



CLS Pandemic/COVID Plan

2020-2021
(3 Scenarios)

The following are the procedures that will be implemented at Christ Lutheran School during this COVID pandemic to keep our students safe and to allow us to have school in our building. These procedures were taken from the MDH and MDE, along with CDC and DHS guidelines that they have sent out regarding best practices for schools.

Christ Lutheran School is taking all guidelines and recommendations from the CDC into consideration. We also want to ensure best practices for your child's education. Some guidelines are not feasible to run Christ Lutheran effectively. We by no means want to put any child at risk of contracting COVID, but also need to take the learning of all the children of Christ Lutheran into account.

These procedures supersede the policies stated in our CLS Family Handbook. Until the pandemic has subsided, these procedures will be upheld. Once the pandemic is over, the policies in the Parent and Student Handbook will be re-established.

Note: This comprehensive plan is dynamic and may change at any time. Families and CLS personnel will be notified when significant changes occur. The procedures CLS implements are intended to mitigate risk. No strategies can guarantee elimination of the risk of contracting an illness.

Note: Christ Lutheran uses the MDH COVID-19 Decision Tree for people in Schools, Youth, and Child Care Programs to follow the appropriate path if a child, student, or staff person is experiencing symptoms consistent with COVID-19.

***Scenario 1: On-site, in person learning**

Note: The 2020-21 MN Planning Guide for Schools does not "hold strictly" to 6' of distance between students during primary instructional time, but does require "as much space between students and teachers as is feasible during the day."

Before School Health Screening

- Please check your child's temperature before leaving for school to verify they do not have a fever of 100.4 degrees or more.

- Parents are not to administer fever-reducing medication and to then send their child to school regardless of their current temperature.
- Please follow the MN Dept of Health Checklist below: If your child, or someone in your household experiences these symptoms, contact your physician immediately and DO NOT send your child to school.
 - Feeling feverish
 - New onset cough
 - Is flushed
 - Shortness of breath/difficulty breathing
 - Experiencing chills
 - New muscle pain
 - A new sore throat
 - A new loss of sense of smell or taste
 - New headache
 - Unusual fatigue
- Faculty and Staff of Christ Lutheran will perform the same visual and temperature check listed on themselves.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

Before and After Care (Cougar Corner)

- Drop off- One masked parent/caregiver should enter the building with their child and wait at the hallway intersection by the school office
- The student will proceed directly to the Cougar Corner room for a temperature and symptom's check.
- If the student shows no symptoms of illness, the parent will be informed, and the student may enter Cougar Corner.
- If the student is found to have symptoms, the parent will be informed, and immediately remove the child from school
- Pick up- One parent/caregiver should enter the building and proceed to the Cougar Corner room, and wait outside the door for their child to be brought to them. Upon dismissal, the parent and child should exit the building in a timely manner.

Morning Drop-off

- Students in **Pre-K** should enter the building by themselves at the **main school entry only!** Parents may accompany their child to the school doors to drop them off safely. Because there may be many parents bringing their child to the door, parents should be masked. The teacher will meet the child at the door, take their temperature, and perform a visual check, before escorting them to their classroom.

- Students in **K-8** should enter the building by themselves at the **church entry only!** Parents may accompany their child to the church doors to drop them off safely. This limits the number of people entering the building. Parents should be masked also.
- Parents should refrain from entering the building. Please send communication documents with your child.
- Communication between teacher and parent can be handled through email, text, phone call, or a scheduled appointment.
- Procedures will be following distancing guidelines.

Face Masks/Shields

- Face coverings are required by state mandate for students in kindergarten and above. Students in Pre-K are not required to wear face coverings, but should always have one with them in a zip lock baggie in their backpack.
- Students shall bring their own masks. Face coverings should be cleaned or replaced daily. Students should touch their masks as little as possible.
- Though the school will have a supply of masks for visitors, the school will not provide masks to students or faculty for daily wear. It is up to families to provide masks that meet state requirements.
- Masks should not be put on anyone who is incapacitated or cannot tolerate a mask due to health needs. The state guidelines determine alternatives to face masks for those who cannot medically tolerate them.
- The CLS Family Handbook dress code guidelines that apply to graphics on t-shirts similarly apply to logos or markings on face coverings
- Faculty is allowed by state mandate to use alternatives to masks (e.g. shields) when it is imperative to learning that students see their faces. Teachers may remove face coverings while lecturing, provided they are social distancing.
<https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html>
<https://www.health.state.mn.us/diseases/coronavirus/facecover.html>

Floor Markings and Signage

- Signs will be posted to designate entrance and exit doors.
- Faculty will direct students to remain as far apart as possible when passing in the hallways and will seek whenever possible not to necessitate two-way traffic
- Signs encouraging proper washing and hygiene will be posted in bathrooms, classrooms, and lunch rooms.
- Signs regarding the state mask requirement will be posted at entrances.
- Floor markings may be used to designate spacing for lines leading to bathrooms, lunch, and other appropriate areas.

Entering School

- Faculty, staff and students will have their temperature taken upon arriving at school. If their temperature is over 100.4 degrees, they will be required to leave school.

- School personnel or students with a temperature of over 100.4 degrees will not be allowed to return to school until 72 hours after the fever has broken and returns to normal.
 - The individual with temperature over 100.4 should get tested for COVID.
 - If an individual tests positive for COVID see **Symptoms / positive cases** section of the Pandemic Plan.
- Hand sanitizer dispensers will be available near entrances, in classrooms, and children should apply it prior to the start of the school day.
- Students should head directly to their locker (Middle School) or classroom upon arrival (do not congregate).
- Teachers will also do a visual check for symptoms as the child enters their classroom.

Classroom

- Recognizing it is not possible to keep 6' between desks/tables, teachers will space desks/tables apart as much as possible. This will require removal of furniture that is unnecessary or difficult to disinfect.
- Students must bring masks/face coverings, and wear them when within the building.
- Face coverings should be cleaned or replaced daily. Students should touch their masks as little as possible.
- Though the school will have a supply of masks for visitors, the school will not provide masks to students or faculty for daily wear.
- Students will intensify handwashing practices throughout the day.
- Hand sanitizer dispensers will be located in all the classrooms and throughout the building.
- Students will have their own school supplies that will not be shared. See classroom supply lists on the website.
- Any supplies used collectively will be sanitized regularly.
- When students are in desks, they will be facing the same direction to help avoid contamination.
- Teachers will intensify cleaning and disinfecting efforts on surfaces that are used frequently with EPA approved products.
- Faculty are allowed by state mandate to use alternatives to masks (e.g. shields) when it is imperative to learning that students see their faces. Teachers may remove face coverings while lecturing, provided they are social distancing.
- Students are encouraged to bring refillable water bottles to school to replace drinking fountains. Common drinking fountains will not be used, but bottle filler accessories may be used to help reduce direct contact. Water bottles are NOT to be shared, and should be taken home daily to be washed.
- Please do not bring personal items from home, as these are ways for the virus to be transferred.

Lunchroom

- All lunchroom helpers will wear face masks and gloves while preparing and serving food.

- The preschooler's food will be served on trays that will be handed to the students by their teachers.
- K-4 will be served by lunchroom helpers and eat in their designated area in the gym.
- 5-8 will be served by lunchroom helpers and return to their classrooms to eat.
- Schedules have been created, so classrooms practice distancing at all times.
- **See COVID-19 Preparedness Plan for Serving Hot Lunch at Christ Lutheran.
 - **Lunch procedures and schedules**
 - Gr. K-4 eating in the gym-6 students per full table
 - Kindergarten-12 noon
 - 1st&2nd-12:05
 - 3rd & 4th-12:10
 - Gr. 5-8 Washing Hands
 - Gr. 5 12:25 -eat in Home Room (Chris' room)
 - Gr. 6 12:20 -eat in Home Room
 - Gr. 7&8 12:30 -eat in Home Room (Marcia supervise)
 - Clean up of lunch tables-Lynette and Emilee

Recess

- The number of classrooms allowed outside together will be limited, and measures have been taken to keep classes spaced appropriately (e.g. designated areas for classes as well as staggered times).
- Only one classroom is allowed in the gym at a time for indoor recess.
- Use of the fixed playground equipment is not excluded, but if it is used, teachers must oversee that children thoroughly wash their hands.
- All students will wash hands as they return from recess.
- Sanitizing of playground and athletic equipment (e.g. playground balls, jump ropes, etc.) will take place regularly.

Gym Usage

- One classroom at a time will be allowed in the gym.
- Equipment will be sanitized regularly.
- Distancing will be practiced during gym use.

Chapel

- Children will sanitize their hands prior to entering the sanctuary.
- Classrooms will sit together spaced out in pews.
- Each separate classroom will sit with an empty pew in between them.
- Classes will enter and exit one classroom at a time.
- Students will be ushered out back to front.
- When volunteers are needed for chapel, social distancing rules will apply.

- Unfortunately, parents and guests will not be allowed to join us for chapel at this time.

Dismissal

Pre-K

- Mrs. Olson will bring students to their parents at the front school doors. Parents may use the upper drive for picking up Pre-K students.

K-8 Parent Pick-up

- Upon dismissal, students will go directly to their coat racks/lockers, get what is needed, and immediately proceed to the school doors on the north end of the building (must avoid congregating).
- Students will be organized by the teachers, and distanced appropriately.

District Bus Riders

- Upon dismissal, students will go directly to their coat racks/lockers, get what is needed, and immediately proceed to the hallway of the main school entrance.
- Students will be organized by the teachers, and distanced appropriately.

CLS Bus Riders

- Upon dismissal, students will go directly to their coat racks/lockers, get what is needed, and immediately proceed to the school doors on the north end of the building.
- Students will be directed by the teachers as to where they board the bus, and seating will be spaced according to state guidelines.

Cougar Corner Students

- Upon dismissal, students will go to their coat racks/lockers, get what is needed, and immediately proceed to the Cougar Corner room.

Middle School

- Students will be moving from class to class for classes.
- Teachers will instruct students about proper procedures for changing classrooms.
- Desks will be sanitized between students changing classrooms.

Library Status

- Open
- Classrooms will be scheduled for library times as a group only, under teacher supervision.
- Surfaces in the library will be disinfected regularly.
- Book returns will be quarantined for at least 5 days before they are returned to the shelves.

Symptoms / positive cases

- ***Christ Lutheran uses the MDH COVID-19 Decision Tree for people in Schools, Youth, and Child Care Programs to follow the appropriate path if a child, student, or staff person is experiencing symptoms consistent with COVID-19.***
- If school personnel or their families experience symptoms or receive a positive test:
 - The school office/principal should be informed immediately.
 - The family physician should be contacted immediately
 - Testing locations:
<https://mn.gov/covid19/for-minnesotans/if-sick/testing-locations/index.x.jsp>
- If initial symptoms happen at school...
 - The parents will be informed immediately
 - The student will be moved to an isolated (but supervised) location
 - The symptomatic person will wear a face mask until she/he is picked up to go home
 - Test results should be shared with the principal/school office so that the school can respond appropriately
 - If results are positive, the school will notify families via email (while practicing confidentiality) that a positive case has occurred and the grade level in which it has occurred.
 - Students or staff who experience a positive test must stay home for 14 days after the test. Teachers will work with parents to develop a plan to provide daily work.
 - Classrooms in which a positive case occurs will be disinfected and the class will meet in an alternate location until 72 hours pass.
 - With consultation to health professionals, school administration will determine whether and for how long to close the facility and transition to remote learning in the event that multiple positive cases occur. This provides time for the facility to be disinfected.
- MN rule Ch. 4605.7050 requires that confirmed COVID-19 cases among students or staff be reported (health.schools.covid19@state.mn.us)

Multiple cases of COVID in the School

- In consultation with the MDH, should multiple cases of COVID arise in the school, the school may go to remote learning for a week to deep clean classrooms.

Cases of Immune Suppression in a Family

- The teachers will share lesson plans with the family.
 - Caregivers and teachers will work together to create a plan for communication of lesson plans.
- The student will be supplied with materials for the lessons each week.
- Parents will be in charge of instruction of lessons to students.
- Teachers will work with parents to find a time to touch base and offer support as needed to the student.

CLS Bus

- Drivers will check student temperatures prior to them entering the bus in the morning.
- Cleaning and disinfecting of the CLS bus will take place after the morning and evening route.
- Driver screening - as per daily staff screening.
- Open windows if weather permits.
- Students on the bus will be spaced appropriately and directed by the bus driver as to where to sit.

Cleaning & Disinfecting

- Teachers will include disinfectant wipes on classroom supply lists.
 - The school will maintain a stock of supplies including face masks, gloves, hand sanitizer, disinfectant wipes, soap, paper towels, tissues, bleach
 - Note: CLS will adhere to the use of disinfecting materials / solutions recommended by the MN Dept. of Health (e.g. bleach solutions, alcohol, approved disinfectants).
 - Personnel is advised to keep cleaning products secure from children and ensure proper ventilation when cleaning
 - Hand sanitizer dispensers will be mounted in each classroom, and will be placed near entrances, exits, and other strategic areas around the building.
 - Cleaning schedule
 - The cleaning company will clean the building each evening. All areas of the building will be cleaned with approved EPA disinfectants.
 - Classroom doors and frequently used areas will be wiped with disinfectants regularly throughout the day.
 - Bathrooms - will be cleaned daily, and frequently touched areas will be wiped down with disinfectants throughout the day.
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***Scenario 2: Hybrid learning implemented if schools experience clusters of cases or conditions worsen**

The 2020-21 MN Planning Guide for Schools Scenario 2 is titled “Hybrid model with strict social distancing and capacity limits.” This scenario involves “limit[ing] the overall number of people in school facilities and on transportation vehicles to 50% maximum occupancy” with 6’ of social distancing required. If 6’ cannot be established, the occupancy percentage must be reduced.

**Scenario 2 follows the procedures of Scenario 1, but procedures that are “recommended” for Scenario 1 are “required” for Scenario 2.

Because this scenario would not be practical to carry out within our setting - including a quality education for our students and realistic childcare and transportation issues for parents, Christ Lutheran will not deem this as a workable scenario; however, if this scenario is mandated by the government, we will actively search for a way to make this work. A possibility may be having grades K-5 attend face-to-face learning at school and spread out as much as feasible while grades 6-8 stay home and carry out distance learning. We prefer to avoid this scenario if possible.

Class size and Structure

- To be determined by homerooms and by grade levels.
- Six feet of social distancing is required in each classroom.
- Hybrid learning requires learning that begins in the classroom to be continued during intermittent distance learning days.
- Schedules for learning TBA by LESC and faculty.

If CLS must do a rapid shut-down

- The principal will contact each family.
 - Transition to online learning will occur within two school days.
 - The school will provide contactless materials pick-up / drop-off days.
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***Scenario 3: Distance learning only, which occurs if statewide data warrants suspension of on-site learning**

Training

- Teachers will provide training to students in using Google Apps, Google Classroom, Seesaw, Zoom, and / or Google Meet.
- Teachers and principal will provide training to parents to assist them in supporting children in the event that digital learning is necessitated.
- Teachers are encouraged to prepare video orientations and written instructions that students and parents can access.

Platforms

- CLS will use the following software for digital instruction.
 - Google Classroom
 - Seesaw
 - Additional Google Apps
 - Zoom
 - Digital Recording Platforms

Grading and classes taught

- Classrooms will apply the schoolwide grading system as outlined in the CLS Family Handbook.
- All grade levels will assign learning tasks and record assessment for the regular curriculum in religion, math, literacy (i.e. spelling, vocabulary, reading, phonics, writing, grammar), social studies, and science.
- As teachers/families become comfortable with the online learning, non-core courses may be added (e.g. PE, music, art).

Standardized testing

- Distance MAP testing will occur as per the usual schedule. NWEA has made off-site testing possible.

Hours per day

- Teachers will be required to be available to students (e.g. 9:00 AM through 1:30 PM) so that students and parents can contact them via email or other digital platforms.
- Teachers are not required to make their personal cell phones available but may choose to do so.
- Teachers may work from home or from school as they are comfortable during distance learning.

Chromebooks on loan

- CLS families may borrow a Chromebook from the school.
- The school may loan more than one Chromebook to a family if there is a demonstrated need and Chromebooks are available.
- Students are to use ONLY their christlutheran.us accounts for digital learning.

Assisting parents

- Teachers are advised that it can be frustrating for parents who work during the day to have to do several hours of work in the evening. As such, any assistance teachers can give will support home learning endeavors.
- Teachers may find that delivering live and/or recorded instruction with small groups of students may do much to support learning at home.
- Teachers are encouraged to work out a regular rotation of families to contact at home to obtain feedback regarding learning at home.
- Teachers will respond to parent communication within 24 hours of receiving the message.

Student Accountability

- Formal daily attendance is not taken during digital learning, however, students are expected to be engaged in their learning every day.
- If students fall behind in their work, teachers will communicate via email and telephone to inform parents.

- Teachers can reduce credit for late work after attempts to contact parents have occurred.
- As per the CLS Family Handbook, teachers will work with families to recover incomplete work.
- If work is not submitted after documented repeated attempts to obtain it, students may receive failing or incomplete grades.

Special events

- All special events will be determined on a by-event basis by the principal in consultation with the Christ Lutheran Elementary School Committee and faculty.

**Minnesota Department of Health
SYMPTOMS OF COVID-19
Daily Temperature/Symptom Checklist**

Parents should check their child's temperature before leaving for school to verify that they do not have a fever of 100.4 degrees or more. (Do not medicate your child and send them)

Symptoms- Perform a visual check on your child for any of the following conditions:

- Feeling feverish
- New onset cough
- Is flushed
- Shortness of breath/difficulty breathing
- Experiencing chills
- New muscle pain
- A new sore throat
- A new loss of sense of smell or taste
- New headache
- Unusual fatigue

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

Positive test result-

- Stay home at least 14 days since symptoms first appeared AND until no fever for at least 3 days (72 hours) without medication AND improvement of other symptoms.
- Siblings and household members also stay home for 14 days.

Negative test result but symptoms with no other diagnosis-

- Stay home until no fever for at least 3 days (72 hours) without medication AND improvement of other symptoms.
- Siblings and household members should also follow the 72 hour guideline.