

St. John's COVID-19 Policies and Procedures 2020-2021

St. John's Lutheran School remains committed to the health and safety of our students, staff, and families. We are also committed to a robust and faithful educational experience for all those we serve. Our educational scope has not changed only our procedures during the COVID-19 pandemic. The following plan outlines the necessary modifications to provide a safe and healthy environment.

Health and safety protocols for 2020-2021

A few items for clarity:

"Close Contact" has been defined as within 6 feet for 15 minutes or more.. All mask breaks and recesses should be less than 15 minutes- no exceptions.

If two or more cohorts have confirmed cases or 25 students, which is 5% of the total school population, becomes ill with COVID-19 the school campus will be closed for 14 days and for deep cleaning. If this happens we will engage Kern County Health prior to reopening. We have already began the 2020-2021 academic year with all the protocols for distance learning. We will simply return site wide to our distance learning plan.

Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted. Activities that involve singing must only take place outdoors. Also please note we will not have any athletics this academic year unless the health conditions in Kern county improve to such an extent to safely allow interscholastic competition.

Arrival/Drop-off

St. John's is limiting the number of people on campus. All non-employed adults and unenrolled siblings will not be allowed in the classrooms or school hallways. This policy will be reevaluated prior to the start of each new quarter. The school office will remain accessible during the academic day.

Drop Off – Please drop off students according to the guidelines below. If you need to go to the school office, drop off your student(s) first and then park. Staff will be on campus and available to help guide children to class.

- We ask that social distancing and facemask practices are respected beginning in the SJLS parking lot. Please do not congregate in front of the school office or drop off unattended students prior to 7:55 AM.
- All gates and classrooms will open at 7:55 AM.
- If you need to speak to a teacher, please make an appointment. Teachers need to be engaged in the orderly startup of the school day.
- The main school drop-off loop, Junior High drop-off lane (North side), and church drop-off loop will be open per usual.
 - We highly encourage students headed to the Kidz Connection building (K-2) to use the church drop-off loop, located south of the worship buildings.
 - We highly encourage those with students in Education South (3-6) to use the main drop-off loop.
 - If you have students in different grade levels, please choose one drop-off area.

- Morning Drop-Off – Only students will be allowed in the classroom during the academic day.
 - KC – exterior doors for entrance and exit
 - Education South – exterior doors for entrance and exit
 - Education North – 8th grade enters/exits through the West hallway door. 7th grade enters/exits through their exterior doors.
- Playgrounds will be closed before and after school.

Departure/Pick-up

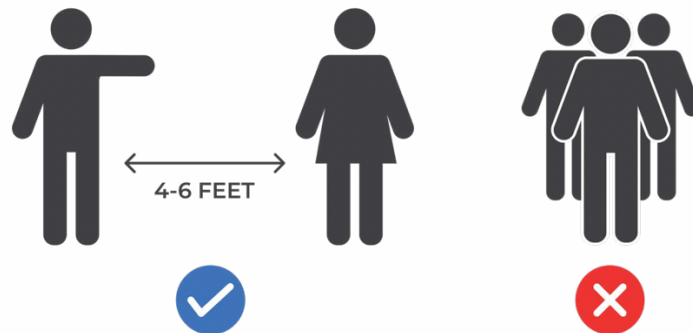
- K-2 students will be escorted to the church drop-off/pick-up area. Parents will retrieve their students from the teacher within 15 minutes of dismissal.
- Grade 3-6 students will be escorted near the main drop off/pick up area (could include gym grass and south of the admin building). Parents will retrieve their students from the teacher. Loop will remain closed for pick up.
- If you need to speak to a teacher, please make an appointment. Teachers need to be engaged in the orderly dismissal of the entire classroom.
- We will work with families with multiple students to ensure a smooth and timely pick up process.
- Since we will not have daycare, until further notice, we will not be able to easily accommodate late pick ups. If you are late for pick up your child's teacher will be responsible for monitoring your child until you arrive. Late pick ups (1-10 minutes) will be assessed a fee of 50 dollars, which will be paid to the staff member (11 or more minutes will be assessed a 50 dollar fee and count as 2 late pick ups. After three late pick-ups we will require your family to move to the live stream at home model for the balance of the quarter.

SOCIAL DISTANCING

Because social distancing helps mitigate the spread of the virus, the Centers for Disease Control, and both the state and local health departments recommend that parents, students and employees observe it as much as possible in school settings. At St. John's, we will have:

- **SOCIAL DISTANCING begins in the parking lot.**
- **STUDENTS will be seated as far apart as possible and all desks will have a plastic shield.**
- **EXTERIOR and interior doors will be used to control student movement and maintain social distancing at all times**
- **SHARING of supplies will not be allowed with the exception of computers which will be disinfected prior to sharing**
- **COHORTS will not interact with other cohorts.**
- **LIBRARY use will be with 12 or fewer students and social distancing of 6 feet will be required.**
- **SIGNAGE will be posted in commons, hallways, restrooms to practice social distancing**
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SOCIAL DISTANCING



Daily Health screenings

Your faithful partnership in daily health screenings will allow teachers and staff to maximize the academic day. As part of our morning routine students will be asked if the health screening and temperature check were completed. The importance of keeping ill children home cannot be overstated. Additional temperature checks and visual inspections of students will be completed each morning by staff. Any student exhibiting COVID like symptoms will be isolated in one of the non-used classrooms adjacent to the school office. Students will be sent home immediately.

Again, parents are required to screen their children for the following symptoms **at home each day**. In addition, staff and students will be screened upon arrival on campus. By coming to work or school, you are certifying that you have been free from all of the following for the last 14 days or until released by a doctor:

COVID SYMPTOM SCREEN

- Fever/Temperature greater than or equal to 100.0 degrees Fahrenheit
- Cough
- Sore throat
- Headache
- Chills
- Muscle aches
- Loss of taste or smell
- Difficulty breathing or shortness of breath
- Shaking or exaggerated shivering
- Diarrhea
- Recent interactions with diagnosed persons

All staff will undergo a daily health screening including a temperature check prior to the start of the academic day. Any staff found exhibiting COVID like symptoms will be sent home immediately for 14 days or a negative COVID test.

Hygiene etiquette

Hand washing and sanitizing is among the most effective measures to mitigate the spread of the virus. Therefore students will wash or sanitize their hands at these times:

- Upon arrival/when entering a classroom

- Before lunch
- After lunch
- Before recess/PE
- After recess/PE
- Before going home
- After coughing or sneezing

Face Coverings

Face coverings are an important element of returning to campus safely. In combination with social distancing, they are helpful in preventing the spread of the virus. With that in mind, please observe the following procedures concerning face coverings:

- Required of all employees and students
- Must cover nose and mouth
- May not have vents
- Must be appropriate for school and not distracting from the learning environment
- Employees may wear clear face shields to assist with instruction.
- Face shields will be allowed for students with medical rationale or as IEP

Daily Hygiene Procedures

- Masks and neck gaiters – (signs needed) Students need to have a mask on person at all times.
- Social Distancing (signs needed)
- Hand sanitizer will be available at each entrance campus wide, students will be instructed to use when entering and exiting classrooms, lunch, etc.
- Hand wipes will be used, depending on the grade level and situation, as necessary.
- Families are asked to provide personal hand sanitizer for all students.
- There are distance and PPE protocols for teachers while speaking.
- When student contact is necessary teachers will wash/sanitize hands before/after each student contact.
- Staff will use masks, shields, and gloves when assisting ill students.

Campus Cleaning- broad updates

- St. John's has added cleaning shifts. There will be cleaning crews on campus throughout the academic day.
- Bathrooms will be cleaned multiple times daily.
- St. John's has purchased volume disinfecting sprayers that will be used daily in each classroom, on the playground structures, bathrooms, and semi-public areas such as the library and lunchrooms.
- In some grade levels students may be asked to wipe down commonly used supplies such as iPads or Chromebooks.

Bathrooms and on campus drinking water changes

- Bathrooms will be individual use with a socially distanced "on-deck circle." If students see the on deck circle filled they are to wait by/in their classrooms. Specific

classroom/grade level action plans for bathroom waiting will be taught and reinforced by teachers.

- Drinking fountains will be shut off but water filling stations will be available for students. Please provide your child with a reusable water bottle. Please be considerate of the type of water bottle that you provide; some designs may be less hygienic.

Recess changes

We have created five different playground areas. One classroom cohort will be allowed per area. Cohorts will rotate playgrounds throughout the week to offer different recreational activities. **All mask breaks and recesses need to be less than 15 minutes—no exceptions.**

- Each cohort will have its own recess equipment.
- Playground structures will not be accessible until further notice and will be fenced off.
- Socially distanced activities such as 4-square, cornhole, and 12 foot jump ropes will not require a mask. Individual activities, including shooting or bouncing a ball, walking, throwing a ball against the ball wall, hopscotch, and swinging will not require a mask.
- There may be activities that are not permitted due to health concerns.
- Snacks are to be eaten socially distanced; no food is to be shared and hands need to be washed/sanitized prior to entering the classroom.

Lunch/food at St. John's

- We have modified our space to create three lunch areas that will allow for 6 feet social distancing. The clear separation allows children to eat and not wear a mask. Students will be encouraged to wear a mask to and from the lunchrooms and when they have completed eating. **These spaces have been created by closing the center wall in the Event Center to separate this large space into two rooms and the third lunch space will be in the Worship center lobby.**
- NV Catering will pre-package lunches for the 1st quarter. This will be reassessed as the second quarter approaches.
- No food drop offs will be allowed this year. Please plan accordingly.
- Please provide any snacks your children will require.

Changes for Students

- Classroom/grade level cohorts- We have decided to maintain classroom/grade level cohorts. This means that a homeroom will be a unit with little to no crossover with other students. This minimizes the number of students that come in contact with each other daily.
- Teachers will be masked and work with students on individual questions at a designated space separated by a plexiglass divider.
- Students will be required to wear masks or neck gaiters (as long as they cover the nose and mouth) while in the classroom. We strongly encourage masks that do not require tying. [not face coverings i.e. scarves, bandanas, and face shields- unless medically or IEP driven rationale] There will be opportunities for students to unmask in a safe and regular way. **Class wide mask breaks will be outside in designated areas where students can maintain 6 feet of space. Mask break areas will have markings on the ground for students to stand socially distanced. Individual mask break areas, for students who need more frequent breaks, will be designated in hallways or in each classroom. This will be a space of no fewer than 6 foot square.** Masks are allowed to be non-uniform compliant as long as they are appropriate.

- Chapel services will be either filmed or live streamed on Friday mornings. Students will remain in their classrooms to view with their cohorts.
- At the beginning of this academic year students will stay in their classroom for all classes except math (as needed) and PE. This means all teachers will rotate to classrooms, while maintaining proper social distancing (6 ft at all times), and students will stay in their homerooms. This is to limit the number of students sharing space.
- Where 6 feet of space is not available St. John's will have plexiglass barriers on desktops and tabletops.
- Every year St. John's provides a list of needed materials/school supplies. Current supply lists may be found on the website. Please be aware that this list has been modified to include a few additional supplies necessary for some of our pull out classes.
- Health education- St. John's will continue to provide education on good hygiene and information about how viruses spread. This will be much more frequent than in years past.
- Health monitoring: parents are asked to complete the daily health screening listed above. During the academic day students will be visually assessed by staff. If students appear to have any respiratory illness symptoms, they will be evaluated by school personnel . If a student is deemed ill and needs to go home parents will be contacted and students need to be picked up ASAP or within 30 minutes.

Families

- Students are to be dropped off outside the classrooms or in a drop off loop.
- For the first two weeks of school parents may walk Kindergarten students to the exterior door of their classrooms.
- We will not utilize volunteers in the classroom until further notice.
- Contact tracing: If a student is to become ill with COVID-19 we will do our best to contact trace within our own community. We ask for your partnership as we try to fulfill the requirements of this highly recommended health process. We will follow all state guidelines for contract tracing.
- School wide discipline – COVID addendum: For the health and safety of all students, St. John's will take student and parent willful disregard of health procedures very seriously. Multiple infractions may lead to non-academic suspensions/expulsion.
- Children's health survey – Just like at the doctor's office, we will ask you to complete a basic health survey prior to the start of school.
- Students displaying COVID-like symptoms and fever for more than 2 days need written clearance from their primary care physician or a negative COVID test result prior to returning to campus.
- Students displaying COVID like symptoms and fever for more than 2 days need clearance of their primary care physician or a negative COVID test result prior to returning to campus.

If a parent, teacher, or student contract COVID-19

Sick staff members and students are not to return until they have met CDC criteria to discontinue home isolation, including at least 24 hours with no fever and 10 days since symptoms appeared or if they are asymptomatic then 10 days from their positive test result.

If symptoms occur within a household you are asked to either email Evan Anwyl at eanwyl@sjschool.org or to call the school office. Mr. Anwyl will serve as our Covid Coordinator and will be connecting with our local health department. If any classroom is identified as a COVID exposure all families will receive immediate notification through Sycamore, our parent communication portal.

- If a parent or other family member that shares the household tests positive for COVID-19, students are asked to stay home for 14 days from possible transmission date. We ask that the school be informed immediately so we can begin our contact tracing protocols.
- If a teacher tests positive for COVID-19, the classroom will be sent home for 14 days.
- If a student tests positive for COVID-19, the classroom will be sent home for 14 days.
- In all cases where the classroom is shut down due to COVID-19, St. John’s will offer a grade level live stream of all classes. Live stream instructions will be emailed to all families impacted.
- Presented visually in the chart below:



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	<ul style="list-style-type: none"> • School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing

**St. John's Lutheran Church and School
Infectious Plan for Covid-19**

In our ongoing effort to mitigate the spread of COVID-19 in our community, church, school, and workplace, we submit the following information and practices:

List Job Tasks	PPE
For ALL staff and faculty	<ol style="list-style-type: none"> 1. Masks are provided, or employees may wear their own cloth masks. 2. Face shields are provided for staff that wishes to add this protective layer. These do not replace facemasks. 3. Hand sanitizer is available at every door. 4. Gloves are provided in each classroom, office, and nursing station. 5. N95 respirators are available for office and nursing staff that are responsible for monitoring students exhibiting Covid like symptoms prior to parent pick up.
For Facilities Staff	All the items above and respirators and safety glasses are provided as needed for cleaning, disinfecting and ongoing facilities needs.
For Students	<ol style="list-style-type: none"> 1. Size appropriate masks will be maintained in each classroom and in the school office to ensure students will always have access to facial coverings. Students are required to wear masks and bring 2 masks to school each day. 2. Hand sanitizer available at every door 3. Each student desk has been fitted with a plexiglass barrier.
For Parents	<ol style="list-style-type: none"> 1. Parents are not allowed in the classroom and are required to wear a mask on campus. Additional disposable masks are available in the school office. 2. Hand sanitizer is available at every door.

St. John's PPE Inventory

Hand Sanitizer: We have a 4 month supply onsite and will maintain at least a two month supply.
Disposable Masks: We have 2000 adult masks and 2000 child sized masks for the occasions when people/students lose or arrive on campus without a mask. We believe this to be more than adequate for the remainder of 2020. We will maintain at least 1000 masks onsite of both sizes.
Face Screens: We currently have 1 screen onsite for each teacher and office worker on campus. We will replace these as needed.
N-95 Respirators: We currently have 200 onsite. We will try to maintain an inventory of at least 50.

Gloves: we have 2000 pairs of gloves in three different sizes on site. We will maintain at least an inventory of at least 500 pair.

Basic Infection Prevention Measures and Policy Reminders

1. All students are to remain at home if they are sick. This is outlined in the plan above and included in the SJLS COVID School Family Agreement.
2. All employees are instructed to stay home if they are sick or exhibiting COVID like symptoms.
3. All employees are required to wear a face mask at all times except when alone in an office (non-shared space), eating, or taking a mask break.
4. Observe Social distancing of at least 6 feet at all times, utilize alternate work areas as needed, electronic meeting software, and physical barriers when possible.
5. Discourage use of employees sharing phones, desks, offices, or other work tools and equipment when possible. Disinfectant wipes and spray are available in every room and classroom in every building for individual use to clean all shared areas (copiers, workspaces, doorknobs). Individual cleaning efforts take place throughout the day due to use.

Procedures for Prompt Identification and Isolation of Sick People

1. Employees will undergo a daily screening prior to the beginning of the academic day. Employees should self-monitor for signs and symptoms of COVID-19. If the employee suspects possible exposure, the employee should report to their supervisor that they are sick or experiencing COVID like symptoms.
2. An employee that shows signs of COVID-19 will leave campus immediately.
3. Employees who have been exposed, or potentially exposed, are directed to contact Human resources immediately by phone.
4. Current CDC and health Department instructions and protocols are followed when there is a possible exposure or direct exposure of a staff member.
5. If notified of a positive COVID-19 exposure, Human Resources will inform our Health Department liaison. Mr. Anwyl has been assigned this role. He will contact the Health Department immediately to inform and/or for additional guidance. This will also trigger communications to all staff that may have been in direct or indirect contact with the COVID exposed worker.

Workplace controls- Administrative controls currently in place include:

1. Encouraging sick employees to stay home.
2. Emergency Paid Sick Leave for employees who require self-quarantine.
3. Minimizing employee contact by hosting meetings online or in small socially distanced groups with mask requirements.
4. Discouraging non-essential travel out of California or to hotspots within the state.
5. Providing employees with up-to-date PPE and hygiene training.
6. Posting signs in all classrooms, bathrooms, and work areas, from the CDC, reminding our workers and students to mask, socially distance, and proper ways to practice good hygiene.