

## **RE-OPENING PROCEDURES FOR ST. MATTHEW'S LUTHERAN SCHOOL**

In collaboration with state and local health officials, we would like to outlay our school reopening in phases until our school can return to normal day to day operation. We will be following many considerations which are listed in this report to help protect our students and their families. Many of these considerations have been suggested by the CDC and guidelines are offered on maintaining a safe and clean school building. At present, we are planning for the face-to-face return of our students with accommodations. (Phase III) In making this decision, we have drawn upon the best resources and information available. Please note, this plan remains flexible and may change as pandemic circumstances change. Our current efforts are focused on creating a learning environment open to and prepared for change while focusing on the highest level of education possible. In general, we have an advantage in dealing with this pandemic because of our lower pupil/teacher ratio, classrooms spread out on three different floors, and already staggered recesses and lunch periods. Through all the changing conditions in our society, we trust a Savior who promises to be with us and guide us in all things.

### **PHASE I - DISTANCED LEARNING**

If deemed necessary by the Governor and Department of Public Instruction, we will revert to distanced learning. In order to assist parents in the education of their students at home and to simplify the process of instruction, a St. Matthew's Distanced Learning Google Site will be created. Parents will log onto the site to gain access to classrooms where extended learning materials will be provided. Teachers will provide assignments and will guide the children through the learning process through prepared learning videos. Teachers will post videos of instruction regularly for parents/children to access. Additional on-line contacts will also be provided on the google learning site. In addition, pick up days will be scheduled for parents to pick up learning packets with materials for distance learning.

(If needed, technology can be borrowed from the school for distance learning.)

### **PHASE II- ALTERNATE SCHOOL DAYS**

Children will alternate school days (with different possible scenarios) Continue with Phase III modifications. Families attend alphabetically A-M group and P-Z group when divided for smaller groups.

1. Four Day Week- Children attend for four full days. Schools are closed on the fifth day to allow for deep-cleaning.

2. Two Day Rotation- All students report to school two full days per week. (Monday/Tuesday, Wednesday/Thursday Or Monday/Wednesday, Tuesday/Thursday) Schools are closed on the fifth day to allow for deep-cleaning.
3. Two/Three Day Rotation - Groups attend three days/two days a week - then switch the following week.

### **PHASE III - CHILDREN IN SCHOOL WITH MODIFICATIONS**

#### **Maintaining Healthy Environments in our Facility**

- Cleaning and disinfecting frequently touched surfaces in the school daily. (ie... door handles, sink handles,)
- Using sanitizing sprayer to disinfect the classrooms and hallways.
- Install/enable automatic paper towel dispenser.
- Limiting the use of shared art supplies, toys and gym equipment.
- Keeping each child's belongings separated from others or limiting the use of supplies to one group at a time between cleanings.
- Install barriers as needed, tape lines on floors or sidewalks to ensure students keep physical distance
- Have hand sanitizer stations available in entry areas
- Space seating to 6 feet apart, where feasible. Desks will be turned in the same direction and at tables, children will sit only on one side of the table. Each child's belongings will be separated from others' in individually labeled containers.
- Coat hooks will be spread out as much as possible in hallways.

#### **Maintaining Healthy Operations with our Students**

- Children will maintain social distancing before entering the building. Children entering earlier than 7:45 a.m. will need to check into Before Care. No students will be admitted into the doorways prior to 7:45 a.m. Students should wait in their cars until the doors are opened. All parents and visitors are asked to limit their entrance into the school and must wear face masks.
- Upon entering, a health check will be conducted safely and respectfully in accordance with applicable privacy laws and regulations each morning. The temperature of all students will be taken at the door. The children will be asked to use hand sanitizer as they enter the building. If a child arrives late, his/her temperature will be taken by the classroom teacher as

he/she enters the classroom. Anyone with a temperature higher than 100.4 will be sent home immediately and monitored by their parents.

- Proper handwashing will be taught and reinforced with soap and water for at least 20 seconds.
  - Face covering may be worn by staff and students when feasible, especially when physical distancing is difficult.
  - Students will be taught and encouraged to cover coughs and sneezes with a tissue or into their elbow or shirt. Used tissues should be thrown in the trash and hands washed immediately with soap and water for 20 seconds. Sinks are available in every classroom.
  - Use of water bottles instead of drinking fountains will be encouraged.
  - Discourage sharing items that are difficult to clean or disinfect.
  - If soap and water are not available, hand sanitizer will be available.
  - Provide adequate supplies to minimize the sharing of high touch materials to the greatest extent possible (ie..assigning each student their own art supplies, or manipulatives)
  - Avoid sharing electronic devices, toys, books, and other games or learning aids as much as possible. Electronic devices such as chrome books and iPads will be assigned to each student.
  - Lunchroom seating will be assigned and spread out through the entire lunchroom area using one side of the tables.
  - During hot lunch, children will be spaced in line, lunch ladies will handle the tray and silverware. Each lunch will be assembled and handed to the student. Teachers will pass out the milk.
  - Birthday treats may be distributed only in purchased individually wrapped portions.
  - There will be no school field trips or fine arts until restrictions are lifted.
  - Limiting of non-essential visitors or volunteers until restrictions are lifted.
  - Limit mixing of classes or groups as much as possible.
  - Mr. Proeber, will be the staff person who is responsible for responding to COVID-19 concerns. Our Education committee chairman will be consulted in all areas of concern.
  - Whenever practical, the 5-8 grades will use the restrooms on the second floor, and grades K-4 will use the restrooms on the first floor.
- Since we are in Phase III, all activities outside the regular school day such as sports, forensics or singing in church are cancelled until further notice.

#### **PHASE IV - NORMAL DAY TO DAY OPERATION**

Our school will go back to normal in-person learning.

## **Preparing When Someone Gets Sick**

- If your child is showing any signs of illness, please keep them at home.
- Teachers will close off an area used by a sick person until the area has been thoroughly cleaned.
- Symptoms – While children and adults experience similar symptoms of COVID-19, children's symptoms tend to be mild and cold-like. Most children recover within one to two weeks. Their symptoms can include:
  - Fever
  - Runny nose
  - Cough
  - Fatigue
  - Muscle aches
  - Vomiting
  - Diarrhea
- The school will follow the guidance of the Rock County Health Department regarding any positive results of staff and students.

All students or staff having COVID 19, should not return to school until they have met the criteria to discontinue home isolation.

## **Maintaining Good Communication with Families**

- St. Matthew's Lutheran School will continue to provide parents with pertinent information regarding our day-to-day operation amid the COVID-19 pandemic. Communication between home and school is critical to the safe return of students in school.
- Consistent with applicable law and privacy policies, we ask that staff and families self-report to school if you or your student has symptoms of COVID 19, a positive test for COVID-19, or exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations.
- Parents and families will be notified of any school closures or restrictions in place to limit COVID-19 exposure.
- Guidance from the Rock Co. Health Dept. will be requested if someone does become ill with COVID19.

