

St. Paul Lutheran School 2020-21 Reopening Policies and Procedures

Updated July 23, 2020



Looking Forward With Faith



St. Paul Lutheran School exists to shape lives for Christian service by providing educational excellence in a Christ-centered environment. As we continue to go through these unprecedented times, our dedication to this mission is strengthened on a daily basis. Covid-19 brings with it significant implications for all of our lives but it also gives us unique opportunities to grow closer to our God who has blessed our school for 168 years.

As we prepare for the opening of our 169th school year, we understand that school will look different than what it did before March 13, 2020. Throughout the process of creating the following policies and procedures we've taken into consideration guidance from the Washington Ozaukee Health Department, Academy of American Pediatric Association, Center for Disease Control and Prevention (CDC), and the Wisconsin Department of Public Instruction. **This plan of action is subject to continual review and change as new data regarding COVID-19 and mitigation actions become available.**

Looking Forward With Faith



Building a Christian community is important to us. Part of that community includes taking measures that give us opportunities to care for each other in a Christ-centered, loving way. As we follow these procedures, we will help mitigate the risk of contracting Covid-19 for our students and staff as well as spreading the virus to family, friends and our general community. We will also be able to offer educational services to our students that St. Paul Lutheran School is known for and for what families are accustomed to receiving.

As we prepare for the start of school, we want you to have the opportunity to share with your children the changes they'll see when they come back on Wednesday, August 26. It is important that they know how excited we are to have them back on campus and how we care for them.

Philippians 4:6-7 "Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, make your requests known to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus."

Personal Hygiene Practices For St. Paul Community

Wash hands frequently with soap and water for a minimum of 20 seconds. Time will be built into the school day for this to be done regularly. Hand washing or use of sanitizer will be required when: entering the building to start the school day or returning from an appointment, using the bathroom, eating or touching frequently used items or surfaces.

Sneezing or coughing should be done in a tissue or on the inside of your elbow area.

Avoid touching of your face.

St. Paul staff will frequently disinfect high touch areas and often used items as much as possible.

Hand sanitizer dispensers are available in each classroom next to the entry doors and students will be expected to use it when entering.

Please take time to watch a video on proper hand washing. You can find videos here: [CDC Handwashing Videos](#)



Student Cohorts At St. Paul

It is our plan to keep students in a Cohort as much as is reasonably possible which will help mitigate the risk of exposure to Covid-19. Should a case of Covid-19 arise, only individuals in the cohort would have to quarantine rather than the entire school.

As we look towards the school year, the following cohorts will be in place:

Early Childhood Cohorts

2 PreK (Mrs. Schumacher)

3 PreK (Mrs. Werner - 3 different cohorts)

4 PreK (Mrs. Brueggemann - 2 different cohorts)

4 PreK (Mrs. Willman)

Kindergarten (Mrs. Scheer, Mrs. Nauta - 2 cohorts)

Elementary Cohorts

1st Grade (Mrs. Boyce, Mrs. Pingel - 2 cohorts)

2nd Grade (Mrs. Nelsen, Mrs. Schlichting - 2 cohorts)

3rd Grade (Mrs. Clemens, Mrs. Haas - 2 cohorts)

4th Grade (Mrs. Thiede, Mrs. Langfield - 2 cohorts)

Middle School Cohorts

5th Grade (Mr. Fischer, Ms. Prichard - 2 cohorts)

6th Grade (Mr. Wellna)

7th Grade (Mr. Kell, Mrs. Yurk - 2 cohorts)

8th Grade (Mrs. Schumann)

Middle school student cohorts will change at certain times due to different class schedules.

Special teachers for 2K-4th Grade will travel to the cohort and teach in the cohort classrooms (except for Physical Education).

Physical Distancing Strategies

Each group of children are in a separate room as much as possible which will allow physical distancing.

Desks and seating will be spaced out – meeting guidance of 3-6 feet as much as possible.

Chapel services will be modified to allow for physical distancing. Classes will remain in cohorts. Parents and/or guests will not be permitted to attend. However efforts will be made to record and broadcast chapel services.



Face Masks and Coverings



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. The use of face coverings for students will not be required for students while in the classroom. Students in Grades 3-8 will be required to wear a face mask when entering and exiting the building and in the hallways transitioning from place to place. Masks, at this point, are optional for students in PreK-2nd grade as they transition in and outside of the building.

Should a student desire to wear a mask more often throughout the day, St. Paul will support that decision. Please refer to this document for more information on face coverings: [Face Coverings Document From DPI](#)

Face coverings will be required for staff when they are not able to distance themselves six feet from a student.

Face shields may be worn by staff while giving direct instruction to an entire class or individual students. Face shields are being provided to all staff members.

Face masks, cloths or shields may not be shared from person to person and need to be properly sanitized. It is highly recommended that sanitation is done daily. Face masks need to follow St. Paul dress code.

Cloth face coverings should not be placed on children younger than 2 years old or on anyone having trouble breathing. Staff and students should not wear a cloth face covering or mask while engaged in physical activity.

([CDC Guidelines](#))

Personal Screenings

All parents/guardians of students attending St. Paul Lutheran School are recommended to complete a daily health screening at home each morning for their child(ren) before coming to school. Staff will be required to complete the same screening. Below are required questions that need to be asked as provided by the CDC:

- o Does your child have a temperature of 100° or higher within the past 24 hours?
- o Has your child been in close contact with a confirmed case of Covid-19?
- o Is your child experiencing a cough, shortness of breath, difficulty in breathing, or sore throat in the past 24 hours?
- o Does your child have a loss of taste or smell?
- o Does your child have muscle pain or chills?
- o Does your child have any other illness symptoms including vomiting, diarrhea, nasal drainage, or rash in the past 24 hours?

If a student or staff member answers YES to any of these questions, they must stay home. As a community we need to be able to depend on each other to do our part to help mitigate the spread of Covid-19.

Families are strongly encouraged to contact their primary physician for guidance.

Sick Policy - When To Stay Home (non Covid-19)

Fever is 100° or greater.

Children need to be fever-free without the use of fever medicine for a minimum of 24 hours before returning to school.

Children that vomit need to stay home until symptom free for 24 hours.

Children that have a sustained cough or continual nasal drainage should stay home.

Children that have diarrhea need to stay home until symptom free for 24 hours.

Families are strongly encouraged to contact their primary physician for guidance.

Students may not return to school until all questions listed in “**Personal Screening**” section can be answered with a NO.



Sickness During The School Day

As in previous years, we will notify parents/guardians when a child becomes ill during the day, including a fever of 100° or higher. Prompt pick-up of the child will be expected.

The health area/curtained area of the school office will be used to separate anyone who exhibits Covid-19 symptoms.

PPE materials will be provided for the student as well as staff member assisting the student.

Students may not return to school until all questions listed in “**Personal Screening**” section can be answered with a NO.

We will close off the area used by a sick individual and will not use before cleaning and disinfection takes place.

Families are strongly encouraged to contact their primary physician for guidance.



Covid-19 Positive Case

In the event a St. Paul Lutheran School student or staff member is diagnosed with Covid-19, St. Paul will work with our local health department to determine appropriate actions necessary to ensure the safety and wellbeing of our community.

Per CDC guidelines, students or staff who have tested positive for Covid-19 must remain home for 10 days following a positive test. Students and staff also need to be symptom free for 72 hours following the 10 day quarantine.

Families in classrooms with a confirmed case will be notified that there is a confirmed case in their child's classroom; however, the student's name will remain confidential.

It is fully possible that students and/or staff can be sick with common cold or flu-like symptoms and not have Covid-19. It is important that students and staff seek a diagnosis from their health care provider.

CDC Resource about when you can be around others.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

Visitors to St. Paul Lutheran School

All guests seeking access to St. Paul Lutheran School will be screened at the reception desk prior to being granted access into the building. This does not include delivery personnel (for example: US Post Office, Fed-Ex, UPS, Amazon).

- o Temperature check (temperature needs to be below 100°)
- o Self-reporting of Covid-19 symptoms
- o Follow sign-in procedures
- o Use of face mask in the office and if walking through Family Life Center and other areas of the school



Student Drop-Off Procedures

PreK & Kindergarten Parents/Guardians

- Parents/guardians of students in 2K, 3K, and 4K are welcome to walk their kids to their classrooms, but are not to enter the classroom or “hang around” inside the school. Parents are also required to wear a face mask. Classroom teachers or aides will greet you at the door and welcome your child into the room. **All PreK students and parents need to enter the school building through the carport entrance.**
- Parents/guardians of students in 5K are welcome to walk their kids to their classrooms (through Labor Day), but are not to enter the classroom or “hang around” inside the school. Parents are also required to wear a face mask. Classroom teachers or aides will greet you at the door and welcome your child into the room. **All 5K students and parents need to enter the building through the main school entrance doors (aka the south wing).** After Labor Day, 5K families need to follow Grades 1-8 guidelines listed below.

Grades 1-8 Parents/Guardians

- Parents/guardians of students in Grades 1-8 are not to enter the building to drop their children off. They are welcome to walk their children to the school entrance doors or drop them off at the curb in the lower or upper parking lot. If walking your child to the door, we require adults to wear a face mask. This procedure applies every day, including days where the weather is inclement. **Students are required to enter the building through the main school entrance doors (aka the south wing). Do not use the carport entrance.**

Student Pick-up Procedures

PreK Parents/Guardians

- Parents/guardians of students in 2K, 3K, and 4K will pick their children up in the Welcome Center and Gathering Hall. Parents/guardians enter through the carport doors. Parents/guardians are asked to physically distance and are required to wear masks. Teachers will walk students to their parents/guardians.

Kindergarten – 8th Grade Parents/Guardians

- Parents/guardians of students in 5K-8th Grade are asked to pick up their children outside either in the carline in the lower parking lot or by parking in the upper lot and meeting your children as they leave school. Physical distancing and use of masks are required for all adults picking up when leaving vehicles to meet their child(ren). Parents in the car line are asked to use the family name sign (being provided to each family) in their window to help expedite the pick-up line.



Sanitation & Cleaning Measures

- Cleaning and disinfecting supplies have been evaluated for effectiveness against Covid-19 and will be available for use.
- Ventilation equipment has been inspected and has received additional maintenance and cleaning. Good circulation and increasing the amount of fresh air is a priority.
- Frequently used items will be regularly disinfected (PE equipment, recess equipment, door handles, railings, faucet handles, hand towel dispensers, etc.).
- Signage will be posted regarding students and staff to wash hands frequently.
- Our daily cleaning and disinfecting procedures follow CDC guidelines and are overseen by our maintenance staff. Nightly cleaning and disinfecting continues to be outsourced to JaniKing.
- Water Fountains. The drinking spigot on water fountains will not be available for use. However, touchless bottle filling water fountains will continue to be available. Student hydration is important. Students are expected to provide their own water bottles which cannot be shared with other individuals.
- Restroom Use. Restroom use during passing periods will not be permitted (Grades 5-8). This will help limit the number of students using a restroom at the same time. Students needing to use the restroom facilities may seek a pass during class, at such times as to not disrupt the educational plan of the teacher.
- Additional steps will be taken to disinfect in common areas or where people may congregate such as bathrooms and locker rooms.

General Procedures

- Athletics and co-curricular activities will have additional guidance in the coming weeks.
- Field Trips - student safety and proper physical distancing will be required before field trips will be approved. Classes will be recommended to stay in their cohorts when on a field trip.
- Students are discouraged to bring in extra toys or other belongings from home.
- Any food provided for student/staff consumption in the classroom must be pre-packaged. This included treats for birthdays and “Star of the Week” snacks.
- School bus transportation to and from school is provided through the Grafton and Port Washington/Saukville School Districts. Additional guidance will be coming from them.
- Lunch will be held in classrooms to start the school year. Taher will continue to offer hot lunch. More information regarding distribution of hot lunch will come out when we receive it from Taher.
- Recess will take place for students in K-4 (twice per day) and 5-8 (once per day). Recess equipment will be sanitized after each recess.

Resources

- <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Education_Forum_web.pdf
- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- <http://www.washozwi.gov/Services/Communicable-Disease/Blueprint-FAQ>