



*"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11*

---

## Waiver Application Form for Salem Lutheran School

### BACKGROUND INFORMATION

- Name of Applicant (Local Educational Agency or Equivalent): **Salem Lutheran School**
- Name of District/School: **Salem Lutheran School, Pacific Southwest District - LCMS**
- **No**, this is not a school district consolidated application.
- School Type: **Private, Independent, or Faith-based School**
- Number of schools: **1**
- Enrollment: **292 students K-8**
- Superintendent (or equivalent) Name: **Corissa Sheets, Principal**
  - *The Principal acts as Superintendent of the school in most instances; the district's Ed Exec has included a cover letter for this petition.*
  - Address: **6500 E. Santiago Canyon Rd. Orange, CA 92869**
  - **Rachel Klitzing, Executive Director of Schools, Pacific Southwest District - LCMS**
  - Address: **1540 Concordia Drive East, Irvine, CA 92612**
- Grades/Number of Students Proposed to be Reopened:
  - **K - 6th, with two (2) classrooms per grade level; 215 students total**
  - **K (35) 1st (21) 2nd (33) 3rd (25) 4th (32) 5th (25) 6th (44) 7th (35) 8th (42)**
- Date of Proposed Reopening: **Monday, August 31, 2020**
- Name of Person Completing Application:
  - **Corissa Sheets, Principal**
  - Phone Number: **(direct line) 714-922-1066 or (cell) 714-323-4502**
  - Email: [csheets@salemorange.com](mailto:csheets@salemorange.com)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

8/10/2020

## I. CONSULTATION

Please confirm consultation with the following groups:

### Labor Organization

Name of Organization(s) and Date(s) Consulted: **N/A**

### Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

- **Salem Parent Teacher League** 5/5/2020, 7/30/2020, 8/4/2020
- **Salem Board of Education** 4/15/2020, 6/10/2020, 7/7/2020, 7/14/2020, 7/17/2020, 7/30/2020
- **Salem Ministry Leadership Council** 7/14/2020, 7/17/2020, 7/30/2020
- **Orange County Lutheran Schools Association** 5/27/2020, 7/22/2020, 7/29/2020, 8/5/2020
- **Pacific Southwest District - LCMS Educational Executive and Attorney** 7/3/2020, 8/6/2020
- **Strategic Kids & Academic Chess** 8/3/2020

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

**School staff were included in reviewing the first draft of the Salem Health & Safety Plan for 2020-2021 on 7/9/2020, prior to its publication; faculty and staff also participated in a survey prior to a faculty/staff zoom meeting held 7/28/2020 to discuss our plans and moving forward with the waiver process. Additionally, the school's Principal and Director of Safety & Facilities made personal phone calls to each staff member.**

## II. ELEMENTARY SCHOOL REOPENING PLANS

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

**Published to the school website on 8/7/2020 <https://www.salemorange.com/>**

**Please see full documentation attached.**

- ✓ **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.
- ✓ **Cohorting:** How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.
- ✓ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- ✓ Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced.
- ✓ Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- ✓ Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- ✓ Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- ✓ Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.
- ✓ Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.
- ✓ Testing of Students and Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
- ✓ Triggers for Switching to Distance Learning: The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- ✓ Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- ✓ School Website URL where reopening plan and waiver are posted.  
→ <https://www.salemorange.com/>

Additional Resources: CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools <https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>



## Health & Safety Plan for 2020-2021

*“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” Jeremiah 29:11*

---

### PURPOSE

The purpose of this document is to provide parents, guardians, and caregivers within the Salem Lutheran School community general information that outlines the most up-to-date policies, procedures, and plans that will ensure we meet our vision and philosophy while maintaining a safe and healthy environment to the best of the school’s ability according to current state or local guidelines in response to COVID-19.

### VISION & PHILOSOPHY

The vision and philosophy of Salem Lutheran School for the 2020-2021 academic year is to provide all students, families, and staff a reasonably safe and healthy school environment that comes as close as possible to providing the traditionally excellent and Christ-centered learning experience we have all proudly known and loved for so many years at Salem.

### PARENT PARTNERSHIP

We know that school will look different this year, but much will remain the same. Together, by the grace of God, we will work through whatever comes our way. While we will take measures to keep our campus and your children virus-free, the reality is that viruses can spread anywhere. Your cooperation is essential to moving forward with our plans, and we thank you for continued partnership and trust. It is your confidence, partnership, tuition dollars, donations, prayers, and encouragement that has sustained our school community throughout these past few months, and we’re thankful for you! We also know that we may not be able to meet the expectations or individual beliefs of every family, but we will do the best we can with the gifts and resources God has given us.

### OBJECTIVES

- We will have students on campus for full-day educational programs, five days per week, unless a campus closure is mandated by state or local health authorities.
- We will ensure that the health and safety of students, families, and staff is our first priority.
- We will work to meet the overall expectations of the school community and culture as best we can.
- We will use logic and reasoning to continuously update our campus and classroom schedules, routines, policies, and procedures according to the most current state or local guidelines.
- We will care for the social-emotional, mental, and spiritual wellbeing of our students, families, and staff.
- We will create a campus environment that allows for flexibility as things change, but that is as close to our traditional environment as possible and will allow for smooth transitions.
- We will use this time of necessitated change as an opportunity to improve for the long-term.

### GUIDELINES

The CDC, OCHCA, and AAP have provided guidelines for how to reopen schools with the expectation that students will be on campus. As an independent school, Salem governs itself and will continue to make decisions based on the most current research and guidelines, along with what makes the most sense for our school community. School-focused CDC guidelines can be found here: [CDC School Guidance](#). Guidance from the American Academy of Pediatrics can be found here: [AAP School Guidance](#). According to the AAP, “Policies to mitigate the spread of COVID-19 within schools must be balanced with the known harms to children, adolescents, families, and the community by keeping children at home.” In other words, we must be willing to weigh the risk of having our kids in school with the risks of keeping them out of school. Please take time to carefully review this plan, and talk to your child(ren) about how school might look or feel a bit different this year. The CDC has provided information on how to speak about COVID-19 with children; that resource is accessible here: [CDC Talking with Children](#).

---

## PLAN OUTLINE

### 1. Expectations for Students & Everyone

*At Salem Lutheran, we...*

- ★ Wash our hands often
- ★ Cover coughs and sneezes
- ★ Eat our own food only, and do not share
- ★ Avoid close contact with others
- ★ Keep our space and materials clean
- ★ Follow directional signs
- ★ Wear a face covering as mandated or directed
- ★ Tell a teacher when we're not feeling well
- ★ Stay home when showing signs of being sick

### 2. Daily Drop-off

- a. The drop-off period has been extended to allow for health screenings, and will begin at 8:00am (tardy bell still rings at 8:30am).
- b. Drop-off and health screenings will take place at Big Circle ONLY.
- c. Every student will have a basic health screening, including having their temperature checked, prior to exiting their car each morning.
- d. Students who register a temperature of 100.4 or higher, or who have exhibited signs/symptoms of COVID-19 will not be permitted to attend school; for the complete policy and procedures, click here: [Protocols for Student and Visitor COVID-19 Symptom Screenings](#).
- e. Parents/Guardians are asked to conduct the same health screening prior to coming to school each day.
- f. Parents/Guardians will not be permitted to park and get out of their car, including to walk their child to the classroom or visit the school office.

### 3. Daily Pick-up

- a. Both Big Circle and Little Circle will be used for pick-up.
- b. Grade levels will stay together for pick-up, which means families with siblings in both K - 4th and 5th - 8th grades will need to go through both circles for pick-up, starting with Big Circle.
- c. Grades 5-8 will start loading at 2:50pm, while grades K-4 will start loading at 2:55pm.
- d. We will be unable to provide after school study hall until further notice.

### 4. Before and After School Age Care

- a. Because grade level cohorts must remain small and stable, and cannot mix according to current guidelines, we will use the gym and other open and outdoor spaces for morning and afternoon SAC (K-8).
- b. SAC will follow the same physical distancing and other guidelines as are being used in classrooms.
- c. Please drop-off and pick-up during regular school hours as much as possible and use morning and/or afternoon SAC only as much as is truly needed to accommodate parent/guardian work schedules.

### 5. Snacks & Lunch: Choice Lunch

- a. Students will eat lunch with their small, stable, grade level cohorts (e.g. both 3rd grade classes) while practicing physical distancing.
- b. Pizza and Chick-fil-A Mondays will not be offered until further notice.
- c. Kindergarten Lunch Bunch for half-day students will not be offered until further notice.
- d. **Choice Lunch** (Available on all school days)
  - i. Parents will choose sides when purchasing lunches through the CL app.
  - ii. CL orders will be distributed to students on a lunch cart, rather than through a lunch line.

---

#### 6. Recess

- a. Students will enjoy recess with their small, stable, grade level cohorts while practicing physical distancing.
- b. Cohorts will have their own recess equipment that will be sanitized routinely and at the end of each day.

#### 7. Special Classes

- a. Specialty classes, including PE, Art, Music, Spanish (5th - 8th), and Junior High Electives will still take place while following certain guidelines.
- b. Students in 5th - 8th grades will arrive at school on scheduled PE days in their PE uniforms, rather than changing on site during the school day.

#### 8. Chapel

- a. Chapel is an important part of the Salem Lutheran School experience, so one of our primary goals is to still provide opportunities for students to gather for worship while staying safe.
- b. We will continue to hold Chapel services each Wednesday at 8:35am.
- c. We have enough space in the Worship Center (gym) to rotate one grade level cohort to attend Chapel live each week, while the rest of the classes worship in their classrooms with the service being live streamed.
- d. Chapel musicians, singers, and speakers will present from behind a clear partition.

#### 9. Classrooms

- a. Each classroom will allow for 25 people in the room at a time until guidelines change.
- b. Students will enter and exit the same doors every time (no shortcuts, e.g. Library).
- c. Student furniture will be placed to allow for physical distancing with clear partitions used where necessary.
- d. Bathroom breaks will be built into daily schedules/routines to reduce student crossover and allow for scheduled cleanings throughout the school day.
- e. All classrooms will be provided with hand sanitizer stations at the doorway and all classrooms are outfitted with a sink, soap, and paper towels; students will wash and/or sanitize hands throughout the day.
- f. Students will use their own school supplies; community bins/materials will not be used at this time.

#### 10. Transitions & Hallways

- a. Our campus will be clearly marked with directional signage with one-way traffic flow.
- b. Schedules will allow for passing periods that keep hallways from being crowded.
- c. Outside drinking fountains will be closed for now; students will need to bring their own water bottles.
- d. We will install SAFEHandles tape to frequently-used faucets and door handles, which will provide an antimicrobial barrier with properties that preserve hands from germs.

#### 11. Resource Program

- a. The daily schedule of our Resource Program has been updated to eliminate grade level crossover while still allowing students to receive the support they need for success.
- b. Resource Program services will be provided remotely when appropriate.

#### 12. Library

- a. Our Library will run on a strict, reserved time schedule per grade level and not employ general open hours until it is deemed safe to do so.
- b. The Librarian will employ a system of holds/pick-ups to eliminate students gathering in the Library.
- c. Check-out stations will be separated and sanitized between use.

#### 13. Field Trips

- a. We may have to forego, postpone, or find alternatives for certain field trips based on whether or not those destinations are open and what the risks for students might be.

- b. We may charge cash/check for field trips as they come up, rather than bill in one lump sum; this would allow for flexibility in the scheduling of field trips.

#### 14. Athletics

- a. The school will work closely with partners in the Lutheran Orange County Athletic League (LOCAL) to determine the most appropriate next steps - while following official guidelines - for our Athletics Program; we will keep you informed as decisions are made.

#### 15. Volunteers & Visitors

- a. Allowing parents and volunteers on campus has always been an important part of the culture of our school; however, we will need to strictly limit visitors and volunteers until further notice.
- b. Visitors will be permitted by appointment only; phone calls and Zoom can be used when needed.
- c. Those who are permitted to visit or volunteer will be expected to abide by strict health and safety guidelines, such as temperature and health screenings, frequent hand-washing and/or sanitizing, and wearing a mask and gloves.

#### 16. COVID-19 Case Connected to Campus

- a. The school's response will depend on the specific circumstances of any given occurrence.
- b. In general, we know that should a student, staff member, or visitor of Salem report a positive COVID-19 test, we will have a 24-hour closure of all impacted rooms/spaces, followed by disinfection/cleaning according to CDC guidelines.
- c. This may result in the displacement of individuals who may have been impacted.
- d. Should OCHCA recommend a quarantine period for certain at-risk individuals, this could result in a short period of remote learning for only those individuals.
- e. All faculty and staff will be trained to recognize the symptoms of COVID-19, with updated protocols in place for triage, isolation, and care for students showing signs of the illness.
- f. It is understandable that having a case connected to Salem may cause concerns or raise questions. Please know that we take our obligation to balance privacy and community safety interests very seriously, and will share limited information with our community as needed.
- g. It is important for each family to have a child care plan in place should their child(ren)'s small, stable, grade level cohort need to switch to fully remote learning for a period of cleaning or quarantine.

#### 17. Routine Cleaning

- a. We will continue with daily, routine cleanings as contracted through our custodial company.
- b. Additionally, the school will use disinfectants on frequently touched surfaces and exterior spaces.
  - i. Frequently touched surfaces include but are not limited to: door handles, light switches, sink handles, bathroom surfaces, tables, student desks, and chairs.
  - ii. Disinfectant products will be approved for use against COVID-19 on the Environmental Protection Agency (EPA) - approved list "N" and follow product instructions.
- c. Classrooms will be stocked with child-safe cleaning wipes so that children and teachers can wipe down surfaces and materials as often as necessary.

#### 18. Face Coverings & Gloves

- a. To comply with the *COVID-19 Industry Guidance for Schools and School-based Programs*, all children in grades 3-8 will wear a face covering; children in grades K-2 will be encouraged, but not mandated to wear a face covering.
  - i. Every student in grades K-8 is asked to bring their own cloth face covering to school; the school will provide a mask to any student who forgets to bring their own.
  - ii. A face shield is an acceptable alternative for children in K-2 who cannot wear a cloth face covering, or for students in 3-8 who have a medical condition that prevents them from wearing a cloth face covering.
- b. Faculty, staff, and visitors will wear a face covering at all times and disposable gloves as needed.

#### 19. Students at Heightened Risk

- a. Salem Lutheran School understands that some students may live with pre-existing or underlying medical conditions that heighten their risk when it comes to COVID-19. Parents/Guardians are asked to provide specific guidance along with medical documentation to the school for their student should specific guidelines need to be followed, or should their child need additional considerations. Please reach out to Mrs. Sheets at [csheets@salemorange.com](mailto:csheets@salemorange.com) to discuss special circumstances for your child.

#### 20. Training All Staff & Educating Families

- a. All staff will be trained in the following areas, and families will be provided with educational materials related to the following safety actions:
  - i. Enhanced sanitation and hygiene practices, such as hand washing
  - ii. Physical distancing guidelines and their importance
  - iii. Proper use, removal, and washing of face coverings, and an understanding of exemptions
  - iv. Screening practices
  - v. How COVID-19 is spread
  - vi. COVID-19 specific symptom identification
  - vii. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19
  - viii. For workers, COVID-19 specific symptom identification and when to see medical attention
  - ix. Salem's [Protocol for when a Student Exhibits Symptoms Associated with COVID-19 while at School](#)

### CLOSING REMARKS

*"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11*

Together we've been facing a tough reality. We're figuring out how to live with a new virus that is still not totally understood, and so many of us or our loved ones are understandably unsure, sad, worried, and maybe even a bit angry. One of the hardest parts about being a parent is wondering whether or not we're making the right decisions for our kids. I'm with you. What we do know is that along with their physical wellness, our children count on us to guide their journey for intellectual growth, spiritual strength, and social-emotional wellness, too. This is what Salem Lutheran School and our phenomenal faculty and staff do best. We are passionate about providing students and their families with an excellent Christ-centered learning experience.

Our theme verse for the coming school year is a powerful reminder that our God is good, and he does not forget his people. Even in the midst of a difficult situation, God's plan prevails time and time again. As we look ahead to Fall 2020 at Salem and make our plans, may we open our hearts and minds to the prosperous and peaceful plan God has already brought to fruition - his Son, Jesus Christ, gave His life to wipe out the sin we live with in this world! May we look ahead with hope for the future - not because we have it perfectly mapped out, but because God has gone ahead of us and carved a purposeful path for us to walk. We know that school will look different this year, but much will remain the same. Together, by the grace of God, we will work through whatever comes our way. Thank you for your partnership!

Go in God's Peace,

Corissa Sheets, Principal



*“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.”* Jeremiah 29:11

---

## **Protocols for Student and Visitor COVID-19 Symptom Screenings**

In order to protect the safety of our students, employees, and the Salem Lutheran community at large, School employees will screen students and any parents, or visitors for symptoms of COVID-19 at designated screening points. Salem Lutheran School adopts this Student COVID-19 Symptom Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control (CDC), California Department of Public Health (CDPH), Orange County Health Care Agency (OCHCA) and California Department of Education (CDE). This policy will be updated as guidance changes.

Salem Lutheran School asks that all parents carefully review this policy with their students. As used in this policy, a “parent” refers to a parent, caregiver, legal guardian, or other adult family member conducting school drop-offs or pick-ups.

### **1. Symptoms Associated with COVID-19**

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Fever, defined as 100.4 degrees Fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting
- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and Salem Lutheran School may update this list as the CDC and OCHCA identifies additional or different symptoms.

## 2. Self-Screening and Self-Reporting Obligations

Parents shall screen students daily by checking their temperature and observing for other symptoms associated with COVID-19 in the morning prior to leaving for school. Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19 and notify Corissa Sheets, Principal and Julie Beckman, Director of Safety at [attendance@salemorange.com](mailto:attendance@salemorange.com) or 714-922-1052 of the reason for the student's absence. Students who report symptoms associated with COVID-19 may return to School after they meet the requirements outlined in the policy for when a student exhibits symptoms associated with Covid-19. In addition to daily self-screenings, parents and students are obligated to report the following information and remain at home as recommended by the CDC and OCHCA:

- If they have traveled outside of the country, they may not return to school for 14 days after they return from international travel.
- If they had close contact with someone who was ill with confirmed COVID-19, they may not return to school until 14 days after the date of exposure. According to the CDC and OCHCA: "Close contact" means being within six (6) feet of an individual for at least 15 minutes.
- If a member of their household is ill with confirmed or suspected COVID-19, they may not return to school until 14 days after the date of exposure and shall remain at least 6 feet away from the ill individual until 14 days have passed to the extent possible.

## 3. Campus Access

Access to campus will be restricted to designated point(s) of entry where a School employee will take the student's temperature and screen for symptoms associated with COVID-19. At the beginning of each day, the screening will take place while the student is still inside the vehicle. When a parent is required to exit the vehicle with the student, the screening will take place in the designated area(s).

### Options Preschool and Special Circumstances

Preschool parents have the option to park and walk their preschool child to the designated screening area. Elementary students who have special circumstances, such as a medical condition, will also have this option (please notify Julie Beckman at [jbeckman@salemorange.com](mailto:jbeckman@salemorange.com) if your elementary student needs special drop-off considerations). In these cases, parents will accompany their children to a designated screening area. While waiting to be screened, parents are responsible for ensuring that they and their children remain at least six (6) feet apart from other parties as directed by School officials. A School employee will walk young children from the screening area to their classroom. Parents will not be allowed to enter the campus past the screening area without specific authorization from a School official. Parents using this park and walk option must wear a face covering and adhere to physical distancing guidelines.

All parents and visitors who are authorized to enter the facilities will be screened for symptoms associated with COVID-19 in the manner described herein.

#### 4. **Symptom Screening**

Designated screeners will screen all students, parents, or visitors as follows before they can enter the school campus. Screeners will be trained on CDC recommendations for proper use of personal protective equipment. The screening will include:

- Taking each person's temperature using a non-invasive contactless infrared thermometer. If necessary, the School may take an individual's temperature a second time to confirm the results of the first test or if the results of the first test suggest an erroneous result;
- Visually checking for symptoms associated with COVID-19 as listed above;
- Asking whether the person has experienced symptoms associated with COVID-19 within the last 24 hours;
- Asking whether anyone in the household has had symptoms associated with COVID-19 or a positive COVID-19 test;
- Asking whether the person has had close contact with anyone with a positive test for COVID-19 within the last 48 hours.

Salem Lutheran School may track a student's potential exposure to COVID-19 and document his or her temperature, symptoms, and incidents of exposure. All documentation regarding a student's COVID-19 symptoms will be considered confidential medical records.

#### **Exclusion From School Based On Symptom Screening**

Persons presenting with a fever of 100.4° F (38.0° C) or above, or any symptoms associated with COVID-19, will be sent home as soon as is possible per the [School's Protocol When a Student Exhibits Symptoms Associated with COVID-19 at School](#). In determining whether to exclude a student based on symptoms of COVID-19, the School will consider whether the student has a history of allergies. Individuals exhibiting symptoms associated with COVID-19 will not be allowed to return to campus until one of the following occurs:

- He or she certifies that at least 10 days have passed since the symptoms first appeared AND the student has been free from fever without the use of fever-reducing medication for at least three (3) days AND respiratory symptoms have improved;
- He or she provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- His or her health care provider provides the School with a note certifying that he or she is free from COVID-19; or
- The person is otherwise safe to be around others per CDC criteria for discontinuing home isolation, found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

The School will maintain COVID-19 test results and doctor's notes submitted pursuant to this Policy as students' confidential medical records.



*“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” Jeremiah 29:11*

---

## **Protocol for when a Student Exhibits Symptoms Associated with COVID-19 while at School**

Students exhibiting one or more symptoms associated with COVID-19 while at school will be sent home as soon as possible. The School will separate the student from others in a designated isolation room/area, direct the student to wear a cloth face covering or medical mask if feasible, and will notify the student’s parent or guardian.

All students who present with COVID-19 symptoms while at school must be signed out by a parent or guardian unless the Principal or Principal’s designee specifically authorizes otherwise. The School may seek emergency medical attention on behalf of the student if the student’s COVID-19 symptoms become severe, as indicated by persistent pain or pressure in the chest, confusion, or bluish lips or face.

The student may not return to campus until one of the following occurs:

- The student’s parent or guardian certifies that at least 10 days have passed since the student’s symptoms first appeared, the student has been free from fever without the use of fever-reducing medication for at least 3 days, and the student’s respiratory symptoms have improved;
- The student provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- The student’s health care provider certifies that he or she is free from COVID-19; or
- The student is otherwise safe to be around others per CDC criteria for discontinuing home isolation, which can be found at:  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

The student’s parent or guardian must complete a “Certification for Student Returning to School after COVID-19 Symptoms, Positive Test Result, or Exposure” form prior to returning to School. In most circumstances of a student needing to stay home due to signs of illness, the School’s standard Absent Work policies will apply. Should a student need to quarantine for the recommended period due to a positive COVID-19 test result or exposure, the School will work with the family to provide a remote learning experience. All situations will be considered on a case by case basis according to guidelines and what is best for the student.

Updated 7/20/2020



*“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” Jeremiah 29:11*

---

## **Training All Staff & Educating Families for Health and Safety During COVID-19**

*All staff will be trained in the following areas, and families will be provided with educational materials related to the following safety actions.*

### **HANDWASHING**

Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.

#### How Germs Spread

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people’s hands or common objects

#### Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

#### During the COVID-19 Pandemic, You Should also Clean Hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that’s how germs enter our bodies.

### Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals. Follow these five steps every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.



### Use Hand Sanitizer When You Can't Use Soap and Water

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label. Sanitizers can quickly reduce the number of germs on hands in many situations; however:

- Sanitizers do not get rid of all types of germs
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

### How to Use Hand Sanitizer

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount)
2. Rub your hands together
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds

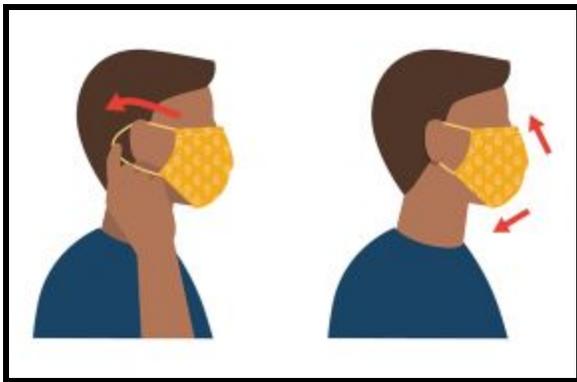
Cover coughs and sneezes with a tissue, and encourage others to do so as well. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

## FACE COVERINGS

Face coverings, or masks, are an additional step to help slow the spread of COVID-19 when combined with everyday preventive actions and physical distancing in public settings.

### Wear your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



### Wear a Mask to Protect Others

- Wear a mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a mask correctly for maximum protection
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect

### Take Off Your Mask Carefully

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Masks should be washed after each use. It is important to always remove masks correctly and wash hands after handling or touching a used mask.

## How to Clean

**Washing Machine** - You can include your mask with your regular laundry. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask.



**Washing by Hand** - You can also wash by hand using the following steps.

Prepare a bleach solution by mixing:

- 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
- 4 teaspoons household bleach per quart of room temperature water

Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

- Soak the mask in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

Make sure to completely dry your mask after washing. You can use your dryer appliance (on highest heat) or you can air dry, preferably in direct sun (be sure it's completely dry before use).



## SIGNS & MESSAGES

Signs and messages will be posted in highly visible locations (e.g., school entrances, restrooms) to promote everyday protective measures.

- Signs for how to stop the spread of germs
  - [Properly washing hands](#)
  - [Properly wearing a cloth face covering](#)
- Messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19
  - School website
  - Parent emails and newsletters
  - School [social media accounts](#)
- CDC print and digital resources on CDC's [communications resources](#) main page

