



ST. LUKE'S

LUTHERAN SCHOOL

20-21 School Year COVID-19 Policies and Procedures

Last updated: 6/30/20

Greetings in the name of Jesus from St. Luke's Lutheran School! Below you will find our current plans for addressing the COVID-19 pandemic at St. Luke's for the coming school year. We've attempted to incorporate the most current public health recommendations for schools balanced with a desire to create an environment that's comfortable for children and allows them to learn, grow, and flourish in an educationally sound and developmentally appropriate setting. These plans will undoubtedly change as the course of the pandemic changes along with updated public health advisories. Thank you for your input and support!

1. Scheduling

- a. At this time we are planning on a normal daily schedule with the exception of a few minor tweaks at the start and end of each day. These changes will reduce the volume of people entering or leaving the campus and school buildings at any one time to allow for better social distancing.
- b. **Morning drop off:**
 - i. School doors will open and **K-8** car line will now begin at **8:00 a.m.** instead of 8:15.
 1. This will eliminate the large number of students congregating in front of the school from 8:00 - 8:15.
 2. This will also reduce the number of students entering the building at any one time.
 - ii. Preschool morning drop off plans are still in development.
- c. **Afternoon pick up:**
 - i. The **K-8** car line will now be staggered to reduce the volume of students waiting together at any one time. Pick up times:
 1. K-2: 3:10
 2. 3-5: 3:20
 3. 6-8: 3:45
 4. Walk up pick up will be discontinued at least for now.

5. If you have multiple children that span the different pickup times you will need to circle around and re-enter the car line for the later pickup. We know that will be a little inconvenient.
- ii. Preschool pick up will not change since those times are already staggered.

2. **Social distancing and Cohorting**

- a. While we acknowledge the importance of social distancing, it is not always practical or appropriate in an educational setting where social interaction and effective communication are an important part of the learning process.
- b. We will do our best to modify seating in classrooms to establish social distancing, but given the interactive nature of education it will not be maintained at all times inside the classrooms.
- c. **Cohorting** will be used extensively to limit the mixing of students from different classes during the day thus reducing their potential exposure to the virus as well as reducing the number of large group situations students participate in.
 - i. A student's **primary** cohort will be their homeroom/preschool classroom. They will spend the vast majority of their day only within this cohort.
 - ii. A student's **secondary** cohort will be their grade level or preschool age level group. They will spend a minimal amount of time within this cohort.

3. **Lunch and Recess**

- a. Lunch and recess will look similar to what you are used to except for the fact that both will take place primarily in a student's cohort only.
- b. **Lunch:**
 - i. Preschool, Kindergarten, and 1st grade classes already eat in their classrooms - that will stay the same.
 - ii. Students in grades 2nd - 8th will eat lunch with their primary or secondary cohort on a rotating schedule spread across multiple locations. Those locations include:
 1. Cafeteria
 2. Tables outside cafeteria
 3. Playground tables
 4. K-8 outdoor classroom tables
 5. Classroom
 - iii. Spaces used by multiple cohorts will be thoroughly cleaned after each use.

- iv. We are working with our hot lunch company to make sure our program is both COVID-19 healthy and facilitates efficiently eating in multiple locations.

c. Recess:

- i. Students will still get outside recess each day like they normally do.
- ii. Recess will be with their primary or secondary cohort.
- iii. K-8 students will rotate recess between the playground, fields, and pavilion area to reduce large groups of students assembling together.
- iv. PK students will stay in their primary cohort with only one class on the playground at any one time.

4. Health Procedures and Protocols

a. Hand washing/sanitizing

- i. Hand washing will be a frequent and regular part of the day for all students and staff.
- ii. Parents please work with your children on proper technique for hand washing and why it's important. Our staff will do the same.
- iii. All of the communal school bathrooms in both buildings will be updated with touch free faucets, urinals, and toilets.
- iv. Portable sinks will be located outside in multiple locations across the campus to facilitate hand washing during lunch and recess.

b. Masks

- i. All students and staff are welcome and encouraged to wear a mask at any time, but they are not required because they can interfere with the communication necessary for effective teaching and learning.
- ii. In some specific large group settings masks may be required (i.e. afternoon car line, guest speaker assembly)
- iii. Each student is required to have a mask with them at school each day in case it is needed. We have extra masks to distribute if a student forgets one.
- iv. Student masks must be consistent with our dress code and Christian values.

c. Temperature checks

- i. Teachers will check the temperature of each student in homeroom at the start of each school day, and at any point in the day when a child appears to not be feeling well or expresses such a concern.
- ii. Any child with a fever at 100.4 or above will be immediately sent to the isolation area in their building and a parent will be contacted to pick up the child.

- iii. Parents it's extremely important that you keep your children at home if they are sick and pick them up in a timely manner if they fall ill at school.
- d. **Isolating** sick students: the K-8 clinic and PK office area are both being modified to create an isolation area for sick students with COVID-19 symptoms.
- e. **Returning to school**
 - i. If a child exhibits COVID-19 primary symptoms (fever, cough, shortness of breath) please consult your family doctor.
 - ii. A child should not return to school until they test negative for COVID-19, are symptom free for 72 hours, or are cleared to return by their doctor.
- f. **COVID-19 Positive Student or Staff Member**
 - i. If the school learns of a student or staff member who has tested positive for COVID-19, we will immediately notify everyone who had direct contact with that person.
 - 1. Notification will take place via email and text message through the FACTS system.
 - 2. We will *not* provide any identifying information about the individual to maintain their medical privacy.
 - ii. The classroom(s) of the infected individual will be aired out and cleaned comprehensively by both maintenance and the commercial cleaning company before the next day of school.
 - iii. Any staff member who was in contact with the infected individual will wear a mask while interacting with others until they test negative or 10 school days have passed.
 - iv. If someone in a student or staff member's household tests positive, please don't return to school until testing negative or quarantining for two weeks.
- g. **Supplies and Materials**
 - i. There will be no sharing allowed of supplies or personal items between students.
 - ii. Any classroom items used by multiple students will be cleaned before another student uses them.
- h. All water fountains will be for bottle filling only - each student is required to bring a bottle daily and transport as necessary.

5. **Events:**

a. **Chapel:**

i. **K-8:**

- 1. Chapel will still take place each Wednesday.

2. However, not every class will attend chapel in person in the sanctuary each week to reduce the total number of students present.
 3. Classes will rotate on a schedule between attending chapel in the sanctuary or watching it via live stream in their classroom.
 - ii. **Preschool:**
 1. Each preschool class will attend either the Tuesday chapel in the outdoor classroom or the Wednesday chapel in the sanctuary.
 2. Classes attending in the sanctuary will be spread out more away from each other.
 - iii. Parents and other family members are still welcome to attend chapel but must sit in designated seating areas and can't mix with other students.
 - b. **Grandparents' Day** has been postponed until the spring
 - i. Tentative dates: **April 9th** for **K-8** and Saturday, **April 10th** for **PK** with Spring Fling.
 - ii. At Christmas break we will re-evaluate the course of the pandemic and then give a go/no go for the spring dates.
 - c. **Patriotic Salute** scheduled for November 11th is still on for now but could be canceled or postponed.
6. **Cleaning:** we know how to clean at St. Luke's!
- a. Teachers and aides will be cleaning high touch surfaces in the classroom throughout the day.
 - b. Our maintenance team will be cleaning high touch common areas throughout the campus multiple times daily including stairs and railways, bathroom fixtures and handles, door handles and bars, and more.
 - c. Our commercial cleaning company will thoroughly clean and sanitize each classroom and bathroom every night.
7. **Remote Learning:** St. Luke's will still support remote learning for students during the coming school year in parallel to in school instruction.
There are two scenarios where this could take place.
- a. Remote learning to support students with **extended absences** due to COVID-19.
 - i. It's inevitable that some students will need to miss extended periods of school due to contracting COVID-19 or needing to self-quarantine due to exposure.
 - ii. Teachers will have a plan that goes beyond what they would typically do to support students who are out sick to ensure the learning process continues for students out of school for an extended period of time.

b. Full time remote learning for those with health concerns

- i. Some families may feel they cannot send their child to school due to documented health concerns within the family. We will provide a full time remote learning program for these children.
- ii. This will include recorded classroom learning content, direct communication from the teacher via email and phone, and individual online sessions as needed.
- iii. While this will not replicate the full school experience, it will allow a child to continue the essentials of the learning process.
- iv. These students will be considered full time St. Luke's students and will be able to participate in all school activities.
- v. This program will also allow the option for the child to return to in person instruction during the school year if the family wishes.

8. Other:

a. Field trips

- i. As of this time they will be scheduled and take place as normal. However, some of our typical field trip destinations may not be accepting student groups.
- ii. If bus transportation is required students will be required to wear masks on the bus and possibly at the field trip destination.

b. Sports programs

- i. Our interscholastic and intramural programs will take place as they usually do with appropriate health and hygiene restrictions in place.
- ii. We've had practice putting those in place during summer sports camps.

c. After school programs

- i. We will continue to offer them provided vendors have an appropriate COVID-19 plan in place.
- ii. We will limit the total number taking place each day.