrival, dismissal, and other designated times/places during the day.
- Parents are required to wear a face covering at arrival, dismissal, and designated times/places during the day.



**2. Will teachers and staff be trained to ensure they know best practices when it comes to preventive measures and health safety?**

Yes, training will occur in our before-school-year meetings.

**3. What happens if there is a positive case of COVID-19 in school?**

Our actions will be determined through consultation with the Jefferson County Health Department. Each situation is handled on a case-by-case basis and decisions will be made that align with our commitment to safe and responsible actions, including confidentiality concerns.

**4. What happens if someone in our immediate family (other than my child) tests positive for COVID-19?**

Please inform the school and keep your child at home until we have directives from the Jefferson County Health Department.

**5. What about teaching, learning, and homework if my child is absent for an extended time?**

This will be on a case-by-case basis, and it will look different in each situation, depending on the age of the child, aptitude, academic needs, expectations, etc. Our teachers will work with the parents and child to provide support.

**6. Do face coverings need to coordinate with the school dress code?**

Children may wear face coverings of any color, logo, pattern, or design that is not in conflict with our Christian faith (and refrain from alcohol, tobacco, or political logos or designs).

**7. How do I get a book, lunch, water bottle, or something else to my child (or staff spouse) during the day?**

You can drop off items in the school lobby and we will get the item to your child (or spouse).

**8. Can I send a bottle of personal hand sanitizer with my child?**

Yes, children should keep the hand sanitizer in their desk for easy accessibility.

**9. What can my child drink in their water bottle?**

Water bottles are for water only.

**10. Are you serving school lunch every day?**

Yes, we expect to serve a hot lunch with menu variety each day; children may bring their lunch to school too.

**11. Can I eat lunch with my child at school?**

Unfortunately, not at this time. While we love to have visitors in the school, logistically, we are restricting visitors during the school day (including lunch).

**12. How long will St. John's be following these special guidelines?**

This plan will be reviewed continually. Changes to the plan will depend on state and local mandates and recommendations concerning safety measures within schools. We will inform school families of any significant changes to our plan.

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## CONTACT US

Please direct any questions, comments or concerns on the Health and Safety Plan to:

- David Florine | School Principal | [dflorine@sjlarnold.org](mailto:dflorine@sjlarnold.org)
- Diane Caughlan | Early Childhood Director | [dcaughlan@sjlarnold.org](mailto:dcaughlan@sjlarnold.org)

# ST. JOHN'S COVID-19 FLOW CHART

