

Lutheran School Families, Educators, and Friends,

We hope you are enjoying your summer and staying safe during this challenging time. We know many of you have questions about what school will look like this fall, and we appreciate your patience and understanding as we look to make sound decisions on what is best for our Lutheran schools and all those we serve.



Your favorite administrators and school leaders have been wrestling with all the items pertaining to school opening this fall and what that means for students, teachers, and parents. The governor's office has shared the MI Safe Start Plan that has guided our discussions and has required several protocols our schools must follow. The following document is intended to outline the plan for your local Lutheran school for phase 4 and 5.

I am grateful for the collaboration among our Lutheran school principals as well as our partnerships within the Michigan Association of Nonpublic Schools (MANS). It is reassuring to know we are supported by our brothers and sisters in our parochial schools throughout the state.

We will continue to boldly pray that the Good Lord works a miracle and eradicates this virus from our communities, country, and the world. And at the same time, we will rely on Him for guidance, wisdom, and peace as we move through these ever-changing times. God's richest blessings on the upcoming school year and may His love continue to flow to us and through us no matter the circumstances!

Serving Him,

A handwritten signature in black ink, appearing to read 'T. Grulke'.

Travis Grulke  
Superintendent of Schools  
Michigan District, LCMS

# St. Paul Lutheran School

## Royal Oak, MI

### “2020-21 Reopening Plan – Phase 4”

#### **Stage 1: Implementation**

This reopening plan will run from the start of the 2020-21 school year until the end of the first quarter. Based on the new realities at that point, this plan will either be extended to cover the second quarter or altered to reflect the new environment.

#### **Staff Training:**

- Staff will undergo professional development in the following areas:
  - Understanding and implementing the Fall Reopening Plan
  - Sanitation and disinfection of classrooms and work spaces
  - Quarantine procedures and caring for sick students
  - Teaching “Best Practices” in personal hygiene and social distancing to our students
  - Physical classroom layout for social distancing
  - Assessing their own health and recognizing symptoms of COVID -19 in others

#### **Student Training & Education:**

- Students will be provided with training/education in the following areas:
  - Proper Hygiene
    - Proper coughing and sneezing into elbow or tissue
    - Proper handwashing with soap and water for at least 20 seconds
    - Proper use of hand sanitizer
    - What 6 feet looks like and the importance of social distancing

#### **Arrival & Health Screening:**

- Families are encouraged to take each student’s temperature and monitor any covid-19 symptoms at home each morning to avoid having their child sent home once arriving at school.
  - If you can answer YES to any of the following screening questions, your child should **NOT** come to school. Please contact your doctor for medical advice regarding testing or patient care, and then contact the school office.
    - Screening questions include:
      - Do you or anyone in your household have a fever, cough, diarrhea, rash on hands or feet or shortness of breath?
      - Does anyone in your household have any symptoms of a communicable disease like the cold or flu?
      - Do you live with anyone who has had close contact with person diagnosed with COVID-19 in the last 14 days?
- All students, staff, and parents entering the building will undergo mandatory temperature checks. Temperatures must be under 100 degrees to access the building. Face coverings are also mandatory for students in grade 6-8 and for all adults in order to enter the building.

- Morning Arrival Access Points...
  - Grades 3-8
    - These students will enter the building through Door 2 entrance.
  - Grades PK-2
    - These students will enter the building through Door 3 entrance
- Families should have an emergency contact who is available to quickly come get students who get ill at school.

#### **Limits on Visitors:**

- No parents or visitors in the school between 8:15-3:15 unless they are picking up a student or dropping off school materials, in which case they will utilize the school office.
- Preschool and kindergarten students are limited to one adult accompanying them to their class in the morning.
- Only one preschool parent/adult may enter the school to pick-up their preschool student.
- Parents of grade 1-8 students will not be allowed to accompany their child to their classroom in the morning.
- All building visitors will be health screened before entering the building and will be limited to specific parts of the building based on the reason for visit.

#### **Screening of Children During the Day:**

- Students who do not feel well will be sent to the school office and then moved into the Library. The office staff will screen the child to determine whether they may return to class or need to be quarantined in the sick room until a parent or emergency contact can pick them up.
  - The sick room (Library) will be thoroughly disinfected after each student use.
  - Staff caring for sick children will do so with surgical mask, gloves, and face shield.

#### **Testing & Responding to Positive Cases:**

- Any staff or students that exhibit multiple Covid-19 symptoms (as determined by the school), including a fever, will not be allowed to return until they can provide a negative testing result from their doctor or other medical facility, or have been released from isolation according to CDC guidelines.
- Any staff or student that tests positive for Covid-19 will have to self-quarantine for up to 14 days until they are no longer infectious.
  - The school will notify parents of any laboratory positive or clinically diagnosed cases of Covid-19. Student/staff identities are always kept confidential according to ADA.
  - Students or staff members that are determined to have been in “close contact” of the positive case, will be asked to self-quarantine for up to 14 days or provide the school with a negative test.
    - Close contact definition...individuals that spent more than 15 continuous minutes within 6 feet of the positive case.

#### **Personal Protective Equipment: (PPE)**

- St. Paul will have disposable face masks for anyone who does not have one but needs one.

- Face Masks
  - Students in grades Pre School-8 and staff members are expected to wear a face mask to school every day. Face masks will be worn for Pre School- grade 5 while walking throughout the building and when social distancing cannot be maintained. However, students in grades 6-8 must wear the masks throughout the entire day except at lunch. All St. Paul staff will wear masks except when eating.
  - Students are encouraged to provide their own face mask.
  - Families are encouraged to wash/clean their masks periodically at home.
- Face Shields are optional. If worn:
  - Face shields will be kept on the student's desk for use while in the classroom. This will allow students to be able to take off the more restrictive face masks for extended periods of time during the day.
  - Face Shields will be cleaned periodically by students under the direct supervision of the classroom teacher.
- Teachers may wear shields during classroom instruction along with their masks.

#### **Cleaning and Sanitizing:**

- Each room will be sanitized daily as part of our off hours cleaning.
- Each teacher will sanitize doorknobs, counters, and light switches throughout the day.
- Water fountains will be used to refill personal water bottles from home only.
- Each classroom has hand sanitizer that will be used regularly.
- Students will wash their hands every 2-3 hours.
- Personal items and school supplies cannot be shared.
- Hand sanitizer stations will also be added to common spaces throughout the building.
- As part of classroom routines, students will be taught to sanitize their area under the teacher's supervision.
- All trash can lids will be taken away to limit cross contamination.
- The playground will undergo periodic cleaning each day.
- Rooms occupied by an individual that tests positive for Covid-19 will be closed until they are fully disinfected.
  - Cleaning staff will wear surgical mask, gloves, and a face shield while cleaning these areas.

#### **Social Distancing:**

- All classroom seats will be placed at maximum safe social distance and face one direction.
- Staggered hallway schedules will allow our students and teachers to avoid large mixed groups.

#### **Food Service:**

- Sharing of food between students is strictly prohibited.
  - This includes a temporary ban on birthday treats
- All classes will eat lunch in gym spread out at least 6 feet.

#### **Other Health & Safety precautions:**

- Cohorting (keeping students with their own class)
  - Cohorting will be used in scheduling activities like physical education, recess, chapel services, etc. to reduce the chance for wide-spread illness.
    - The gym will not be used for recess. We will only use our outdoors space for recess. Alternative arrangements will be made if the weather does not allow for outdoor recess.
- Field Trips
  - No off-campus field trips will be scheduled during the first semester.
- Chapel Services & Assemblies
  - We will have weekly chapel services, but the format will include social distancing.
  - Assemblies will only occur if social distancing protocols can be met and will include only the grade level pertinent to the content.
- Lockers
  - Student lockers will be divided to accommodate social distancing when each grade level is utilizing them.
- Middle school classes will remain small so moving between classes is easy to accommodate by releasing students so that they are walking six feet apart.
  - This is to eliminate large numbers of students in close proximity during passing periods.
- School-Home Communication
  - All school to home communication will be digital. The school will not use paper fliers to communicate information.
- Before & After School Care
  - Students will be grouped by age to avoid mixing students from middle, elementary, and early childhood grade levels.
  - Snacks will not be allowed to be shared.
  - Remove a portion of toys to lessen the number of contaminated surfaces
  - Certain centers in the classroom will be removed to create more open space
  - Existing square footage ratios will continue to be followed
- Athletics & Extra-Curricular Activities
  - St. Paul does not have a sports program.
  - If extracurricular activities are offered, the school will follow the guidelines of the Michigan Safe Schools Plan.
- At Home Learning
  - St. Paul will be prepared to quickly and seamlessly transition to At Home Learning for a short period of time if the State or Federal government mandates it.
- Schedules
  - Day and class schedules will be slightly altered to compensate for sanitization as necessary.

**New Temporary Employee Policies:**

- Sick Day Symptom Log
  - A log of all symptoms causing a staff member to take a sick day will be kept in order to track possible Covid-19 outbreaks.

## **Addendum #1: Additional Preschool Restrictions**

- Staff Precautions
  - Gloves
    - Gloves must be worn for the following tasks and discarded immediately after completing the task...
      - Assisting students in bathroom
      - Serving food
      - Placing and storing bedding
  - Handwashing
    - Frequent hand washing throughout the day
    - Mandatory hand washing after completing a gloved task
- Cleaning/Disinfecting
  - Frequent disinfecting of the following...
    - Bathrooms
      - Toilet Seats (after every use)
      - Counters/Sink
      - Mop floor with disinfectant if it becomes soiled
    - Cots & bedding boxes (after nap)
    - Tables (after each activity)
    - Light switches, door knobs, counter tops (periodically)
- Other precautions...
  - Remove all mouthed items for disinfecting
  - Bedding crates will be lined with plastic to fully contain personal items
  - Students wash hands after each activity change
  - Remove a portion of toys to lessen the number of contaminated surfaces
    - Rotate in and out these toys and disinfect when rotated out
- Class Size & Physical Spacing
  - Certain centers in the classroom will be removed to create more open space
  - Existing square footage ratios will continue to be followed
  - Extra outside time will be added to the daily schedule



# St. Paul Lutheran School

## Royal Oak, MI

### “2020-21 Stage 2 Plan – Phase 5”

#### **Stage 2: Implementation**

This reopening plan will be set into motion based on the new realities at the end of a quarter or semester (based on entering phase 5).

#### **Staff & Student Training Training:**

- All staff and student training will have already taken place in Stage 1/ Phase 4.

#### **Arrival & Health Screening:**

Continuation of the following Stage 1 (phase 4) policies and procedures...

- Families are encouraged to take each student’s temperature and monitor any covid-19 symptoms at home each morning to avoid having their child sent home once arriving at school.
  - If you can answer YES to any of the following screening questions, your child should NOT come to school. Please contact your doctor for medical advice regarding testing or patient care, and then contact the school office.
    - Screening questions include:
      - Do you or anyone in your household have a fever, cough, diarrhea, rash on hands or feet or shortness of breath?
      - Does anyone in your household have any symptoms of a communicable disease like the cold or flu?
      - Do you live with anyone who has had close contact with person diagnosed with COVID-19 in the last 14 days?
- All students grades 6-8, staff, and parents entering the building will undergo mandatory temperature checks. Temperatures must be under 100 degrees to access the building. Face coverings are also mandatory to enter the building.
- Morning Arrival Access Points...
  - Grades 3-8
    - These students will enter the building through the Door 2 entrance.
  - Grades PK-2
    - These students will enter the building through the Door 3 entrance.
- Families should have an emergency contact who is available to quickly come get students who get ill at school.



### **Limits on Visitors:**

Continuation of the following Stage 1 (phase 4) policies and procedures...

- No parents or visitors in the school between 8:15-3:15 unless they are picking up a student or dropping off school materials, in which case they will utilize the school office.
- Preschool and kindergarten students are limited to one adult accompanying them to their class in the morning.
- Only one preschool parent/adult may enter the school to pick-up their preschool student.
- Parents of grade 1-8 students will not be allowed to accompany their child to their classroom in the morning.
- All building visitors will be health screened before entering the building and will be limited to specific parts of the building based on the reason for visit.
- **Change from Stage 1 (phase 4)...**
  - **Parent volunteers will be allowed to begin working in the building but will undergo the same screening to enter the building that staff members go through.**

### **Screening of Children During the Day:**

Continuation of the following Stage 1 (phase 4) policies and procedures...

- Students who do not feel well will be sent to the school office. The office staff will screen the child to determine whether they may return to class or need to be quarantined in the sick room (the Library) until a parent or emergency contact can pick them up.
  - The sick room will be thoroughly disinfected after each student use.
  - Staff caring for sick children will do so with surgical mask, gloves, and face shield.

### **Testing & Responding to Positive Cases:**

Continuation of the following Stage 1 (phase 4) policies and procedures...

- Any staff or students that exhibit multiple Covid-19 symptoms (as determined by the school), including a fever, will not be allowed to return until they can provide a negative testing result from their doctor or other medical facility, or have been released from isolation according to CDC guidelines.
- Any staff or student that tests positive for Covid-19 will have to self-quarantine for up to 14 days until they are no longer infectious.
  - The school will notify parents of any laboratory positive or clinically diagnosed cases of Covid-19. Student/staff identities are always kept confidential according to ADA.
  - Students or staff members that are determined to have been in “close contact” of the positive case, will be asked to self-quarantine for up to 14 days or provide the school with a negative test.
    - Close contact definition...individuals that spent more than 15 continuous minutes within 6 feet of the positive case.

## **Personal Protective Equipment: (PPE)**

Continuation of the following Stage 1 (phase 4) policies and procedures...

- St. Paul will provide face masks is needed.
  - Face Masks
    - Face masks will be worn for Pre School- grade 5 while walking throughout the building and when social distancing cannot be maintained. However, students in grades 6-8 must wear the masks throughout the entire day except at lunch. All St. Paul staff will wear masks except when eating.
    - Students in grades 6-8 and staff members are expected to wear a face mask to school every day. Face masks will be worn while walking throughout the building and when social distancing cannot be maintained.
    - Students do not have to use the school provided face mask and can instead substitute their own homemade or family purchased face covering.
    - Families are encouraged to wash/clean their masks periodically at home.
    - Students in grades 6-8 must wear a mask when they enter or leave the building and anytime, they are in common spaces or hallways. If a parent wants their preschool student to wear a face mask in the classroom, the child must be able to put on and take off their mask by themselves and leave it on without issue.
  - Face Shields
    - Optional Face shields will be kept on the student's desk for use while in the classroom. This will allow students to be able to take off the more restrictive face masks for extended periods of time during the day.
    - Face Shields will be cleaned periodically by students under the direct supervision of the classroom teacher.
- Teachers may wear shields during classroom instruction, and masks when moving throughout the building.

## **Cleaning and Sanitizing:**

Continuation of the following Stage 1 (phase 4) policies and procedures...

- Each room will be sanitized daily as part of our off hours cleaning.
- Each teacher will sanitize doorknobs, counters, and light switches throughout the day.
- Water fountains will be used to refill personal water bottles from home only.
- Each classroom has a hand sanitizing station that will be used regularly.
  - Hand sanitizer stations will also be added to common spaces throughout the building.
- As part of classroom routines, students will be taught to sanitize their area under the teacher's supervision.
- All trash can lids will be taken away to limit cross contamination.
- Rooms occupied by an individual that tests positive for Covid-19 will be closed until they are fully disinfected.

## **Social Distancing:**

- All classroom seats will be placed at maximum safe social distance and face one direction.
- Staggered hallway schedules will allow our students and teachers to avoid large mixed groups.

### **Food Service:**

Continuation of the following Stage 1 (phase 4) policies and procedures...

- All classes will eat lunch spread out by at least 6 feet apart in the gym.

### **Other Health & Safety precautions:**

Continuation of the following Stage 1 (phase 4) policies and procedures...

- The gym will not be used for recess. We will only use our outdoors space for recess. Alternative arrangements will be made if the weather does not allow for outdoor recess.
- **Field Trips (CHANGE)**
  - Off-campus field trips will be allowed under the following provisions...
    - All chaperones will be screened for temperature before transporting students.
    - Masks must be worn during transportation to and from the location.
    - Classes will abide by the restrictions of the field trip location including social distancing, wearing of masks, and sanitation procedures.
- Chapel Services & Assemblies
  - We will have weekly chapel services, but seating will reflect social distancing. Classes will sit with their homeroom, not in chapel families. Singing will still be part of chapel.
  - Assemblies will only occur if social distancing protocols can be met and will include only the grade level pertinent to the content.
- Lockers
  - Student lockers will be divided to accommodate social distancing when each grade level is utilizing them.
- Middle school classes are small, so they can move in the hall between classes. Teachers will release students so that they can be six feet apart. This is to eliminate large numbers of students in proximity during passing periods.
- School-Home Communication
  - All school to home communication will be digital. The school will not use paper fliers to communicate information.
- Before and After School Care
  - Students will be cohorted to avoid mixing students from middle, elementary, and early childhood grade levels.
  - Snacks will not be allowed to be shared.
  - A portion of toys will be removed to lessen the number of contaminated surfaces
  - Certain centers in the classroom will be removed to create more open space
  - Existing square footage ratios will continue to be followed
- Athletics & Extra-Curricular Activities
  - St. Paul does not provide a sports program.
  - If extracurricular activities are offered, the school will follow the guidelines of the Michigan Safe Schools Plan.
- At Home Learning

- St. Paul will be prepared to quickly and seamlessly transition to At Home Learning for a short period of time if the State or Federal government mandates it.
- Schedules
  - Day and class schedules will be slightly altered to compensate for additional time lost to safety measures if deemed necessary.

**New Temporary Employee Policies:**

Continuation of the following Stage 1 (phase 4) policies and procedures...

- Sick Day Symptom Log
  - A log of all symptoms causing a staff member to take a sick day will be kept in order to track possible Covid-19 outbreaks.

**Addendum #1: Additional Preschool Restrictions**

Continuation of the following Stage 1 (phase 4) policies and procedures...

- Staff Precautions
  - Gloves
    - Gloves must be worn for the following tasks and discarded immediately after completing the task...
      - Assisting students in bathroom
      - Serving food
      - Placing and storing bedding
  - Handwashing
    - Frequent hand washing throughout the day
    - Mandatory hand washing after completing a gloved task
- Cleaning/Disinfecting
  - Frequent disinfecting of the following...
    - Bathrooms
      - Toilet Seats (after every use)
      - Counters/Sink
      - Mop floor with disinfectant if it becomes soiled
    - Cots & bedding boxes (after nap)
    - Tables (after each activity)
    - Light switches, doorknobs, counter tops (periodically)
- Other precautions...
  - Remove all mouthed items for disinfecting
  - Bedding crates will be lined with plastic to fully contain personal items
  - Students wash hands after each activity change
  - Remove a portion of toys to lessen the number of contaminated surfaces
    - Rotate in and out these toys and disinfect when rotated out
- Class Size & Physical Spacing
  - Certain centers in the classroom will be removed to create more open space
  - Existing square footage ratios will continue to be followed
  - Extra outside time will be added to the daily schedule



# St. Paul Lutheran School

## Royal Oak, MI

### “2020-21 Stage 3 Plan – Phase 6”

#### **Stage 3: Implementation**

This reopening plan will be set into motion based on the new realities at the start of a new quarter or semester (based on entering into phase 6).

#### **Staff & Student Training Training:**

- All staff and student training will have already taken place in Stage 1.

#### **Arrival & Health Screening:**

- Normal (pre-covid) school policies and procedures will be followed.

#### **Limits on Visitors:**

- Normal (pre-covid) school policies and procedures will be followed.

#### **Screening of Children During the Day:**

Continuation of the following Stage 2 (phase 5) policies and procedures...

- Students who do not feel well will be sent to the school office. The office staff will screen the child to determine whether they may return to class or need to be quarantined in the sick room (Library) until a parent or emergency contact can pick them up.
  - The sick room will be thoroughly disinfected after each student use.

#### **Testing & Responding to Positive Cases:**

Continuation of the following Stage 2 (phase 5) policies and procedures...

- Any staff or student that tests positive for Covid-19 will have to self-quarantine for up to 14 days until they are no longer infectious.
  - The school will notify parents of any laboratory positive or clinically diagnosed cases of Covid-19. Student/staff identities are always kept confidential according to ADA.

#### **Personal Protective Equipment: (PPE)**

- Normal (pre-covid) school policies and procedures will be followed.
  - A student or staff member may request to continue to wear a mask or face shield. The decision for approval of this request will be up to the principal.

### **Cleaning and Sanitizing:**

Continuation of the following Stage 2 (phase 5) policies and procedures...

- Each room will be sanitized daily as part of our off hours cleaning.
- Each classroom has hand sanitizer that will be used regularly.
  - Hand sanitizer stations will also be added to common spaces throughout the building.
- As part of classroom routines, students will be taught to sanitize their area under the teacher's supervision.
- Rooms occupied by an individual that tests positive for Covid-19 will be closed until they are fully disinfected.

### **Social Distancing:**

- Normal (pre-covid) school policies and procedures will be followed.

### **Food Service:**

- Normal (pre-covid) school policies and procedures will be followed.