

# **Phase 4 & Phase 5**

## **Grades K-8**

COVID-19 Preparedness Plan

for

Our Savior Lutheran School

July 2020



**OUR SAVIOR LUTHERAN**  
Church and School

This document is the COVID-19 Preparedness Plan for Our Savior Lutheran School, that is made public to meet the requirements of Governor Whitmer’s Executive Order – 142. It is not intended to detail every change to our school year as we adapt to these pandemic conditions, but addresses the specific items required by the state. Our K-8 School and Early Childhood will each develop their own specific plans for further adaptation (i.e. in the areas of online learning, school drop off & pick up, chapel, extended care, etc.). Stay tuned as these details are communicated on our website and via email.

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**Office of the Superintendent of  
Michigan Lutheran Schools**

July 16, 2020

VIA ELECTRONIC DELIVERY



Lutheran School Families, Educators, and Friends,

We hope you are enjoying your summer and staying safe during this challenging time. We know many of you have questions about what school will look like this fall, and we appreciate your patience and understanding as we look to make sound decisions on what is best for our Lutheran schools and all those we serve.

Your favorite administrators and school leaders have been wrestling with all the items pertaining to school opening this fall and what that means for students, teachers, and parents. The governor's office has shared the MI Safe Start Plan that has guided our discussions and has required several protocols our schools must follow. The following document is intended to outline the plan for your local Lutheran school for phase 4 and 5.

I am grateful for the collaboration among our Lutheran school principals as well as our partnerships within the Michigan Association of Nonpublic Schools (MANS). It is reassuring to know we are supported by our brothers and sisters in our parochial schools throughout the state.

We will continue to boldly pray that the Good Lord works a miracle and eradicates this virus from our communities, country, and the world. And at the same time, we will rely on Him for guidance, wisdom, and peace as we move through these ever-changing times. God's richest blessings on the upcoming school year and may His love continue to flow to us and through us no matter the circumstances!

Serving Him,

A handwritten signature in black ink, appearing to read 'Travis Grulke', written in a cursive style.

Travis Grulke  
Superintendent of Schools  
Michigan District, LCMS

## Phase 4 Grades K-8

*If Our Savior Lutheran School is located in Phase 4 MERC District, as described in the MI Safe Start Plan, the following will be adhered to:*

### PERSONAL PROTECTIVE EQUIPMENT

- ✚ All staff will wear facial coverings when in **classrooms**, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
- ✚ All staff and all students in grades pre-school through 8<sup>th</sup> grade will wear facial coverings when in **indoor hallways and common areas**, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- ✚ Facial coverings are not required in preschool classrooms by children ages 3 and 4.
- ✚ All students in grades kindergarten through grade 5 will not be required to wear facial coverings in their **classrooms**, unless (1) students do not remain with their cohort class throughout the school day and (2) come into close contact with students in another class.
- ✚ All staff and students in grades 6-8 will wear facial coverings, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- ✚ Our school will not conduct indoor assemblies that bring together students from more than one classroom.
- ✚ School chapel worship may be permitted provided that all worship guidelines are followed including social distancing and facial coverings.
- ✚ Facial coverings may be homemade or disposable level one/basic-grade surgical masks.

## **HYGIENE**

- ✚ Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- ✚ Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- ✚ Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- ✚ Systematically and frequently check and refill soap and hand sanitizers.
- ✚ Daily, provide opportunities for handwashing with soap and water by students and teachers.
- ✚ Limit sharing of personal items and supplies such as writing utensils.

## **SPACING, MOVEMENT AND ACCESS**

- ✚ Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- ✚ Post signage to indicate proper social distancing.
- ✚ Place markers at six-foot intervals where line formation is anticipated.
- ✚ Provide social distancing markers in waiting and reception areas.
- ✚ Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- ✚ Restrict entrance to the school to students and staff only, with the following allowances: Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials. All non-staff adults entering the building must be screened for symptoms using a monitoring form, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of all non-staff adults entering and exiting the building.

## **SCREENING STUDENTS AND STAFF**

- ✚ Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- ✚ Identify and designate a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
- ✚ Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home. Staff member will contact the school administrator.
- ✚ Students will receive a temperature check at the building entrance. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will be sent home.
- ✚ Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. Identified person caring for these children/staff will wear a facial covering.
- ✚ Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.

## **TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES**

- ✚ Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- ✚ Symptomatic students and staff will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- ✚ Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

## **RESPONDING TO POSITIVE TESTS AMONGST STAFF AND STUDENTS**

- ✚ Cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. The Local Health Department will initiate contact tracing, following regular public health practice.
- ✚ Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the American with Disabilities Act (ADA) and other applicable federal and state privacy laws.

## **FOOD SERVICE, GATHERING, AND EXTRACURRICULAR ACTIVITIES**

- ✚ Prohibit indoor assemblies that bring together students from more than one classroom.
- ✚ School chapel may be permitted provided that all worship guidelines are followed.
- ✚ If lunchroom(Commons) is used and six feet of distance between students is not possible, meal times should be staggered or physical barriers should be used. Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
- ✚ Classrooms or outdoor areas can be used for students to eat meals at school.

## **ATHLETICS**

- ✚ Schools will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- ✚ Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.

- ✦ Every participant should confirm that they are healthy and without any symptoms prior to any event. On non-school days Monitoring Form needs to be completed by all participants (this includes all adult volunteers, coaches and administrators).
- ✦ All equipment must be disinfected before and after use.
- ✦ Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- ✦ Handshakes, fist bumps, and other unnecessary contact must not occur.
- ✦ Physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- ✦ Large scale indoor spectator events are suspended. Large scale outdoor spectator events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.
- ✦ Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.

## CLEANING

- ✦ Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- ✦ Libraries and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.
- ✦ Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class periods, or when cohorts change classrooms.
- ✦ Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.



- ✚ Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff uses products.
- ✚ Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.

## **MENTAL & SOCIAL-EMOTIONAL HEALTH**

- ✚ Schools are to identify a point person or establish an access navigator to facilitate mental health referrals, communications to families/students, and public-facing wellness materials.
- ✚ Provide all staff with timely, responsive, and ongoing training/professional development.

## **Phase 5 Grades K-8**

### **PERSONAL PROTECTIVE EQUIPMENT**

- ✚ Face coverings are optional for students and staff when in classrooms. If a staff member or student has been identified to be at increased risk of illness by their physician, face covering should be worn.
- ✚ All staff and all students in grades pre-kindergarten and up will wear facial coverings when in indoor hallways and common area, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- ✚ Our school will not conduct indoor assemblies that bring together more students than the most recent Executive Order allows.
- ✚ School Chapel Worship may be allowed provided that all worship guidelines are followed.

### **HYGIENE**

- ✚ Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- ✚ Systematically and frequently check and refill soap and hand sanitizers.
- ✚ Daily, provide opportunities for handwashing with soap and water by students and teachers.
- ✚ Limit sharing of personal items and supplies such as writing utensils.

## **SPACING, MOVEMENT AND ACCESS**

- ✚ Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- ✚ Post signage to indicate proper social distancing.
- ✚ Place markers at six-foot intervals where line formation is anticipated.
- ✚ Provide social distancing markers in waiting and reception areas.
- ✚ Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- ✚ Restrict entrance to the school to students and staff only, with the following allowances: Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials. All non-staff adults entering the building must be screened for symptoms using a monitoring form, wear a facial cover, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of all non-staff adults entering and exiting the building.

## **SCREENING STUDENTS AND STAFF**

- ✚ Cooperate with the local public health department regarding ongoing protocols for screening students and staff.
- ✚ Maintain a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
- ✚ Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. Identified person caring for these children/staff will wear a facial covering.
- ✚ Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.

- ✚ Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home. Staff member will contact the school administrator.

## **TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES**

- ✚ Cooperate with the Local Public Health Department regarding ongoing protocols for screening students and staff.
- ✚ Symptomatic students and staff will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- ✚ Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

## **RESPONDING TO POSITIVE TESTS AMONGST STAFF AND STUDENTS**

- ✚ Cooperate with the Local Public Health Department if a confirmed case of COVID-19 is identified, and in particular, collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. The Local Health Department will initiate contact tracing, following regular public health practice.
- ✚ Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

## **FOOD SERVICE, GATHERING, AND EXTRACURRICULAR ACTIVITIES**

- ✚ The school will not conduct indoor assemblies that bring together more students than the latest Executive Order allows.

- ✦ School chapel worship may be allowed provided that all worship guidelines are followed.
- ✦ If lunchroom (Commons) is used and six feet of distance between students is not possible, mealtimes should be staggered, or physical barriers should be used. Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.

## ATHLETICS

- ✦ Schools will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- ✦ Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- ✦ Every participant should confirm that they are healthy and without any symptoms prior to any event. On non-school days Monitoring Form needs to be completed by all participants (this includes all adult volunteers, coaches and administrators).
- ✦ All equipment must be disinfected before and after use.
- ✦ Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- ✦ Handshakes, fist bumps, and other unnecessary contact must not occur.

## CLEANING

- ✦ Frequently touched surfaces including desks, light switches, doors, benches, bathrooms, and hands on classrooms will undergo frequent cleaning with either an EPA-approved disinfectant or diluted bleach solution.
- ✦ Libraries and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.

- ✚ Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.
- ✚ Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- ✚ Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff uses products.
- ✚ Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.

## RESOURCES

### General

Executive Order - [https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-533311--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-533311--,00.html)

Roadmap – [https://www.michigan.gov/documents/whitmer/MI\\_Safe\\_Schools\\_Roadmap\\_FINAL\\_695392\\_7.pdf](https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf)

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – <https://www.cdc.gov/>

State of Michigan: COVID-19 response – [https://www.michigan.gov/mde/0,4615,7-140-37818\\_53456--,00.html](https://www.michigan.gov/mde/0,4615,7-140-37818_53456--,00.html)

CDC: Resources for Childcare, Schools, and Youth Programs – <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Federal OSHA – <https://www.osha.gov/>

### Hygiene

Handwashing video translated into multiple languages – <https://www.youtube.com/watch?v=LdQuPGVcceg>

CDC Prevention- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC Hygiene Etiquette- <https://www.cdc.gov/healthywater/hygiene/etiquette/>

### Housekeeping

CDC Disinfecting- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

CDC Cleaning- <https://www.cdc.gov/coronavirus/2019-ncov/community/>

Environmental Protection Agency (EPA)- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

## **Employees exhibiting signs and symptoms of COVID-19**

CDC Sickness Steps- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/>

## **OSHA Training**

Federal OSHA- <https://www.osha.gov/Publications/OSHA3990.pdf>

## **Social Distancing**

CDC- <https://www.cdc.gov/coronavirus/2019-ncov/community/>

Social distancing calculator- <https://www.banquettablespro.com/social-distancing-room-space-calculator>