

Faith Lutheran School's COVID-19 Response Plan

Approved by Faith Lutheran Board of Christian Day School on _____
2020

The COVID-19 impact on our school and community is rapidly changing by the minute. Therefore, our action plan and response must respond accordingly. Thank you for your patience as we work to meet the needs of families and maintain health and safety, to the best of our ability on our campus. Our intent is to proceed with procedure and protocol set forth by the Center for Disease Control (CDC), Arizona State Licensing, and the Pima County Health Department. Please read this notice in its entirety as you will need to sign a commitment form of compliance before your child/children may attend Faith Lutheran School. This Response Plan is to supersede our standard handbook policy where information conflicts.

As Christians we are commanded to be in relationship and fellowship with other believers. It is through our social interactions that we build relationships and minister to one another. Hebrews 10:24-25 says, “ And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the day drawing near.” We were designed for social interactions. For that reason, we will not be using the term “social distancing.” Instead, we will refer to the practice of keeping 6 feet apart as “physical distancing.”

It is also important to know that we have subscribed for group text through Gradelink. This gives us the ability to notify parents of important information more quickly. Standard text rates apply for the receiver. Please notify the Front Office if you prefer not to receive texts. They will be delivered through a number but the first line will say, “FLS” indicating the text is from Faith Lutheran School.

Below is an outline of new procedures and policy during this pandemic.

Our choice model for physical distancing: Please keep in mind that many schools are changing their methods to limit the number of students on campus because they have hundreds of students. We are already at an advantage with our largest grade having 14 students. Still, we will implement a form of the cohort model that the CDC offered as one possible solution to minimize potential spread of the virus. For the most part, we can separate the school into two cohorts to keep exposure limited to a smaller number of children. This separation does get tricky with 3rd and 4th graders due to our schedules and their social circles. Therefore, K-3 will be one cohort with the exception of religion class where 4th grade will be with 3rd grade. Grades 4-8 will be a cohort with the same exception where 3rd grade will be with 4th grade for religion class. We will take measures to keep physical distance between the students in that religion class. All teachers will have contact with all students throughout the week. Teachers will act responsibly and take protective measures against the virus.

Before coming to school: Please consider the health of all individuals living in the home. If anyone shows signs of illness children should not attend school until all family members are symptom free for 3 days or have a negative COVID-19 test result. Symptoms to look for include cough, sore throat, fever of 100.4 or greater, shortness of breath, headache, loss of taste, chills, or muscle pain. As much as possible we ask that pick-up and drop-off be done by as few individuals as possible. When possible, have the same person assigned to pick up and drop off each day.

School Day Drop-off: The standard drop-off time is being changed from to 7:50 -8:15am due to changes being made to the drop-off procedures. All K-8 students should be dropped off along Longfellow, the neighborhood street to our east.

Teachers and staff will be at the back door to greet students and do well checks. We will provide no touch options for checking temps and staff will wear gloves and a face mask during

this procedure. Parents and guardians should remain in the car and stay until our staff gives you the okay to leave your child/children. Children will not be permitted to attend school if they have a fever of 100.4 or higher or any visual signs of illness including cough.

If you have a toddler or preschool student you may then proceed to our parking lot where you will take your child to room 3 to sign them in. Unless you are dropping off in early childhood, or you have an appointment, you should leave campus.

Upon arriving to school your child will be asked a series of questions about their health and the health of the family. Staff will take student temperatures and have them use sanitizer before entering the building. Children will be directed to one of several stations that Mr. Summerset has planned for morning recess. These stations will give the option for play and socializing while keeping physically distanced.

Note: Our staff will all be wearing Faith Lutheran name tags. Please do not leave your child with someone you do not know or who isn't wearing the Faith Lutheran name tag.

School Day Pick-up: This will happen similarly to drop-off. All parents should pick up from Longfellow. Staff will send students out as parents and family members arrive. In the case that you have someone new picking up your child/children, please have them remain in their car until the line moves forward. When the car is near the door, the driver should stand outside the passenger door with proper identification. Our staff will come to him/her to check I.D. before bringing your child/children out.

Handwashing: In addition to handwashing, hand sanitizer will be used regularly by students and staff. Several sanitation stations have been added to our campus. Teachers will be directing students to sanitize between activities and movement on campus. If you have concerns about this practice, please speak directly with Mrs. Lang so that appropriate sanitizing can be planned.

Personal Belongings: No personal toys or items outside of our request will be permitted on campus. The only exception to this rule are items that our special education teacher uses with her students or teacher-assigned show-and-tell items.

Water bottles: Drinking fountains will not be in service for students. All students should bring their own, identifiable water bottle. In order to avoid refilling, please send a large water bottle. Kindergarten water bottles should be labeled with first and last name. In the event that 1st-8th grade students do not have identifiable water bottles, they also should be labeled with first and last name. In the case that your child forgets their water bottle, we will provide one for them. If this becomes a regular event, parents will be notified. Teachers will be responsible for refilling water when students run out.

Illness at school: If your child begins to show signs of illness while at school parents will be called immediately. You must be prepared to pick up your child within 30 minutes from the time you receive the call. All sick children will be contained in the Principal's office until parents arrive.

Parents and visitors: It is with a lot of difficulty that we are implementing a "no visitors" policy. It has always been our desire to have an open door policy where parents can come to observe, volunteer, and participate in the education of their children at FLS. During this time however, we will not be permitting parents on campus without an invitation to do business. Parents and visitors may contact the Front Office or appropriate school personnel to make an appointment.

When advance notice, by appointment, cannot be made, parents and visitors may call the Front Office from their car and our staff will determine the best way to assist.

Tardy students: In the case that your family is tardy, the parent must come to the Front Office to sign your child in to school. Please wear a mask anytime you come on campus. We ask that business be conducted quickly so that we can limit the number of people in the office. Please make it a priority to have children on campus on time! It is always difficult when students come late to school as it interrupts the important morning routine and makes for a rough start for your child. Now, as we try to prevent the spread of COVID on our campus, it is even more important that our practices include as few people on campus as possible.

Early pick-up: In the case that parents need to pick up children early from school, as much advance notice as possible should be given so that we can have children in the office and ready to leave. Please call upon arriving and our Front Office staff will give you guidance for signing out your child.

Recess: Recess has been a real challenge in the way of creating a solid plan for how we move forward and keep children from sharing germs or getting close. This will, undoubtedly, be the most contagious portion of our day. We will limit the number of classes in the gym and on the playground for recess times. The teachers will also give more guidelines and procedures for play. Equipment used will be limited so that it can more easily be sanitized and cleaning will happen after each use. If you have concerns with recess and would like to work with the principal to create an individualized plan for your child/children please feel free to contact Mrs. Lang directly.

Lunch: Our school gym is large enough for us to physically distance students at three feet apart while they eat. We will be encouraging students to eat with less visiting since mask-wearing won't be possible. School lunch will be served as normal with students in line but spaced apart. We will stagger the time that classes come to lunch to create more room. Our staff and student council will be assisting with beverages and condiments. With masks and gloves they will prepare cups to be taken and serve condiments to limit the contact with these items. Microwaves will not be available for students.

Snack: Students will be adequately physically distanced for snack time. Some of our teachers are opting to have snack take place in the classroom where their desks are already 6 feet apart. All children will be responsible for cleaning their desk and hands before and after snack. In the case of gym use, tables will be adequately sanitized after each use.

Physical Education: P.E. class has been carefully planned by Mr. Summerset to include adequate spacing of students in our gym and at the park. **Due to the risk involved in mask wearing and physical exertion, we will not allow masks to be worn without a doctor's note and parent permission during P.E. classes.** Parents can request the permission form from our Front Office staff. During this pandemic we will not be requiring or allowing students to dress out. Please make sure your children wear comfortable uniforms and proper tennis shoes on P.E. days.

Chapel: Faith Lutheran's sanctuary has plenty of room for us to spread out and create physical distancing as we worship together. Chapel will resume as normal with the exception of the seating arrangement. Chapels will be recorded and distributed for views by students who are learning remotely. This would be a great way for family and friends to participate as well. Your child will not be included on recordings unless you have given us a photo and video release.

Teacher use of face masks: Our teachers will wear face masks as much as possible and when they will be within 6 feet of children. They will not have masks on 100% of the school day. Establishing, or reestablishing, bonds is important and can be difficult with a face mask on as it limits expressions of emotion and recognition. There are activities that are also difficult to perform while wearing a mask. Teachers will however, be careful to keep as much distance from your children as possible, especially when they are not wearing a mask.

Student use of face masks : Students will be required to wear masks for much of the day. We highly recommend that you practice mask-wearing with your children before the start of school. We fully understand how difficult this is going to be for some students and are prepared to work with children to make them happy and comfortable on campus. We will be providing distance seating in the classes where possible, have regular mask breaks, and have times during the day where masks will not be required. Students may wear a mask of their choice as long as it covers the mouth and nose and is appropriate for school. In the case that they forget their mask, we will provide one for the day. We will also be providing lanyards for student masks. When not wearing a mask, it will be secured around their neck.

Staff attendance and daily health checks: Our staff will undergo the same health check as children upon arriving to campus. Please keep in mind that staff who become ill will be mandated to stay home. For this reason, we have increased our sub list. In cases where we can use our own teachers to cover absences, we will do that before bringing a sub on campus.

Teacher and staff use of gloves: Our staff will wear gloves when preparing food or helping students with food. They will not be required to wear gloves during the majority of the day but will have them available for use when they feel that glove-wearing will reduce the spread of germs with students during high contact events or activities.

Daily sanitizing: Cleaning and disinfecting will take place in the rooms, bathrooms, and playground daily. All high-touch surfaces will be sanitized throughout the day. We would prefer to use students and staff to do much of the sanitizing. This effort will further reduce the number of people on our campus. We are asking for consent from parents and guardians in this regard. Only children with permission will participate in cleaning common areas. All children will be responsible for cleaning their own desks.

Procedure for illness: The CDC has very specific guidelines on how to proceed in the case of individual sickness, and our intent is to follow their procedures. Keep in mind that each individual case may warrant an accommodation to the “standard” procedure. For instance, a doctor’s order would supersede any other recommendation. Our first measure of protection is to screen children at drop-off (as outlined in the “drop-off” section of this handbook.) Students should stay home if they or anyone in their house is ill and has not been tested for COVID-19. If a family member is ill and has a negative test result from the time they were symptomatic, the student may return to school, as long as they show no signs of illness. In the case that a person in the home, or a student, tests positive for COVID-19, the Principal will communicate with the family and health professionals to determine the required length of quarantine before being admitted back to school. The CDC has guidance that is specific to possible situations. Please feel free to access that information as a reference.

Sick children should join our remote learning option if they feel well enough to participate. If they are unable to participate, our standard sick policy will be in effect allowing the student 2 days, for every missed day, to return work to school. Children who participate in the remote learning due to illness will receive full attendance.

Notice of positive cases in our school: Parents and guardians will be notified of a positive case of COVID-19 based on health authorities and CDC recommendations. Specific children and families will not be identified unless the family gives their blessing for prayers. In some cases the CDC recommends a “short school closure” for 2 -5 days until the situation can be more thoroughly researched and evaluation can be made. It is possible that during a “short school closure” the time of closure may be extended depending on the potential spread. In the case of a short term or long term closure, all students will immediately begin our remote learning program until we can convene safely again on campus.

Extended Day Care

Early Childhood and EDC drop-off and pick-up: Typically our EDC is available to all students without a reservation. However, during this pandemic it is critical that you notify us if your child plans on attending and is not already a regular attender. This is for the purpose of limiting people on campus. We will no longer allow students to simply go to EDC for a few minutes when parents are running late. EDC should be used in the case that your family plans on care. Without reservation, late pick-ups that result in EDC attendance will be charged one dollar per minute up to \$30.00.

Upon arrival, please go directly to the daycare area. Children should be dropped off in the toddler room (room 3). Please knock on the door and wait a minute for a teacher to come out. Only enter the classroom if the teacher does not come out after a minute. For pick-up, please follow the posted signs to find the location of your child.

Just as with school entrance, EDC entrance will include a well check. Temperatures will be taken on students and the adult who is dropping off. You and your children will be asked a series of health questions. In the case that your child has a fever over 100.3, they will not be permitted to attend morning EDC or school.

Upon pick-up, children's temperatures will be taken before they head home. If they are running a fever of 100.4 or higher they will not be able to return to school the next day.

Sign-in and sign-out: Sanitizer will be provided. Parents and students should sanitize hands immediately. There will be two bins of pens that are labeled. Please pay attention and use pens from the "NEW" bin and then return to the "USED" bin when finished. Pens will be sanitized regularly. Once we resume school day hours you will be asked to record information about lunch and nap items.

Snacks during EDC: There will be little change to the rules here as we have always operated with extreme caution and sanitation for meals and snack. Parents may still bring food as long as it is properly labeled with first and last name. We will continue to supply snacks and lunch (upon full-day care) for any children who do not come with it from home. The only significant change to these routines is that children will be spaced farther away from each other while eating. As always, sharing food will not be allowed.

Toys and personal belongings: There will be no personal belongings other than homework permitted into EDC. Teachers are also limiting toy use to what they are able to sanitize after use.

Handwashing and sanitizer: Typically hand sanitizer is not allowed in a licensed facility but due to the pandemic this exception is being allowed by the state of Arizona licensing department. Children will participate in regular and scheduled handwashing.

Remote Learning Option

It is important to us that you and your family feel safe returning to school. Each family must make the return when they feel ready and so we will be offering a remote option. If your family chooses to participate in remote learning you will need to commit to helping your child/children be successful with the online criteria. Please keep in mind that some roles that teachers play in the classroom will not be possible when your child is learning at home. It will be essential that a parent or responsible adult is monitoring at home learning. The following are guidelines that we have determined at the time of this publication. We are continuing to learn, grow, and adjust based on research and experience in the field of remote learning, and so changes may take place throughout the year.

Accessing the curriculum, assignments, and instruction: All teachers will be utilizing Gradelink's Teacher Blog for communication and instructions to access assignments and virtual classes. Teachers will be uploading their lesson plans, resources, assignments, and virtual links to Gradelink. There are two options for how to retrieve this information. One option is for the parent to login through the parent account and then pilot the student course work. The second option is for the student to login through the student account and navigate through the coursework on their own. Our suggestion is that you do login through the student account which has limited access. Students are not able to view sensitive information that is most appropriate for parents, such as billing. They also can't make changes to the account. If you use your parent login, keep in mind that your child may accidentally or purposefully make changes to the account. If you have multiple children, the child who logs in will only see teacher blogs from their own teachers. We will be sending home parent and student login information for all families.

Virtual Learning: Research shows that elementary school students do best with in-person instruction and so we have spent a lot of time considering how to best accommodate students who continue remotely and decided to open the class to Zoom instruction for a few hours of the day. By choosing the remote learning option, you are agreeing to allow your child to access our classroom through a recorded Zoom lesson. The recordings have the potential to be uploaded to Youtube or Facebook for the purpose of making the lesson accessible to students who had technical issues or were too sick to participate live. Youtube and Facebook have the advantage of allowing us to stream large amounts of data. They also give us some protection in their ability to keep the data slightly more private. Youtube has the option of uploading a video as unlisted which requires the user to enter the link to access it.

Turning in work: After much discussion with teachers and contemplation about how to best turn in work, we ask that you turn work in through delivery. We would prefer to have the work turned in on Friday or Monday at the drop-off time, but if those times don't work with your family, you can call our Front Office from the parking lot during school hours and a staff member will come to your car to retrieve the work from you. Please make sure that all work is returned in the folder or envelope provided by your child's teacher.

Behavior expectations: We have exceptional students at Faith and do not anticipate any behavior issues during remote instruction with the children who are online. Still, behavior of remote learning students is the responsibility of the parent. Parents need to monitor timely login, active participation, and proper etiquette. Teachers may provide a bit of on-task direction, but if a behavior problem occurs, teachers do have the authority to remove children from the meeting. In this event, the student is not permitted to rejoin the meeting. They should be prepared to login and join the next meeting.

Student help: Remote learning does restrict the ability for teachers to offer one-on-one help. Parents will need to play a role in this area as they work with the teacher to meet the benchmarks for learning. Each teacher will communicate with families how they will assist. They will let you know the best way to communicate with them. Many of our teachers will have their own remote learning criteria. Please make sure that you are reading all communication coming from FLS staff during your remote learning experience.

Attendance: Attendance will be recorded based on two measures, completed work and timely entrance into Zoom instruction. Each day teachers will record attendance for Zoom instruction and keep the record until work is returned. After evaluation of work completion and Zoom attendance, the absence will be replaced. This means that there will be a one-to-two week delay on attendance for remote learning students.

Dress code: Students are not required to be in dress code for remote learning. They do need to be dressed though. They may not join meetings in their pajamas. Attire should be school appropriate. No sleeveless attire please!

Awards and certificates: Remote learning students will be eligible for the majority of awards FLS gives during our Awards Ceremony. Faith Works and Faith Falcon awards will be the exception. Students must be on campus to be eligible for these awards.

Sports and clubs: Students who are participating in remote learning may not participate in clubs or sports as these will not have a remote learning option. They also may not attend such events as a fan. Upon returning to campus instruction, students are permitted to immediately join any open clubs and sports. However, a reduced fee will not be available. All entrance will require full payment for the club or sport.

Extended Day Care (EDC): Students who are participating in remote learning may not attend EDC. Upon returning to campus for instruction, students will be permitted in EDC with the daily/weekly fee beginning on their first day of attendance.

