



St. John's Back to School Plan for 2020

"Faith over Fear"

"Have I not commanded you? Be strong and courageous. Do not be frightened, and do not be dismayed, for the Lord your God is with you wherever you go." -Joshua 1:9

The COVID-19 coronavirus remains with us and St John's is not likely to return to normalcy until there is a vaccine or a cure. A return to school will look different. St. John's Lutheran families, students, and staff will need to be flexible and nimble, understanding that the priority of protecting the health of our students and staff may require changes in procedures, sometimes with minimal notice.

The BOCE has moved that we will operate on two of the three levels that were discussed early in the planning process. These were discussed formally in our *Informational Forum*. Those models will be the "green light" and "red light" models. The green model will encompass in person learning with safety measures in place. The red model will encompass online learning as dictated by Union county standards.

After many considerations we will not be offering a "yellow light" blended/homeschool model due to a limited number of families interested and staffing concerns.

Guiding Principles

Loving thy neighbor is the overriding principle needed for this school year. Much conflict and strife in our nation needs God's love for the answer, and we are His instrument and mechanism for that love to be shared to those around us. School will look different than it did before March 13, 2020. To best protect the health of and safety of our students and staff, SJS will receive and give due consideration to recommendations and guidelines issued by the Ohio Department of Health, the Union County Department of Health (UCDH), the Centers for Disease Control and Prevention (CDC), the Ohio Department of Education (ODE), and other agencies (governmental and health-related; e.g., the American Academy of Pediatrics and other medical professional associations) who are authorized to do so and will follow such guidelines and recommendations to the extent they inform the school of measures to take that will enhance the in-class and onsite educational offerings and extracurricular activities in as reasonably safe a manner as possible. However, SJS reserves the right to reopen its facilities for education purposes, onsite, including the offering of extracurricular activities, so long that doing so does not violate a lawful order issued by an authority with jurisdiction over the School. Whatever the circumstances, we remain committed to providing a loving Christian environment which supports the whole child.

While it is our goal to prepare and plan as best as we possibly can, all plans are subject to change based on the government, CDC, and Health Department, and other medically-related association guidelines, suggestions, and recommendations. Please note that situations may arise where adjustments must be made quickly as such communication is key and families are asked to regularly monitor their email through FACTS/Renweb for communications.

Note: The Preschool program has regulations that are specific to the operation of a preschool licensed by the Ohio Department of Education. While parts of this plan apply to the preschool operation in general, specifics for the preschool program will be forthcoming. The application to reopen the preschool program has been submitted to the Ohio Department of Education.

School Calendar

It is the plan of St John's School to operate on-campus "full time" five days a week with precautions in place for the 2020-2021 school year. We will follow the school calendar as published [online on our website](#) with the following changes:

- The "Back to School" expo on August 13th will be held for **new families**

only. All returning families are asked to complete paperwork online or schedule appointments with office staff beginning August 5th. Questions or paperwork can be submitted using the office@sjsmarysville.org email.

- In order to allow students and families to become better acquainted with the new procedures, the first days of school will be staggered by each student's last name.
 - Students with their last name beginning with the letters **A through L** will come back to school on **Wednesday, August 19th** - regular start time, full day.
 - Students with their last name beginning with the letters **M through Z** will come back to school on **Thursday, August 20th** - regular start time, full day.
 - All students will report on **Friday, August 21th** - regular start time. Opening chapel will take place on Friday, August 21th and will be live streamed to each classroom.
- **October 15th and 16th** will be added back into the school calendar as the inservice event that was scheduled on these days has been cancelled.

If St. John's Lutheran School is mandated to be closed, we will transition to remote learning. Our goal with remote learning is to maximize instructional opportunities, building on the experiences learned during the last part of the 2019-2020 school year.

St. John's Lutheran School is addressing these specific items in the reopening plan:

- Implementing a temperature check.
- Implementing social distancing strategies.
- Face coverings for students that are 3rd grade and older.
- Intensifying cleaning and disinfecting efforts

Daily Health Screening and Assessments

It is imperative that during this time parents and caregivers are diligent to follow CDC guidelines and complete a "Daily Home Screening for Students".

[Daily Home Screening for Students](#)

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline).
- Diarrhea, vomiting, or abdominal pain.
- New onset of severe headache, especially with a fever.

SECTION 2: Close Contact/Potential Exposure

Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19

- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the [Community Mitigation Framework](#)
- Live in areas of high community transmission (as described in the [Community Mitigation Framework](#)) while the school remains open

All children and staff will have their temperatures taken upon arrival each day.

Children and staff who have a fever of 100.4 deg. F (or above) will not be admitted.

- Staff will be outside the drop/off pick/up doors on the north end of the gym for drop-off. Staff will also be inside the cafe entrance doors to meet students transported by buses
- Please have your child dropped off before 8:05 a.m. If circumstances are such that you cannot, please come to the main office door to have your child screened.
- Staff will take the child's temperature using a non-contact, temporal thermometer. This will be done outside the entrance doors.(or just inside in a designated area in inclement weather.)

● Parents or guardians are required to wait to see if their child passes the temperature screening before leaving the child and driving off.

● Students and staff must use hand sanitizer upon entering the building, or when they enter the classroom or work area. Hand sanitizing stations will be present at all entrances to the school, in each classroom, and work area. Students will remove coats, gloves and put items away before sanitizing hands.

● If SJLS learns that a staff member or student has tested positive for COVID-19, we will consult CDC guidelines and contact the local health department to discuss the appropriate management of potentially exposed staff and students, and to determine the next steps to take.

● For Students who become sick at school

- SJLS will provide an isolated space for the ill student to rest while waiting for the arrival of a parent/guardian.
 - SJLS will contact the student's parent/guardian to pick up the student as soon as possible.
 - Staff person, wearing PPE, should stay with the student while awaiting parent/guardian's arrival.
 - SJLS will close off areas used by the sick person and will not use these areas until cleaning and disinfection has taken place.
- SJLS will notify local health officials, staff, and families immediately of a possible case (student or staff) while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and Family Education Rights and Privacy Act (FERPA).
 - Sick children and staff showing symptoms or actively ill should not report to school unless they have followed the guidance from the ODH. Children and staff may only return to school per the guidance of a physician, and must have documentation indicating that the child or staff is no longer sick.

Diagnosis of COVID-19 or Confirmed Exposure to COVID-19

- Families, caregivers and staff must notify school if they have been exposed to COVID-19 and are quarantined, or if a member of the family or household has been diagnosed with or presumed to have COVID-19 and/or is being isolated.
- Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must follow local health department mandates.
- Personnel and students with confirmed COVID-19 must meet the following conditions prior to returning to school.
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 10 days have passed since symptoms first appeared; and
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
 - Negative results of an Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).

Physical/Social Distancing

Physical distancing (at least 6 feet apart) among all persons on school grounds is desired. St. John's will use visual cues (i.e. floor markings) and other strategies to

reinforce this distancing (i.e. alternative units that are meaningful for students to understand 6' spacing). Staggered transition schedules will be created that minimize the number of students and staff in common spaces including hallways, cafeteria, etc. Student flow through hallways will be planned to minimize face to face interactions.

Out of state travel considerations (Staff and students)

We will be following the Ohio Department of Health recommendation in relation to travel to states that are under the "travel advisory" which states: "If someone must travel, ODH is recommending 14 days of self-quarantine after leaving those locations. This advisory is intended for both leisure and business travel, and should be heeded by both Ohioans and out-of-state travelers."

- To note the [travel advisory site](#) which lists the states under advisory is updated each Wednesday.

Before and After school care (JEC)

Students will be required to bring personal art supplies in a box. (list will be provided). Personal electronic devices are permitted.

- JEC will be held in designated rooms or gymnasium depending on the number of students utilizing the program.
- Students will be assigned seats based on current JEC practices.
- Chairs placed at the tables will be arranged to maintain physical distance requirements.
- Students are required to bring their own materials to read, play with. Students will be required to bring personal art supplies in a box (list will be provided) as communal items will not be available. Personal electronic devices are permitted.
- Dismissal from JEC to the classrooms will be done in a staggered format to maintain physical distancing.

Classrooms

- Desks are arranged to provide the recommended spacing and are in a front-facing direction or in pods based on the number of students and dividers available in that classroom.
- Each student will have their own supplies, and will not be permitted to share.
- Teachers in departmentalized classes will transition from room to room rather than students moving from class to class.
- Desktop partitions/barriers may be used where physical distancing is not possible. However, the maximum desk spacing will be maintained as much as possible.

- Common areas such as coat hooks and lockers will be marked to provide visual cues to reinforce 6-ft spacing.
- Transition to/from recess and specialized subjects (i.e. art or music) will maintain 6' spacing.
- Where classes do move to areas for specialized instruction, cleaning and sanitizing procedures will be followed for occupied furniture.

After School Care (JEC)

- JEC will be held in the cafeteria or assigned rooms.
- Students will be assigned seats on arrival.
- Chairs placed at the tables will be arranged to maintain physical distance requirements.
- Students are encouraged to bring their own materials to read, play with, color, draw, etc., as communal items will not be available. Personal electronic devices are permitted.

Restroom use

- Restrooms will be limited to a one-person at a time use.

Common Areas

- Drinking fountains- Drinking fountains will not be used at this time. Students are encouraged to bring their own water bottles labeled with their name from home. The bottle fill stations will be available.
- Playground- Recess times will be staggered to avoid multiple classes using the play surface areas at the same time. Structured play will be emphasized as much as possible to maintain social distancing. Face masks do not need to be worn during play times.
- Library-The Library will still be open for students to select books. Physical distancing rules will be in effect when students are selecting books. Face masks are to be worn in the library. Books returned will be quarantined before they are put back onto the shelves for circulation.
- Computer Lab / Technology-Students in Grades 4-8 will have their own Chromebook. The students will be responsible for transportation to and from home and back to school daily. Students in Grades 1-3 will each have a Chromebook tablet assigned to them. These will be for classroom use and may be taken home if extended closure or quarantine situations arise.
- Physical Education classes- The P.E. classes will use the outdoor spaces as much as possible for the classes.

Chapel

Chapel is an important part of St. John's Lutheran School. Student participation in the weekly service is a practice and tradition that will continue. All classes will not be together in the sanctuary at the same time. A schedule will be made for in-person Chapel attendance by classroom. The other classes will remain in their classroom and will be able to participate in Chapel via a live audio and video feed.

Special procedures for entering and exiting the sanctuary will be followed to minimize face-to-face situations. Physical distancing measures will be followed - similar to the procedures followed for the worship services. There will be space allowed between persons sitting in pews. Parents will not be permitted to attend the chapel services in person. Live streaming will be available to view off site.

Drop off

Before School Care (JEC)

Drop off in the morning will be drive-through only. Parents are not permitted to park and escort their children into the school. As in the past, JEC Care is available after 6:30 a.m. for students in PK through Grade 8. Students are to be dropped off at the front Gym doors only. After health screening, they will go directly to the classroom for check-in. **Please wait to make sure your child passes the health screening.** Beginning at 8:05 a.m., students will be permitted to go to their classrooms in a staggered mode.

K-8 School "Normal" Drop

For the 2020-21 school year, at **7:50 a.m.**, students should be dropped off at the side gym (closest to the Church). **Parents or guardians are to wait to see if their child passes the temperature screening before leaving the child and driving off.**

Alt K/PK

For the 2020-21 school year students should be dropped off at the side gym (closest to the Church).

After School Pick Up

Alt K, PK, K-8 School- Pick up line (same as drop off)

Student pickup can cause a lot of anxiety and frustration. This is a time when an extra measure of patience and understanding is needed. Following the scheduled time is critical to a smooth process. **Parents are not permitted to walk up and get their child from the pickup line.**

After School Care (JEC)

Parents or adults listed for the after school care pick up, will park and come to the

front CAFE doors. Please do not leave cars running in the parking lot. Parents will not come inside the building, but will press the call JEC PHONE LINE and ask for their student who will be brought to the front doors.

Hot Lunch Program

Due to staffing changes, the hot lunch program will be unavailable for the start of the 2020-2021 school year. Once it is reinstated, the office staff will make an announcement. Until this time, students are asked to pack a lunch. Due to students eating in their classrooms, lunches may not include peanut butter or peanut products.

Face Coverings

Paraphrasing Philippians 2:3, “... *but in humility, consider others as more important than yourselves.*” Face coverings (masks) are to be worn by all employees. At times for specific instructional sessions approved by the principal, teachers may wear a face shield. The use of face coverings for students will be dependent on a variety of factors. We understand that face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Individuals will be frequently reminded not to touch the face covering and to wash their hands frequently.

- Students are to bring face masks from home. SJLS will provide face masks for students who forget their own face mask at home.
- Information on proper use, removal, and washing of cloth face coverings can be found at [ODH Face-mask Guidance](#). [Updated Mask Order](#)
- Face coverings will be worn by all students in common areas such as hallways and washrooms.
- Face coverings will be mandated during physical education classes or while children are at recess if 6 feet of distance is not able to be maintained. While students are in these situations, they should store their face covering in a labeled bag or on a lanyard provided by the school.
- Plexiglas/plastic sneeze guards will be in place where social distancing cannot be maintained at desks.
- While students are seated at their desks with partitions in place, students may remove their face masks with teacher discretion with social distancing in place.
- Face masks are to be worn in Grades K- 8.

Note: Cloth face coverings should not be placed on:

- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

Note: Exceptions will be made when there are reasons that students

cannot wear a mask, including but not limited to sensory processing issues and physical and behavioral health concerns. Written documentation from a medical doctor or behavioral specialist is required for this exception.

Good Hygiene Practices

SJLS will continue to reinforce good habits to stop the spread of germs, including covering sneezes/coughs and handwashing. Hands should be washed with soap and water for at least 20 seconds, before eating, and after using the restroom. Soap is readily available in all restrooms throughout the building. This is checked daily. Posters describing hand washing steps are near all sinks. Hand sanitizer and sanitizing products are available for personnel and students, especially in high traffic areas - including at each school entrance and in every classroom.

Clean and Sanitize

The principal is working with the facility manager, maintenance personnel and cleaners to prepare a detailed cleaning and sanitizing schedule for the night cleaners and the day custodian to follow. Part of the day custodial duties is to frequently clean surfaces paying particular attention to high-touch areas:

- Door handles and push bars
- Stair handrails
- Sink faucets
- Light switches
- Tables, desks and chairs

Cleaning and disinfection should be done after each group of students leaves a facility or classroom, including between class changes (if applicable), between groups in the cafeteria (when utilized), the church sanctuary, and after each school day.

Sanitizing of classrooms includes the use of an electrostatic spraying unit, designed for public spaces including hospitals, with approved disinfectant.

Many soft surface items will be removed from classrooms. Remaining soft surface items should be able to be washed with disinfectant cleaner on a regular basis or able to be sprayed with disinfectant fabric spray or with the electrostatic spraying unit.

Toys and objects that cannot be easily cleaned and sanitized should be removed

from classrooms and/or only used in intentional ways which allow for a period of 3+ days to be placed in isolation to allow possible surface contaminants to die off before future use.

Toys and manipulatives will not be shared with other classrooms unless they are sanitized before being moved to another classroom.

Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfecting procedures beyond quarantine periods.

Custodial and Maintenance

- Each classroom will be properly disinfected after use.
- For classrooms that are used by multiple classes of children, such as the art room, the classroom must be cleaned multiple times each day.
- Bathrooms and other common spaces will be disinfected on a frequent and regular basis.
- Internal doors will be propped open wherever and whenever possible to minimize touching of surfaces.
- Written sanitizing schedules, protocols for cleaning surfaces in all areas of the building, and checklists for before and after school are prepared for the custodians and cleaners to follow each day
- HVAC systems have been and will be routinely inspected, monitored, and cleaned, following indoor air quality recommendations from the EPA . The building is air-conditioned. Outside air intake dampers will be set at maximum to provide as much fresh, outside air into the building as possible. When appropriate, windows and doors should be opened.

Visitors

- Visitors will not be permitted in SJLS except in emergency situations and enrollment times.
- Temperature and symptom checks will be done for all visitors.
- When community organizations, health care providers, local government agencies, and other entities provide additional educational and wraparound services to students, these staff will be allowed into the building following the same precautions as school personnel.
- There are adults who are not employed by SJLS, but who remain part of routine school life - such as student teachers and delivery persons. These individuals will

be screened the same way as school personnel, are to follow the employee rules for face coverings and the guidelines for physical distancing.

Campus Closure Decisions

We yield and follow any direction provided by the county/state health department regarding recommended or required closure. We will attempt to discuss any potential campus closures with the health department prior to making a decision. We will take the time to communicate and discuss these things with parents and stakeholders - unless we definitely know a campus closure is imminent and an immediate statement is required.

Communication regarding closure or other important health updates will be provided through FACTS/Renweb school email or text alert.

Exposure/Case Communications Q and A

Below you will find a link to the answers to many of those “what if” questions. Our Covid Response Team and the Union County Board of Health will continue to determine the best plan moving forward for our school community.

So that you are able to process what we will do please review our [CV-19 Case/Exposure Communication](#) guidance document.

Temporary Tardiness and Attendance Policy

Students who are tardy to their classroom at arrival will not be counted tardy IF they were present at school and awaiting arrival health screening. If a student has already been screened and is late arriving in class, they will be counted as tardy. PARENTS ARE ENCOURAGED TO ARRIVE EARLY IN THE DROP-OFF WINDOW IN ANTICIPATION OF MORNING ARRIVAL INVOLVING ADDITIONAL TIME AND STEPS.

Students will not be penalized for higher rates of absenteeism as long as they are documented with the school office regarding the reason, are in line with COVID-19 illness policy guidelines, and work requirement expectations are met.

Students who are in higher risk categories due to medical reasons will not be penalized for additional absenteeism as long as the school office is provided with a doctor’s note/order.

Students who are not in attendance due to normal or extended COVID-19 illness

policies must meet normal work requirement expectations in quantity, quality, and timeliness as specified in the school handbook under general illness guidelines. Exceptions exist for students when they or an immediate family member are directly diagnosed with COVID-19; expectations for these individual students will be handled on a case by case basis with their teacher(s) and school administration.

Cycle of Discipline and Ministry

The procedures for discipline will remain the same with constraints and rules governing our reopening. Items/infractions could include the following:

Insubordination - not doing as requested

Bus / Hall / Washroom disturbance or safety

Physical endangerment / Physical Contact

Misbehavior such as items associated with directives to wear masks and physical separation would generally follow the steps associated with the above items. However, intentional actions that would be considered physical endangerment associated with the precautions associated with COVID-19, will be treated in an accelerated manner. An example of this would be tampering or “messing with” someone else’s face mask.

Final thoughts

Paul writes in Ephesians 4, *“I therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace.”* The practices outlined in this plan have been assembled in a way to provide as best we can, for the health safety of students and staff. Patience and understanding with each other will go a long way to allow this year to be successful for all. Contact Richard Rausch at rausch@sjsmarysville.org if you have questions. Thank you.

Revision Summary

7/29 Initial document sent

8/7 grade level mask update

8/21 playground mask update

8/27 out of state travel update

9/8 exposure/case communication q and a