



**Hope Lutheran School &
Preschool**

Reopening Plan

2020-2021

Operating Assumptions

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

The Reopening Plan laid out in this booklet is based on Moderate or Mild Community Spread allowing Hope Lutheran to function using a Modified Traditional structured response. Our plan is to have 5 days face-to-face instruction starting on August 20, 2020 (see updated calendar).

Guiding Principles

School will look different than it did before March 13, 2020. To best protect the health and safety of our students, faculty, and staff, Hope Lutheran School & Preschool will abide by recommendations from the Department of Health and other knowledgeable governmental agencies. Whatever the circumstances, we remain committed to providing a loving Christian environment which supports the Whole Child.

While it is our goal to prepare as best as we possibly can, all plans are subject to change based on government, CDC, Health Department and KSDE recommendations. **Please note situations may arise where adjustments must be made quickly as such communication is key and families are asked to regularly monitor our communication: RenWeb, email, social media, and text messages.**

***School Closures and Implementing Distance Learning**

If we are not able to open facilities as planned at the start of the school year we will hold small group meetings by grade/class via video conferencing for parents and students before school starts. Following the plan laid out in the Distance Learning Handbook, we will then continue with Distance Learning until we are able to open our facilities.

If school is closed for extended time, we will transition to distance learning. These closures can be the result of illness, weather, etc. Our goal with Distance Learning is to maximize instructional opportunities.

Our School is addressing these specific items:

- Implementing social distancing strategies
- Implementing screening procedures upon arrival
- Intensifying cleaning and disinfecting efforts

Social Distancing Strategies

- Only Hope Lutheran students, faculty and staff will be allowed in the building. Parents and school volunteers will not be admitted into the building.
- Schedules will be staggered to minimize the overlap of grades in common areas such as the gym, playground, or cafeteria.

- Chapel services and assemblies will be modified to include smaller groups or be broadcast into classrooms.
- Each group of children are in a separate room as much as possible.
- Desks and seating will be spaced out as much as possible.
- When necessary teachers will move and students stay in the same rooms.

Drop Off Screening

Screening children and staff - All children and staff will be screened upon arrival. Children and staff who have a fever of 100 or above or other signs of illness will not be admitted. **Parents must help be on alert for signs of illness in their children and must keep them home when they are sick. Even if the child does not have a temperature, but they appear sick (cough, runny nose, etc.)** the Principal has the right to deny the child's attendance for that day or days thereafter.

- Staff will be outside the building for drop-off.
- A parent or caregiver will not leave the campus until the student has been checked in.
- Before school care services will be available in the homeroom classroom from 7:30am - 8:00 am. Charges will be assessed.
- **K - 8th grade students will go to their assigned door at 8:00 am for screening. Preschool students will go to the preschool entrance starting at 8:15 am. Homeschool students will be met by our staff in the main entrance on Tuesday and Thursday before they come into the building.** If circumstances are such that you cannot, please come to the main office door to have your child screened.
 - *Designated entrance per grade are:*
 - Kindergarten, 3rd, 4th, 5th - Main School Entrance
 - 6th, 1st, 2nd - FLC Entrance
 - 7th, 8th - FLC Gym Entrance (usually known as the middle school recess exit)
 - Homeschool - Main School Entrance
- Staff doing screening will follow proper hand hygiene and put on personal protective equipment (PPE) including a mask and a pair of disposable gloves.
- Staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid or difficulty breathing (without recent physical activity), or fatigue, and confirm that the child is not experiencing coughing or shortness of breath.
- Staff will take the child's temperature using a non-contact, temporal thermometer.
- Students *may* be asked some or all of the following questions if they have a temperature over 100.4:
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath or difficulty breathing, sore throat?
 - Have you had a fever in the last 48 hours?
 - Have you had a new loss of taste or smell?
 - Have you had muscle pain or chills?
 - Have you traveled outside Kansas recently?
- All students will wash hands upon entering the building.
- After screening the children, staff will remove and discard PPE, and wash hands with soap and water for at least 20 seconds.
- Direct anyone who exhibits COVID-19 symptoms (e.g. answers yes to any of the screening questions or who is running a fever) to leave the premises immediately to seek medical care and/or COVID-19 testing, per CDC guidelines.
- If Hope Lutheran School & Preschool 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 the school should immediately cease in-person gatherings, close for additional cleaning, or otherwise change protocols.

- If a student, faculty, or staff has come into contact with someone who tested positive for COVID-19, please notify the school office. (See Parent and Student Policy)

End of Day Pickup

A new app will be used for end of day pickup. Procedures for end of day pickup will be forthcoming. Please follow these guidelines until further notice.

- Stay in your car.
- Students will be notified that you have arrived and will be directed to your car.
- Follow the dismissal traffic pattern.
- To reduce the volume of students together we will have a staggered release time.
- ***Dismissal Times for all Monday - Friday:***
 - Kindergarten - 3:20 pm
 - 1st & 2nd Grade - 3:30 pm
 - Preschool - 3:35 pm (preschool entrance)
 - 3rd & 4th Grade - 3:40 pm
 - 5th Grade - 3:50 pm
 - 6th - 8th Grade - 4:00 pm

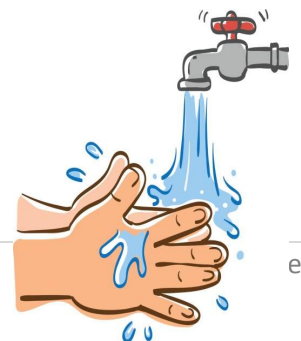
Students, faculty or Staff who Become Sick at School

- If a student becomes ill while at school:
 - Hope Lutheran School & Preschool will provide an isolated space for the ill student to rest while waiting for the arrival of a parent/guardian.
 - Hope Lutheran School & Preschool 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.
 - Close off areas used by a sick person and do not use before cleaning and disinfection.
 - Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and Family Education Rights and Privacy Act (FERPA).
- Sick children, staff, and faculty will not return to school until they have met the criteria to discontinue home isolation.
- Those with fever cannot return to school for 72 hours or proof of wellness.

Handwashing and Hygiene

Staff will wash hands with soap and water for at least 20 seconds and will assist children in doing the same. Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Children will be supervised if they use hand sanitizer to prevent ingestion. Posters describing hand washing steps are near all sinks.

- All children and staff will engage in hand hygiene at the following times:



- o Arrival and after breaks
- o Before and after preparing food or drinks
- o Before and after eating or handling food, or feeding children
- o Before and after administering medication or medical ointment
- o After using the toilet
- o After coming in contact with bodily fluid
- o After playing outdoors
- o After handling garbage

Hope Lutheran School & Preschool will:

- Teach and reinforce washing hands and respiratory etiquette among students and staff.
- Practice frequent handwashing and advise students and staff to avoid touching their face.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
- Install alcohol based hand sanitizing stations at entrances, common areas in the school, and classrooms.

Face Masks and Cloth Face Covers

- Pursuant to Executive Order 20-59 Hope Lutheran School & Preschool will comply with the mask mandate when 6 feet distance is not possible. For example, entering and leaving the building, transitions, hall passing, etc.
- The use of face coverings 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.
- Students' desks will be at least 6 feet apart in the classroom therefore face coverings will be optional. Contact the principal if you want your child to wear a face covering all day.
- Individuals will be frequently reminded not to touch the face covering and to wash their hands frequently.
- Hope Lutheran will provide information to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.
- Note: Cloth face coverings should not be placed on:
 - o Kindergarten and preschool students
 - o Anyone who has trouble breathing or is unconscious
 - o Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
- Mask covering will not be required during recess and PE.
- Student mask covering must be consistent with our dress code and Christian values.

Cleaning and Disinfecting

- *Cleaning* is physically removing dirt, debris, and sticky film by washing, wiping, and rinsing.
- *Disinfecting* kills nearly all germs on a hard, non-porous surface when applied correctly. Prior to disinfecting, cleaning must be completed. Note: Disinfecting is different from sanitizing.



- *Sanitizing* is the reduction of bacteria and viruses to safe levels as set by public health standards. It is required for any surface that comes in contact with food.
- The following will be disinfected at least daily:
 - Playground equipment
 - Door and cabinet handles
 - Sink handles
 - Shared objects (e.g., toys, games, art supplies) should be cleaned in between uses.
- Hope Lutheran School & Preschool is taking steps to ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. We will not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to children using the facility.
- Cleaning and Disinfecting Materials, Toys, and Manipulatives
 - Toys and objects that cannot be cleaned and sanitized will not be used.
 - Cloth toys may be used if they are able to be run through the washer with disinfectant cleaner on a regular basis or able to be sprayed with disinfectant fabric spray.
 - Toys and objects that children have placed in their mouths or that are otherwise contaminated by bodily fluids will be set aside until they are cleaned by hand with water and detergent, rinsed, sanitized with disinfectant, rinsed again, and air-dried.
 - Staff will not share toys and manipulatives with other classrooms, unless they are washed and 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.

Drinking Fountains

Drinking fountains should not be used at this time. Students are encouraged to bring their own water bottles labeled with their name from home, or the school will provide cups that are disposable and labeled with student’s names.

Clothing

- Faculty and staff will engage in proper hand hygiene if they come into contact with bodily fluids.
- Students will change their clothes if they have come into contact with bodily fluids.
- Any contaminated clothes will be placed in a plastic bag for laundering at home.

Limit Sharing

- Hope Lutheran School & Preschool will keep each student’s belongings separated and in individually labeled storage containers, cubbies, or areas, or have them take their belongings home each day to be cleaned.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use. Shared supplies will be sanitized between each student’s use.
- If food is offered at any event, have pre-packaged boxes or bags for each student. No homemade treats.

- Avoid sharing of foods and utensils.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Discourage families from bringing materials/toys from home.

Food Service

- All food service workers should wear a face mask or cloth face covering, and they will be SafeServ certified.
- Frequently wash and sanitize all food contact surfaces and utensils.
- Workers must practice frequent hand washing and glove changes before and after preparing food.
- Serve food using gloves.
- Hope Lutheran School & Preschool will stagger meal times to provide adequate physical distancing. Students, faculty, and staff will eat meals in the classroom or outside depending on community spread levels.
- Encourage faculty and staff to sit with and talk to children, serving as role models and offering support and normalcy.
- All kitchen/cafeteria/dining areas will be cleaned and disinfected after use and prior to a new group of students entering for meals.

Gym and Playground

- Physical education will be taught outside as much as possible depending on weather conditions.
- Face masks should not be worn while engaged in physical activity.
- Physically distancing will be encouraged with non-contact sports and activities.
- According to Johns Hopkins School of Medicine and other credible health resources, COVID-19 is not spread through sweat. However, surfaces touched by multiple people and that are dirty will be cleaned prior to being disinfected.
- Hope Lutheran School & Preschool faculty and staff members will be responsible for ensuring regular cleaning and disinfection.
- Hope Lutheran School & Preschool will minimize sharing of equipment as much as possible and disinfect shared equipment between use.

Restrooms

- Hope Lutheran School & Preschool will increase cleaning frequency for restrooms.
- Hope Lutheran School & Preschool will place a trash can by the door if the door cannot be opened without touching the handle, so restroom users can cover the handle with a paper towel and easily dispose of it afterward.
- There will be signs instructing students, faculty, and staff on how to wash hands after using the restroom.

Athletics and Extra-Curriculars

- Our Lutheran league will be waiting on recommendation from the Kansas High School Activities Association (KSHSAA) to determine sports and extracurricular activities.

Outside Groups

- Not allowing outside groups to use school facilities because it can increase the risk to students, faculty and staff.

Distance Learning

Hope Lutheran School will support remote learning for students during this coming year in parallel to in school instruction. There are two scenarios where this could take place.

- Distance learning to support students will need to miss extended periods of school due to contracting COVID-19 or needing to self-quarantine due to exposure or homesickness for more than 3 days.
- There is a COVID -19 outbreak in the school and we need to quarantine at home until the building is fully cleaned and disinfected.

Summary

Hope Lutheran School & Preschool will be making reasonable decisions to ensure the safety of all of those under our care. This is a dynamic document, simply meaning that changes may occur throughout the year based on recommendations offered by the CDC and the Kansas County Health Department. Please know that we trust wholly in our Father God, but must also use the knowledge we have to help protect the lives He has entrusted to us.

Thank you for your understanding, patience, and support and we wade into these unknown waters.

Blessings and health to all.

By signing below, I acknowledge the COVID-19 Reopening Plan for Hope Lutheran School & Preschool.
Return to the school office before August 20th.

Parent Signature _____ Date: _____

Family Name _____