

St. Paul's Lutheran School
1010 Adams Avenue
North Fond du Lac, WI 54937

“God is the strength of my heart and my portion forever.” Psalm 73:26

PK-8 Operation Plan
2020-21 School Year

Premise Safe but practical. This is our pledge to our school families and faculty as we look forward to re-starting Christian education on campus this fall. This Operation Plan minimizes risk for students and teachers and enables Christ-centered learning in a practical manner. As new research emerges and situations may change, these guidelines are subject to change. To that end, may God bless our continued efforts in keeping our school safe as we prepare students for life and eternity.

Goals

- Use Christian love in establishing safe but practical guidelines for the safety of our school families and faculty.
- Maintain essential school services so that all students of St. Paul's Lutheran School continue to grow in their Christian education.
- Minimize the spread of the virus within our school, church, and community.
- Maintain continuity of learning for all students.
- Minimize social disruption for families and staff.
- Minimize economic losses for families and staff.

PK-8 Educational Model St. Paul's Lutheran School shall offer the traditional Brick and Mortar Learning model for the 2020-21 school year. This is traditional schooling on campus following the guidelines listed below. This will follow the established school calendar for the 2020-21 school year and normal instructional hours:

- Preschool: 8:30-11:30
- K-8: 8:30-3:30

If COVID negatively impacts our community during the 2020-21 school year, it is possible that we would need to pivot to home based virtual learning. This is not our desire, but school families and teachers must be prepared to do so if needed.

Brick and Mortar Guidelines for Preschool through Eighth Grade The following guidelines have been established to reduce the risk of COVID exposure for school

families and faculty of St. Paul's Lutheran School and Preschool. While these guidelines are thorough, they do not 100% eliminate the risk of exposure. Parents must recognize that there is inherent risk in sending their child to school. Cooperation between home and school will minimize this risk and help keep our students safe.

Points of Emphasis The following points of emphasis are woven throughout the remainder of this document so as to help reduce the risk of COVID exposure for our school families and faculty and improve overall school wellness:

- **Personal Hygiene:** Sickness, in general, is reduced when students and faculty practice good personal hygiene habits. These include frequent washing of hands with soap and water for a minimum of 20 seconds, use of hand sanitizer when soap and water are not easily accessible, avoiding the touch of one's face, mouth, and eyes with hands and fingers, coughing and sneezing into one's sleeve or arm, and staying home when sick.
- **Physical Distancing:** In this document, physical distancing is defined as a minimum of six feet. This will be promoted in our classrooms, hallways, and playgrounds. This considerably reduces exposure to respiratory droplets by which the virus is spread. However, it is important to note that we cannot guarantee that students will remain a minimum of six feet away from each other throughout the day as learning, movement, and play may bring students closer together at times.
- **Health Screening:** This begins at home with parents making sure students do not come to school ill. Student temperatures will be taken as a precautionary measure before the school day begins and if a student is displaying symptoms of sickness.
- **Self-Contained Classrooms:** When possible, classroom groups will be self-contained to limit risk of exposure. This is also an important step to limit quarantining should a faculty member or student test positive for COVID.

Before the School Day

- Parents should regularly reinforce good personal hygiene habits to reduce risk of illness (washing of hands with soap and water, coughing and sneezing into sleeve, avoiding hand to face contact, not sharing food or drink with others, physical distancing, etc.)
- Parents should screen their child before sending them to school. A child should not attend school if they display any of the following symptoms: fever (100.4 F or higher), chills, cough, congestion, vomiting, diarrhea, sore throat, new loss of taste or smell, or nausea.
- It is important that a child's fever is not reduced by medication and sent to school.
- Many people deal with seasonal allergies and may have symptoms such as sneezing, itchy eyes, sore throat, and runny nose. If your child has seasonal allergies, he/she may come to school. We will rely on parents to determine if symptoms are related to seasonal allergies or sickness. Parents should communicate the situation with the

classroom teacher.

- We also recognize that mild coughing, runny nose, or sneezing may not warrant a child needing to stay at home. Common sense must be used by parents and teachers so that children are able to enjoy their schooling experience. Communication between parents and teacher is important in cases like this.

Staggered Arrival Times

- In an effort to maximize social distancing, we ask families to send their students into the building in staggered fashion (i.e., making sure the entryway is clear before entering). This will allow time for a temperature check in a socially distanced fashion.

Bussing

- Students who ride the bus will be required to wear a mask prior to getting on the bus and throughout the ride to and from school.

Upon Arrival to School

- Upon entrance into the building, students and parents must sanitize their hands before proceeding to their classrooms.
- Students will be screened for a fever prior to entering their classroom. Students with a fever of 100.4 degrees fahrenheit or above will not be permitted to attend school that day.
- Before school, faculty members will also be screened for a fever. Faculty members with a fever of 100.4 degrees fahrenheit or above will be sent home.

Parents/Guardians, Volunteers, and Visitors in School

- All parents/guardians, volunteers, and visitors must wear a mask during their visit---before school, during school, and at the end of the school day. Visiting children under the age of 3 are not required to wear a mask.
- All visitors should practice physical distancing.
- Parents/guardians, volunteers, and visitors should not enter the building if they have recently been sick or are experiencing symptoms of sickness.
- Individuals should provide their own mask.

Masking and Face Shields for Faculty and Students

- The Fond du Lac Health Department strongly encourages the use of face coverings during the pandemic. Masking and face shields are optional for faculty and students since they will remain with their classroom cohort throughout the school day. The personal decision to wear a mask or face shield will be supported by Principal Hartwig

and the School Board. Personal masks must be supplied by the family.

- Effort will be given to promote and maintain physical distancing throughout the school day. However, we recognize that there will be times this is not possible (recess, physical education).

Coat Hooks and Cubbies

- Coat hooks and cubbies are used to store student belongings.
- Teachers will develop classroom procedures to promote physical distancing and minimize time spent at coat hooks/cubbies with fellow students.
- Food items should remain in a closed container and personal belongings kept in a backpack.

Onsite Symptoms of Sickness While at School

- If a student displays COVID symptoms during the school day, he/she will be screened for a fever, given a mask, and directed to the designated quarantine space.
- Parents/guardians will be notified and will need to pick up their child promptly. The child may be recommended for COVID testing, but we recognize the personal rights of each family and understand it is ultimately their choice to have their child tested.
- Following student pickup, the quarantine space will be sanitized.
- A child may return to school when one of the following is met:
 - A child who tests negative for COVID must be fever free and vomit free for 24 hours.
 - A child who has not been tested for COVID must be fever free and vomit free for 72 hours.
 - A child who tests positive for COVID needs to follow Fond du Lac Health Department guidelines before returning to school.

Close Contact and/or Confirmed Case of COVID

- Should a faculty member or student test positive for COVID, The Fond du Lac Health Department will assist in contact tracing to determine individuals who have been exposed at a high risk. High risk exposure is defined as being within six feet of an individual with a confirmed case of COVID for 15 minutes or more.
- Parents/guardians will be contacted by Principal Hartwig to inform them of their child's exposure. Within 48 hours, parents/guardians will be contacted by the Fond du Lac County Health Department for further direction.
- It is likely that a 14 day home quarantine will be required for all students and staff determined to have been exposed at a high risk.

- Learning will continue virtually until the quarantine period has passed.

Student Absence We recognize that flexibility and understanding is needed for school attendance. We do not want to penalize a student who remains home due to illness or quarantine. Therefore, a student who does not come to school due to sickness or quarantine will only be marked absent if he/she does not complete assigned homework for the day. Communication between parents and teachers about the situation is critical.

Classroom Instruction

- Efforts will be made to maintain self-contained classrooms to lower the risk of exposure.
- Teachers will regularly remind students of best hygiene practices in a Christian loving manner so as not to instill fear or anxiety.
- Desks and tables will be separated as much as possible to promote physical distancing, but we cannot guarantee six feet distancing between desks.

Show and Tell

- Students may bring an item from home for show and tell, but will not be permitted to be passed around the class.

Lunchtime

- Students are encouraged to bring lunch from home.
- Hot lunch will be provided for those who purchase it.
- Students in grades 3-8 will eat lunch in the classroom.
- Students in Extended Care-2 will eat in the lunchroom using physical distancing guidelines.
- Hot lunch staff will follow all federal program guidelines to ensure safety.
- Condiments and many food items will be pre-packaged.

Snack Time

- Snack time will take place in the classroom or outdoors.
- Students will be spread out as much as possible.
- Absolutely no sharing of snacks between students is allowed.

Birthday Treats

- Only pre-packaged/factory sealed foods are allowed to be distributed for birthday

treats.

- Non food items (pencils, erasers, etc.) are a good alternative to food items.

Recess

- Recess is important for a child's physical and emotional well being. Outdoor recess also provides opportunity to enjoy fresh air and sunshine.
- Classrooms will avoid intermingling with other classrooms during recess time to minimize risk of exposure.
- Students will use hand sanitizer and/or soap prior to going to recess and upon return into the building.

Drinking Fountains

- Access to clean drinking water is essential for a positive school experience.
- The water bottle filling station will be open, as will classroom faucets, but bubblers will not be in operation. Students are encouraged to bring a reusable water bottle from home. The filling station will be sanitized daily.

Bathrooms

- Classrooms will take turns using bathrooms as they practice physical distancing.
- Students will need to wash their hands with soap and water before leaving the bathroom.
- A maximum of three students will be allowed in the bathroom at one time.
- Bathrooms will be cleaned and disinfected daily.

Choirs

- Physical distancing will be enforced during choir practices.

Piano Lessons

- Piano teachers from outside St. Paul's will be required to wear a mask or face shield during piano instruction.

Band Lessons

- The WLA band instructor will be required to wear a mask or face shield during band lessons.

Art

- When possible, art instruction will take place in the classroom.

Physical Education

- When possible, P.E. classes will take place outside.
- Physical distancing will be followed if students move in and out of locker rooms.
- P.E. equipment will be sanitized regularly.

Multipurpose Classroom

- Physical distancing will be followed.
- Regular sanitizing of student spaces will occur throughout the school day.

Field Trips

- Off campus field trips will not be allowed. Instead, teachers are encouraged to utilize virtual field trips and Zoom guest speakers to provide enhanced learning experiences.

Chapel

- Social distancing rules will apply during chapel. Classroom units will sit as a family group.

School Supplies

- The sharing of personal school supplies between students will be prohibited.

Dismissal Time

- Students shall use hand sanitizer or wash hands before leaving the classroom and be dismissed at staggered times with assigned exit doors.
 - Preschool: Following the visitor guidelines, parents will pick up their child promptly at 11:30 outside the preschool classroom door.
 - K-8: Classrooms will dismiss one at a time, and students will meet their parents in the parking lot.

Extended Care

- We understand that Extended Care is important for many of our school families, but the dynamics of mixed age groups within a defined space is complex. The program's format and guidelines are yet to be determined.

After School Activities

- Athletics and drama provide experiences that help our students become well-rounded. At this time, no decisions have been made for these events. Risks and guidelines will be determined before any after school activity takes place.

Large Group Calendar Events

- Large Group Calendar Events such as Grandparents Day, Preschool Carnival, Spring Festival, etc. provide memorable experiences for our school families. At this time, no decisions have been made for these events. Risks and guidelines will be determined before any event takes place.

Cleaning and Disinfecting Procedures

- Deep cleaning and disinfection of classrooms, hallways, bathrooms, locker rooms, and high touch areas (door handles, light switches, bottle filling stations, etc.) will take place after each school day using approved cleaners that kill bacteria and viruses.
- Additional disinfection of desks and high touch areas will occur each day after lunchtime.

Summary It is our goal to provide school families and faculty with a safe learning environment on campus that is practical for Christian education of students in grades PK-8. These guidelines will continually be reviewed in light of new research and emerging developments. At any time they may be modified to meet the needs of our school. May our Preserver continually watch over us and give us discernment in best carrying out our school ministry.

7/7/2020