

# **St. Paul's Lutheran School Steps and Procedures for Opening**

## **Before you arrive at school...**

Wash your hands often and avoid touching your face. Carry hand sanitizer for personal use. Feel welcome to wear a mask on entering and exiting school. Observe appropriate respiratory etiquette: cover your cough, sneeze into your elbow, dispose of tissues appropriately, etc.

## **Minimizing Exposure**

Social distancing means keeping space between yourself and other people outside of your home. Social distancing is a critical tool in decreasing the spread of COVID-19.

In our planning scenario, we will create as much space between individuals as possible during the day, recognizing it is not always feasible to have six feet of social distancing during primary instructional time in the classroom.

## **Requirements**

- Provide social distancing floor/seating markings as possible in spots where children might congregate.
- Staff will monitor arrival and dismissal to curtail congregating and ensure students go straight from car to classroom and vice versa.
- Nonessential visitors and activities involving external groups will be restricted.
- Hot Lunch Meals will be served in individually packaged containers and will be delivered to the classrooms or food will be brought directly from the cafeteria to the classroom.
- Ensure sufficient social distancing with at least six feet between people at all times.
- Develop and keep students and staff in small cohort groups that stay together as much as possible throughout the day and from day to day. We will limit mixing between cohort groups as much as possible.

- Daycare, kindergarten, preschool and grades 7/8 will use the "daycare" door to enter and exit the school. Grades 1- 6 will use the front door to enter and exit the building.
- We will provide frequent reminders for students and staff to stay at least six feet from each other when feasible.
- Chapel and Choir will take place in church to allow for appropriate spacing.

## Cloth face Coverings

Wearing cloth face coverings is strongly recommended. We will teach and reinforce the use of cloth face coverings as much as possible throughout the day. Wearing cloth face coverings is most important when students and staff cannot maintain six feet of distance between each other.

We will have a supply of face coverings available for students who forget to bring their own.

## Hygiene Practices

- We will ensure the availability of appropriate supplies to support healthy hygiene behaviors and strategically place supplies in areas where needed the most.
- Hand hygiene routines will be part of the daily schedule.
- Reinforce handwashing during key points of the day.

## Cleaning and Material Handling

- There will be a schedule for routine environmental cleaning and disinfection of high-touch surfaces and shared equipment throughout the day.
- Avoid sharing electronic devices, books, toys, and other games or learning aids whenever possible.
- Students need to keep personal items in individually labeled cubbies.
- Handle non-disposable food items minimally and wash them in hot water.
- Discourage the use of items that are difficult to clean or disinfect.

## Monitoring and Excluding for Illness

Regular screening for symptoms and ongoing self-monitoring throughout the school day can help to quickly identify signs of illness and help reduce exposure. Staff and students should be encouraged to self-monitor symptoms throughout the day.

Staff or students who develop symptoms during the school day must notify the principal or secretary immediately.

Staff and students stay home if:

- They have tested positive for or are showing COVID-19 symptoms, until they meet the criteria for return.
- They have recently had close contact with a person with COVID-19, until they meet the criteria for return.
- **RECOMMENDATION:** Conduct daily temperature screening for all people entering the building. Fever is defined as 100.4 degrees or greater.
- Post signage at the main entrances requesting that people who have been symptomatic not enter the building.

## Water and Ventilation Systems

- We will make sure that all ventilation systems operate properly.
- We will make sure that all water systems and features operate properly.
- We will clean and sanitize drinking fountains, and encourage staff and students to bring their own water, use cups, or other alternative procedures to minimize use and touching of water fountains.

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Approved on July 14, 2020

## Additional Thoughts

1. Teachers are to review proper hand washing with the students.
2. Teachers and staff are to provide frequent opportunities for students to wash their hands and monitor this through age appropriate procedures.
3. Custodian is to make cleaning the following touchpoints a high priority:
  - Door handles, crash bars, doorknobs
  - Handrails
  - Bathrooms
  - Sinks and drinking fountains
  - Lockers
  - Playground equipment
  - All surfaces that are frequently touched by multiple people.
4. Faculty and staff are to make cleaning the following a high priority.
  - Telephones
  - Desks, chairs, tables
  - Computers, keyboards, mouse pads
  - Anything else that is handled frequently by multiple people
5. All classrooms are to be supplied with antibacterial wipes and Kleenex.
6. Students exhibiting symptoms of illness will be placed in the "sick room" until they are picked up by a parent/guardian or designated person.
7. Defining "**Mixing** between cohort groups" as much as possible:
  - During lunch in the cafeteria
  - Bathroom breaks
  - Arrival and dismissal
  - Free periods
  - Recess

8. Defining hand washing "during key times of the day":
- Arrival and dismissal
  - Before, during, or after preparing or eating food
  - After using the bathroom
  - After blowing one's nose
  - Coughing, or sneezing
  - After touching objects with bare hands that have been handled by other people

### Other Actions To Be Implemented As Appropriate:

- Notify parents regarding changes in the status of the coronavirus and actions being taken by the faculty of St. Paul's Lutheran School.
- If an excessive number of students are absent, St. Paul's may close for a specified period of time.