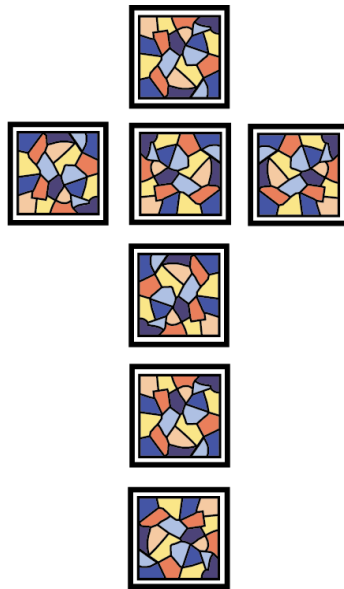


Our Savior Lutheran School

K-8



COVID-19 Response Health and Operations Manual 2020-2021 School Year

July 31, 2020

Operating Assumptions

The Coronavirus remains with us, and Our Savior Lutheran School (OSL) is preparing and planning for a successful school year with many blessings and God-sightings. Since the return of the school year will look different, Our Savior Lutheran families, students, and staff will need to be flexible and nimble, understanding that the priority of protecting the health of our students, teachers, and staff may require changes in procedures, sometimes with minimal notice.

Guiding Principles

To best protect the health and safety of our school community, OSL will take into consideration recommendations from Michigan Lutheran Schools, Michigan Association of Non-Public Schools (MANS), Michigan Department of Education (MDE), the Barry-Eaton County Health Department, the CDC, and other governmental agencies. Our Savior will abide by local and state executive orders applicable to non-public schools. Whatever the circumstances, we remain committed to our mission:

Our Savior's mission is to Learn, Live, and Share Christ by teaching the Christian faith, promoting academic excellence, and providing leadership skills for a life of Christian witness.

While it is our goal to prepare and plan as best we possibly can, all plans are subject to change. Please note situations may arise where adjustments must be made quickly, therefore communication is key, and families are asked to regularly monitor Our Savior email, the Our Savior Website, and Our Savior social media.

Our Savior is offering two different learning options for K-8 students for the 2020-21 School Year.

1. In-Person Learning Model
2. Distance Learning Model

The first day of K-8 classes is Wednesday, August 26th, 2020.

Health Precautions and Practices

All members of the Our Savior Lutheran School community are expected to faithfully comply with school rules and expectations regarding hygiene, physical distancing, face coverings, etc.

Social Distancing Strategies

- Access to our campus will be limited. Visitors will be helped at the Receptionist Desk. Parents may not walk their child to the classroom.
- Schedules will be staggered to minimize the overlap of grades in common areas such as the Commons (lunch room), gym, playground, and music room.

- Weekly chapel services in the sanctuary will include two separate worship times. Specific grades will be regularly assigned to one of the two chapel times. Worship guidelines including mask wearing and social distancing will be required.
- While not always feasible, physical distancing will be a part of our classes as much as possible.

Screening

Teachers and staff will self-screen for COVID-19 symptoms (included at the end of the document) before coming onto campus each day. Teachers and staff will report to school administration if: (a) they have come into close contact with an individual who is lab-confirmed with COVID-19; or (b) they themselves have COVID-19 symptoms. Staff who have a fever of 100.4 or above will not be allowed to come to work.

Parents will screen their children for COVID-19 symptoms each morning. Children who have a fever of 100.4 or above or other signs of illness will not be admitted. Temperature must be taken without the influence of fever-reducing medication. Parents must help be on alert for signs of illness in their children and must keep them home when they are sick. Even if the child does not have an elevated temperature, but they appear sick (cough, runny nose, etc.) the administration has the right to deny the child's attendance for that day or days thereafter.

Upon entering the school building each school day, students will be screened with a temperature check and the following questions:

1. *Do you (the child) feel feverish or have a temperature over 100.4?*
2. *Do you have or show signs of any of the following, not due to some other known health problem? • Cough • Runny nose and/or congestion • Tired and/or achy • Short of breath • Vomiting and/or stomach issues • New loss of taste or smell*
3. *Have you had close contact with someone diagnosed with COVID-19?*
4. *Since you were last at school, have you been diagnosed with COVID-19?*

Health Practices

- Our Savior has designated a private room in our school office for students who are not feeling well and need to be isolated from the rest of the student body.
- Our school secretary provides wellness checks for students not feeling well during the school day.

Staff and Teacher Training

- Our Savior staff and teachers are receiving training for classroom safety protocols as it relates to COVID-19 and our school operations.

- The Our Savior faculty has received training in the area of social and emotional learning as we continue to build relationships and care for the spiritual, mental, physical, and wellbeing of children.

Counseling Services

- Our Savior partners with psychologist, Beth Starkweather of Starkweather Counseling. She will have office hours onsite at Our Savior in the Fall of 2020. She has partnered with Our Savior for the last two years. You may inquire with her at bess@starkweathercounseling.com or by phone (517-420-5627).
- Our Savior Lutheran Church offers Stephen Ministers and Caregivers. Stephen Ministry provides adults with one-on-one weekly support from a trained Stephen Minister for emotional and spiritual encouragement. Stephen Ministers have over 50 hours of training in areas of listening, confidentiality, grief care, mental health, life transitions, and spiritual support.

Individuals Confirmed or Suspected to have COVID-19

Any individuals-including teachers, staff, students, or other campus visitors - who themselves either (a) lab-confirmed to have COVID-19; or (b) experience symptoms of COVID-19 must stay at home throughout the 10 to 14-day incubation period and cannot return to campus until the school screens the individual to determine any below conditions for campus re-entry have been met:

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when **all three** of the following criteria are met:
 1. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
 2. the individual has improvement in symptoms (e.g. cough, shortness of breath, etc.); and
 3. at least ten to fourteen days have passed since symptoms first appeared.
- The local health department and parent/guardian will verify, in writing, that they have met all three criteria and submit it to the school office before permission to return is granted by Our Savior Lutheran School.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location.

Students or Staff who Become Sick at School

Identifying Possible COVID-19 Cases on Campus

- Our Savior will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Our Savior will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Students who report feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- If a student becomes ill while at school, Our Savior will provide an isolated space for the ill student to rest while awaiting the arrival of a parent/guardian.
 - Our Savior will contact the student's parent/guardian to pick up the student as soon as possible.
 - Staff person, wearing PPE, will monitor the student while awaiting parent/guardian's arrival.
 - Our Savior will close off areas used by the sick person and will clean and disinfect the area before returning students to that area.

School Response for a Lab-Confirmed Case of COVID-19

1. If an individual who has been in school is lab-confirmed to have COVID-19, the school will notify the local health department, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Education Rights and Privacy Act (FERPA).
2. Our Savior will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since the person was on campus.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, Our Savior will notify all teachers, staff, and families of all students in the school if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate in any on-campus activities.

Handwashing & Hygiene

Staff will wash hands with soap and water for at least 20 seconds and will assist children in doing the same. Alcohol-based hand sanitizers can be used if soap and water are not readily available. Children

will be supervised if they use hand sanitizer to prevent ingestion. Posters describing hand washing steps are posted near all sinks.

- All children and staff will engage in hand hygiene at the following times:
 - Arrival
 - When moving throughout the campus
 - Before and after preparing food or drinks
 - Before and after eating or handling food
 - Before and after administering medication or medical ointment
 - After using the toilet
 - After coming in contact with bodily fluid
 - After playing outdoors
 - After handling garbage

- Our Savior Lutheran will
 - Teach and reinforce washing hands and coughing/sneezing etiquette among students and staff.
 - Practice frequent handwashing and advise students and staff to avoid touching their face.
 - Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
 - Make available alcohol based hand sanitizing stations at entrances, common areas in the school, and classrooms.

Face Masks, Cloth Face Covers, Full Face Shields

- Masks will be worn as mandated by state and local authorities and the Michigan Return to Learn Roadmap.
 - All teachers and staff will wear masks (clear masks and face shields are permitted).
 - Face coverings are to be provided by the parent.
 - Student face covers are required unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
 - Students may wear face coverings with any type of print or color, as long as the content is appropriate and respectful.
 - All K-8 students will wear masks during transitions (arrival, dismissal, hallways)
 - Students in grades 6-8 will wear masks in the classroom except for lunch, mask breaks, band, PE, and outdoor activities.
 - Students in grades K-5 do not have to wear a mask in the classroom.
 - Individuals will be frequently reminded not to touch the face covering and to wash hands frequently.
 - Our Savior will provide information to staff, students, students' families on proper use, removal, and washing of cloth face coverings.

Cleaning and Disinfecting

- The following will be disinfected multiple times throughout the day:

- Most commonly used parts of the playground equipment
- Door and cabinet handles
- Light switches
- Sink handles
- Shared objects (e.g., toys, games, art supplies) will be cleaned in between uses.
- Cleaning and Disinfecting Materials, Toys, and Manipulatives
 - Toys and objects that cannot be cleaned and sanitized will not be used.
 - Cloth toys will not be used.
 - Staff will not share toys and manipulatives with other classrooms, unless they are washed and sanitized before being moved to another classroom.
 - Books (from the library or classroom) will be removed from circulation for a period of three days after being returned by a student.

Drinking Fountains

Drinking fountains will not be used at this time. The water bottle filler station is available for water refills. Students are encouraged to bring their own water bottles labeled with their name from home.

Limited Sharing

- Student's personal belongings will be separated and in individual labeled storage containers, cubbies, or areas.
- Extra supplies will be available to minimize the sharing of high touch materials.
- The sharing of foods and utensils is prohibited.
- Sharing of electronic devices, books, and other games or learning aids will be limited.
- Each grade/classroom will have their own recess equipment to share as a class. Our Savior will minimize sharing of equipment as much as possible and disinfect shared equipment between use.

Lunchroom Procedures

- *This information will be made available at a later date.*

PE and Playground

- Physical distancing will be encouraged with non-contact sports and activities
- Our Savior staff will be responsible for ensuring regular cleaning and disinfecting
- Our Savior will minimize sharing of equipment as much as possible and disinfect shared equipment between use.
- PE will be outside when weather permits.
- Due to space limitations in our locker rooms, students will have limited access to these spaces.

Restrooms

- Our Savior will increase the cleaning frequency for restrooms.
- Our Savior will leave restroom access doors propped as is our custom.
- There will be signs instructing students and staff on how to wash hands after using the restroom.

COVID -19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measure temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore Throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

Close Contact

This document refers to "close contact" with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

1. Being directly exposed to infectious secretions (e.g. being coughed on while not wearing a mask or face shield);
2. Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; if either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

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