



HOPE LUTHERAN CHURCH AND SCHOOL LCMS

1041 E. Foothill Blvd., Glendora, CA 91741
626-335-5315 • Fax 626-852-0836 • www.hopeglendora.org

August 11, 2020

Dear Hope Lutheran Families,

I hope and pray that you and your families are doing well. I am very excited about the beginning of a new school year. I hope you are looking forward to it as much as I am.

It seems like so long ago we had to suspend in-class learning on Friday, the 13th of March. Much has changed since that day in regards to our opinions and predictions of what the pandemic would be like and how long our lives would be affected. Much has stayed the same, however, and those are the more important aspects of life. We still have the same Lord and Savior caring for our needs. We still have the same goals of learning and providing for our families and friends. We all want this to pass as quickly and safely as possible. I am so proud of how resilient the Hope family has proven to be in these uncertain times. Almost all of our classmates from last year are re-registered, with the addition of several new families and future friends. I know that God's will has brought us all here together, ready for a new school year, new challenges, and new chances to share in education, but most importantly, His Love and Word.

Much time and effort has gone into the planning of this school year, especially in the realm of health and safety. The California Department of Education released guidelines for the re-opening of schools. Those guidelines, along with guidelines from the Pacific Southwest District, were used to help create Hope's plan. Due to the small size of Hope Lutheran, the guidelines will be able to be met and in many cases, exceeded.

Not only is the education of our students a top priority, but also their physical, mental, and spiritual health. All three of these components were taken into consideration during the planning of Hope's adaptable plan.

Thank you for taking the time to read through the plan and I look forward to seeing you soon.

Thanks and blessings,

Brenda Nguyen



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Hope's COVID Health/Safety Plan

There is no way to be able to predict how the COVID-19 pandemic will impact our Hope community. Our return plans will have to be continually evaluated and adapted as circumstances change. Please be flexible and considerate of changes and updates. Hope will keep you up to date on any changes, whether they affect us in scaling up or down.

On Wednesday, September 9th: Students will be back on campus 5 days a week with safety precautions firmly in place.

The following safeguards will be utilized:

In-class instruction:

- Classroom ventilation increased, as outdoor temperatures permit. Doors and windows left open as much as possible, as weather permits.
- Classrooms all have separate ventilation systems that have been serviced, and filters are currently being replaced with the highest quality available.
 - Doors and windows will be left open unless classrooms get too heated on extremely high-temp days. At that time, doors will be shut, but windows may be left open to increase outgoing airflow.
- Classroom seating will be designed to limit student interaction as much as practical. Desks will be distanced as far apart as possible, 6ft or more apart.
- Lunch and recesses will be staggered to keep each class separated. Students will eat outdoors with their classmates and teacher, only one person per bench, a maximum of four individuals per table. Two-three classes will be allowed out at one time, but in different areas. In the event of rain or extreme wind, classes will eat inside their classrooms.
- Outdoor tables will be disinfected before and after staggered lunches.
- Classroom, restrooms, and play equipment will be cleaned at least three times per day. One of these times will be in the evenings by Allcom janitorial service.
- Masks are to be worn by ALL children at drop-off/pick up, when in lines, while traveling the hallway/walkways, inside restrooms, when traveling to the restroom, when indoors, in the quad area, and outdoors when in close proximity to others. All adults, teachers, and students beginning in grades 3rd



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- and up will be instructed to keep them indoors as to limit the amount of aerosolized droplets in the classrooms. We understand the older the children, the easier this will be, and we will keep in mind the mental and physical health of children at all times. We have scheduled extra outdoor breaks during this time, to ensure plenty of fresh air for students.
- Not all masks are created equal. Here is a reference that will help when choosing a mask.
 - Studies show that some mask materials are more protective against infection than others. Two layers of tightly woven fabric cotton makes for the most effective mask. Bandanas are virtually ineffective because there is no seal on to the face. Another useful mask option, for those who can obtain them, are simple surgical masks. A good test to see if you have an effective mask is 'If you see light between fibers it's not a good filter. Even on dark fabrics if you hold them up to light or to the sun you will still be able to see if the fabric's fibers will show or not.' — Scott Segal, Wake Forest Baptist Health.
 - Mask should fit over the nose and mouth and be snug enough to not fall down. Masks should not have gaps on the tops and sides. No masks with vents are allowed. These are not recommended in any circumstances.
 - On rainy days, children will also be free from the masks when eating lunch at distanced desks indoors.
 - Teachers will wear masks, and in some cases face shields, when indoors and outdoors, unless eating or far from all others on the field/playground.
 - Hand washing/sanitizing is required after breaks, restroom visits, before lunch, and when returning to class. All classrooms have sinks or a portable outdoor wash station to utilize for hand washing separate from restroom sinks.
 - Active symptom checks will be in place. Temperatures (with no-touch thermometers) will be taken at drop-off (beside vehicles), before parents drive away. During the school day, temperatures may be checked if visible symptoms present themselves in children, or if children vocalize symptoms of illness.
 - Children with fevers, or other symptoms consistent with COVID-19, will be separated from the class and held in the office isolation room until a parent/guardian picks them up. With the exception of preschool, no parents and outsiders will be allowed on campus 7:30 AM-3:40 PM, unless approved by school administration. One exception will be students who arrive tardy. If your child is tardy between the times of 8:10-8:20, a daycare employee will check their temp and let them in the gate directly north of the Fellowship Hall. If the student arrives after 8:20, the parent may walk them through that same gate to the office to have the student's temp checked, but at NO TIME is a parent allowed to drop off a child without a temperature check. Children



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who walk to school will also proceed to the gate north of the Fellowship Hall for temperature checks. If the temperature is 100.3 or higher, the parent will be called and the child will wait at school until a parent/guardian picks them up from the school office.

- Drop-off will be staggered, occurring between the times of 7:50 and 8:10. Pick up will also be staggered from 3:00 to 3:20.

If we have to close due stay at home orders for all, then we will temporarily have online learning only. This can also take place at any time in the school year (for a period of up to 2 weeks) if there is COVID-19 exposure. Be ready to be flexible.

- Full online-learning would be implemented.
- Online learning would include daily face-to face activities with the teacher and direct instruction using distance learning tools.
- School would remain closed until Los Angeles County is cleared to open, or in case of COVID, when the school communicates with parents it is safe to open.
- Online learning activities and assignments would be graded and students would receive participation grades for attending face-to-face online interactions.

There will be a few families that are not comfortable returning to school during phase 2 or 3. That is completely acceptable. For these families, we are offering an independent study option for the 2020-2021 school year (see below).

K-8 Independent Study: This is an independent study opportunity providing flexibility of instruction guided by their Hope classroom teacher and a volunteer credentialed teacher. This study includes a weekly learning plan, access to online volunteer support during the school day, a weekly online meeting with their class (15-20 minutes), as well as one online meeting with their classroom teacher per week (15-20 minutes). Children will also be able to access Zoom chapels. Chapel will be streaming to classrooms. We will not meet as a school for chapel until the threat of the virus decreases, making it safer and allowable.



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Shared Responsibility

We are all in this together, with Christ as our leader. Our preschool chose our theme for the school year and it is, “Trust in God. Don’t worry. Be happy.” Students, parents, teachers and staff will explore the best ways to put this theme in practice. If we plan well, and follow procedures, we will be more likely to be free from stress. Worry is not something that is productive, and it actually weakens our immune systems. It is an emotion we feel when we realize we don’t have complete control over our world and surroundings and at the same time forget that we are NOT supposed to be in complete control. God is at the steering wheel of our lives and we can rest assured, that if we trust in Him, He will care for us and love us no matter what situations we have to deal with in this life. He will give us the tools to do our best, to access knowledge if we seek it, and to support each other to the very best of our abilities. At Hope, we feel so blessed to have the opportunity to teach and minister to your children. Thank you for partnering with us!

All parents are required to sign and return the “Hope Safety & Behavioral Expectations Agreement 2020-2021” before the Back to School Night on Thursday, September 3rd. If you have not done so by then, your child’s teacher/s will provide another copy on that night.



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Hope's Containment, Response and Control PLAN

Hope's Covid-19 Compliance Team:

Brenda Nguyen (Principal, DPH liaison) principal@hopeglendora.org

Cristian Nunez (Healthcare Provider) subcris@hotmail.com

Rhonda Eckert (PTL President) ptlpresident@hopeglendora.org

Lindsay Estrada (Daycare Director) sac@hopeglendora.org

Dr. Nathanael T. Smith (DPM) smith.nathaniel@yahoo.com

If you have any questions about Hope's COVID protocol, please contact any of the names listed and we will get back to you ASAP.

Please make sure you child's EMERGENCY information is up to date!

PROTOCOL for positive tests, exposure to a positive case, or symptoms consistent with COVID-19

If you have any questions regarding protocol for COVID-19 exposure, please contact a member of the compliance team and visit the Protocol of COVID-19 Exposure Management Plan for K-12 schools:

<http://www.ph.lacounty.gov/media/Coronavirus/>

http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf

Preventative Measures:

Please follow these brief guidelines to ensure that exposure is prevented as much as possible:

- 1) Wear appropriate masks.
- 2) Symptom check before you leave the home. Check for fever/chills, runny nose/congestion, shortness of breath, body aches, sore throat, cough, headache, loss of taste/smell, vomiting, or diarrhea.



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Upon exhibiting symptoms while at school:

*Anyone who is exhibiting symptoms consistent with Covid-19 will be separated from others at school. Children will be placed in the isolation room east of the main office until picked up by a guardian to return home for self-isolation. Adults with symptoms will also leave the campus and return home as soon as possible.

*Hope's COVID Compliance Team will access and identify those who may have been exposed at school if positive case/s are established.

*Cohorts/grade levels will be closed in accordance with the public health department's current guidelines at the time of positive identification of COVID-19 cases.

*It is strongly encouraged that anyone with symptoms or exposure be tested for COVID-19.

*You can find out more about local testing sites by visiting:

<https://covid19.lacounty.gov/testing-sites-list/>

*Free testing for possible cases of COVID is available at several CVS locations, including San Dimas (120 East Bonita Avenue San Dimas, CA). You may visit:

<https://www.cvs.com/store-locator/cvs-pharmacy-address/120+East+Bonita+Avenue-San+Dimas-CA-91773/storeid=4790>

*Rapid Testing is available at COVID CLINIC for a cost. Test results are available within the hour and are open to all, even asymptomatic individuals. Visit <https://covidclinic.org/map> for more information. Norco is the closest location.

*You may also call your personal physician for more testing information.

COMMUNICATION IS EXTREMELY IMPORTANT:

It is prudent and REQUIRED to contact the school if you suspect your child/ren may have COVID-19, have tested positive for COVID-19, or have been closely exposed to a person who has tested positive to COVID-19. The Compliance Team will help you through the process of testing and contact tracing.



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*If three or more cases are reported within 14 days, Hope's liaison will contact the Department of Health at (888) 397-3993 or (213) 240-7821 or email at ACDC-Education@ph.lacounty.gov

*Parents of Hope Lutheran will be notified by email of any closures, whether it's one contained classroom or the entire school. According to the health department, that's if we experience 5% or more cases of COVID. In our circumstances at Hope Lutheran, that would mean 5 cases, since we have about approximately 100 students.

*All individuals who reside within Los Angeles County and have been diagnosed with or are likely to have COVID-19 are **required** to isolate themselves and follow instructions in The "Public Health Emergency Order" set forth by County of Los Angeles Department of Public Health.

http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf

PLEASE ISOLATE IF:

- a) The Student receives a positive lab test for COVID-19 and/or
- B) Student is informed by a doctor that they are likely to have COVID-19
- c) Student has symptoms that are consistent with COVID-19 (fever, cough, shortness of breath, etc.)

YOU ARE REQUIRED TO FOLLOW GUIDELINES IF YOU HAVE OR ARE LIKELY TO HAVE COVID-19

- a) Self-isolate and
- b) Tell your close contacts to self-quarantine
- c) Inform the school of your health status and need to inform close contacts.

Duration of Isolation (ALL 3 must apply):

- a) If you have COVID-19 symptoms, You must isolate yourself until:
 - You have NO fever for 24 hours without fever-reducing medications. (This was just changed from 72 hours.)



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- Your respiratory symptoms have improved (for example, cough or shortness of breath)
- At least ten days have passed since your symptoms first appeared.

b) If you test positive but have NO symptoms, you must isolate yourself for 10 days after the date your positive COVID test was administered. However, if you develop symptoms while you are isolated, you must follow the instructions above, for individuals with symptoms.

NOTIFYING CLOSE CONTACTS:

The person who tests positive and their close contacts MUST quarantine. Who is a close contact?

CLOSE CONTACTS ARE:

- a) An individual who was within 6 feet of an infected person for at least 15 minutes, or
- b) An individual who had unprotected contact with the infected person's body fluids and/or secretions, for example being coughed or sneezed on, sharing utensils or saliva, or providing care without adequate equipment.
- c) All individuals within a classroom setting would most likely fall under the aforementioned categories. Be prepared for temporary home isolation if a child in your child's cohort/class tests positive for COVID-19.

Close contacts are required to quarantine for **14 days** after their last contact with an infected individual. It can take this long to exhibit symptoms. Those who exhibit symptoms or test positive, please see the previous page for guidelines.

Why all these rules?

COVID-19 does not appear right away after contact. Individuals are most likely contagious before symptoms appear. Following these guidelines will better insure that cases will not expose others before the onset of symptoms, or in some cases, no symptoms at all. We are in a State of Emergency within Los Angeles County and it is our obligation to help protect those who are vulnerable to this virus. Following these guidelines will also make it easier to identify close contacts.

You can find out more about home isolation by visiting:

www.ph.lacounty.gov/covidisolation



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COVID Information for Staff/Teachers

Please read **Hope's COVID Health and Safety Plan** and **Hope's Containment, Response and Control Plan**. These plans review all pertinent information in regards to the prevention and containment of the spread of COVID-19.

In addition to those plans, here is some important information in regards to the protection of all Staff/Teachers on campus.

All staff/teachers will be asked to test one week prior to school opening and every two months thereafter, unless symptoms are present or exposure to a positive case in confirmed. In that case, another test will be required. This is subject to change per guidelines established by the LA Public Health Department.

Here is a list of free testing sites:

Drive-through:

East Valley Community Health Center West Covina (626) 919-5724

Pomona Fairplex Gate 17 (Schedule Online)

East Valley Community Center Pomona (626) 919-5724

CVS Pharmacies (schedule online)

COVID CLINIC in Norco (rapid test, at cost, 60 minute or less results)

Walk-up:

Chap Care Vacco Health Center El Monte(schedule online)

You may find more at:

<https://covid19.lacounty.gov/testing/>

Here is the purposed staff testing schedule. Please plan ahead to ensure results will be received prior to school's opening day, September 9th. All test results must be presented to the principal.

Required Testing Dates (unless testing rules change):

August 28th-September 2nd

November 2nd-November 6th



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January 4th-January 8th

March 1st-March 5th

May 3rd-May 7th

If the COVID pandemic stabilizes and testing guidelines for staff/teachers are lifted, employees of Hope Lutheran will be notified.

BEFORE SCHOOL BEGINS:

Make sure all extra supplies and furniture are removed from classrooms if they inhibit distancing. Clear pathways for easier walking. Make sure teacher's desk is more than 6 feet from the closest student.

Make sure to have a plan for students to use their own supplies as much as possible. Limit/eliminate the use of communal supplies until we are past this county emergency.

Please follow these guidelines:

- 1) Do NOT come to work if you have symptoms of COVID (runny nose, cough, fever/chills, vomiting, diarrhea, sore throat, loss of taste/smell, shortness of breath, etc.), or if you know you have been exposed to a person who has COVID-19. You will be screened every morning at devotions. Please self-screen before you leave for work.
- 2) Do NOT invite any parents or volunteers to the school until further notice. We are adhering to the rules that while at school students will be only in contact with their class and classroom teacher.
- 3) Please wear a mask at all times, unless alone during break times, eating while distanced, or on playground/field and distanced from other students and staff. Mask should be with you and ready at all times.
- 4) Please wash or replace your face coverings daily.
- 5) Keep a 6ft distance or more from people on campus as much as possible. When in close contact with others please wear a mask.
- 6) Teach students proper hand-washing techniques using the information displayed at every classroom sink.



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- 7) Wipe down high-touch areas within the classrooms at least twice a day when students are away from the area.
- 8) Check both the hand-sanitizing dispensers and soap dispensers in every classroom daily. Let administrators know when they need to be serviced. You may also post notes on the dispensers that are getting low so Allcom can restock them before they are empty. If you need immediately replacements, please call the office. Supplies are located in the janitorial closet beneath the eighth grade room. Cintas will also come weekly to restock sanitizer, disinfectant, and micro-fiber towels for cleaning. Every classroom should have 2 spray bottles of disinfectant at all times, supplied by Cintas.
- 9) Micro-fiber towels will be supplied by Cintas. Please designate a place for dirty towels. At end of day, place the towels in the hamper in the supply closet. Cintas will pick them up weekly, launder them, and supply us with fresh towels on a weekly basis.
- 10) DO NOT congregate with other teachers at break times/lunches. Always distance yourself from teachers and wear a mask. Teachers should speak to each other outdoors and not within the confines of classrooms as much as possible. If a teacher tests positive, it is imperative that we don't lose other staff members to quarantine due to exposure. BE CAREFUL so we can continue to teach as many students as possible in person.
- 11) Employees should wash their hands every time they clean an area or when instructing children to wash their hands. Be a good example. This would be after all recess, after using the restroom, before and after lunch, etc.
- 12) At recesses, all students should be closely monitored. Enforce the rule that only 4 children should be in the communal restrooms at one time and the others should wait on the tape markings outside of restrooms.
- 13) Help ensure that children go down the central stairway and up the western stairway. Both are outdoors, but we still want to make sure students stay away from each other in these confined areas, especially when passing students from other classrooms.



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- 14) If a student or staff member becomes ill, please call the office so we can escort that person to the isolation room.

- 15) Make sure to teach children about protocol WITHOUT using fearful statements. We are teaching this is healthy protocol as this time and need to avoid any fearful statements such as, "Don't do that. You'll get sick." Instead, use positive statements: "You are good at washing your hands." "Thank you for respecting the space of your classmates." "Good job remembering to cover your mouth when you cough/sneeze." This is not a normal time, but it is our job to booster the psyches of our children as much as possible. Odds are HUGELY in their favor that they will be fine. Share that with them. We can say, "We are healthy and it is our job to help keep each other healthy. By following the guidelines, we are helping our families, the county, the state, the nation."

- 16) Make sure you display your excitement to be at school teaching and learning. This will rub off on the students. We are SO EXCITED to have them back! They will feel this from you. If someone ends up with a fever/illness, calmly call the office. Assure them that they just need some time to rest at home to get better. It will be OK! 😊

- 17) Know that you have RIGHTS for paid sick leave. Know the ins and outs of the "Families First Coronavirus Response Act." The Employer or government sponsored leave benefits are posted in the copy room for all employees to read.