



"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: **230 students K-6**
- 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; 230 students total**
 - **K (35) 1st (23) 2nd (36) 3rd (29) 4th (34) 5th (28) 6th (45)**
- Date of Proposed Reopening: **Tuesday, September 1, 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

Signature: _____

Date: _____

8/11/2020

I. CONSULTATION

Please confirm consultation with the following groups:

Labor Organization

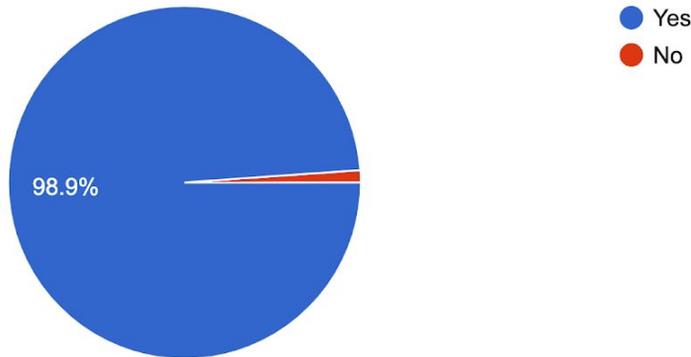
Name of Organization(s) and Date(s) Consulted: **N/A**

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’s PTL organization was consulted on these dates during zoom meetings held for the purpose of discussing Salem’s reopening plans and parents’ needs and desires regarding remote, hybrid, and on-site learning modalities. As the formally established and primary group charged with representing Salem’s parent/guardian body to school leadership, the PTL was well-informed regarding the needs and desires of our parent/guardian community. Our PTL members also participated in two surveys (see next item for survey results).
- **Salem Parent Community at Large** 7/24/2020, 7/30/2020
 - School leadership conducted two parent surveys regarding reopening plans for Fall 2020. The first survey indicated that 98.9% of Salem parents/guardians had read the Salem Health & Safety Plan for 2020-2021 first published 7/15/2020.

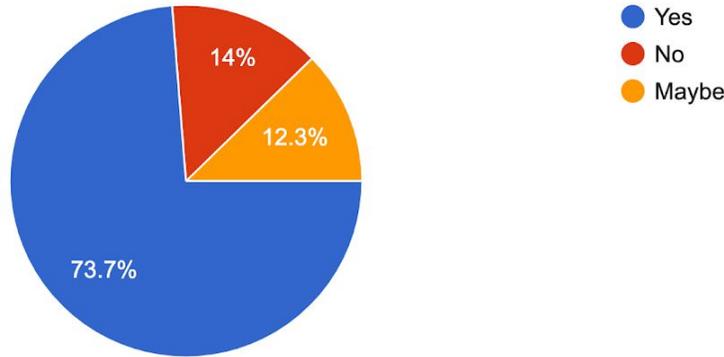
I have read Salem's Health & Safety Plan and Protocols for the 2020-2021 school year.
179 responses



- It also indicated that 73.7% of parents/guardians desired for their child(ren) to return to campus for in-person instruction for Fall 2020 in consideration of that plan (see p.3).

Considering Salem's plans and protocols, I want my child(ren) to return to campus for the regular full academic program as soon as possible.

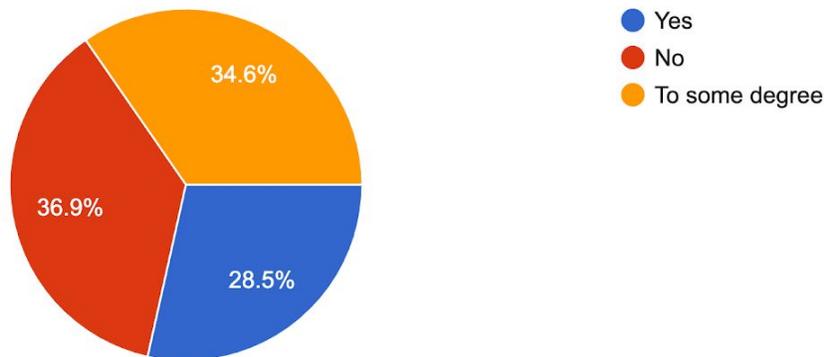
179 responses



- 63% of parents/guardians indicated that parents/legal guardians work outside the home and, therefore, depend on the regular school day for child care either fully or to some degree.

All parents/guardians in our home/family work outside the home and therefore we depend on the regular school program for child care during the regular school week.

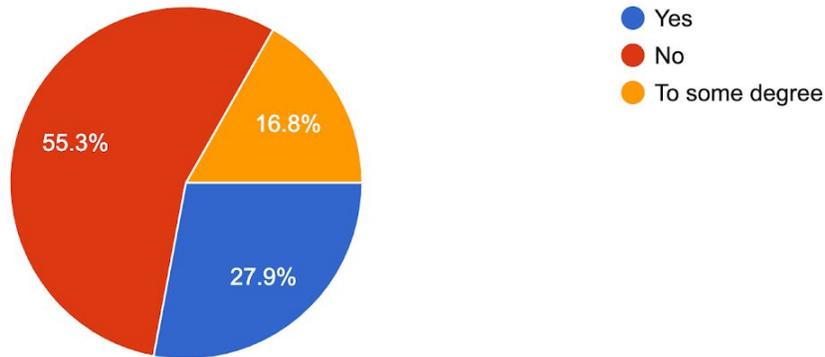
179 responses



- More than half of the parents/guardians who responded to the survey were not in favor of remote learning (see p.4).

I am in favor of Salem starting the school year with distance learning

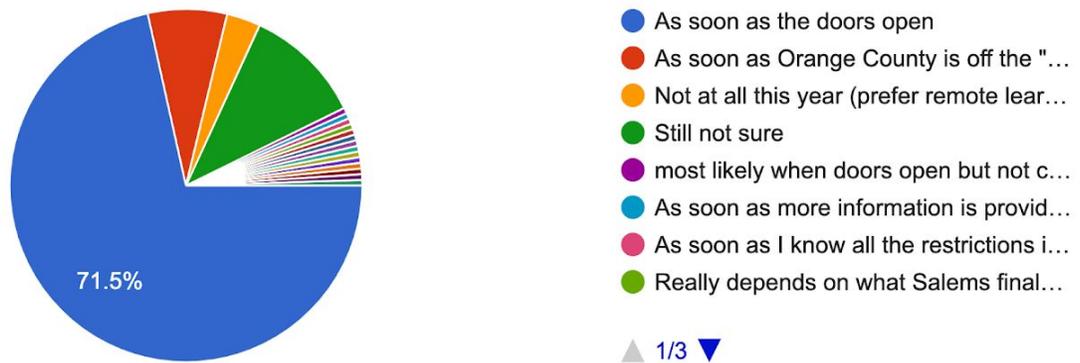
179 responses



- In the follow-up survey conducted 7/30/2020 to gather more information and engaged a greater number of parents/guardians, the school found that about 72% were ready to send their child(ren) back to school in-person as soon as the doors open.

I will be ready to send my kids back to campus for school when...

193 responses



- **Salem Board of Education** 4/15/2020, 6/10/2020, 7/7/2020, 7/14/2020, 7/17/2020, 7/30/2020
 - Salem’s Board of Education (BOE) is made up of educated, invested, and diverse stakeholders who represent the academic, social-emotional, mental, physical, and spiritual wellbeing of the students, as well as consider the parent community and wider community as a whole when advising school leadership in decision-making. This Board met on six formal occasions, as well as stayed in email and phone communication with school leadership over the course of the six months leading up to this point. Meeting minutes reflect that this Board has been guiding school

leadership every step of the way by providing relevant information and research regarding COVID-19 and the State and local health agency responses to the pandemic as they related to schools, representing all facets of the school and wider community, and speaking into the health and safety plans being drafted by school leadership. For example, on 7/7/2020, school leadership presented Salem's BOE with a complete draft of the Salem Health & Safety Plan for 2020-2021; the Board and school leadership combed through the draft item-by-item and side-by-side with the most current CDC guidelines at that time, the CDE Stronger Together handbook, the American Academy of Pediatrics recommendations, and OCHCA information. The school's plan from 7/7/2020 has, of course, been updated and reapproved by Salem's BOE as of 8/4/2020 following Governor Newsom's most recent announcement regarding the guidelines for school reopening. This Board and school leadership report to Salem's governing body, which is the voting members of Salem Lutheran Church, represented formally by Salem's Ministry Leadership Council.

- **Salem Ministry Leadership Council 7/14/2020, 7/17/2020, 7/30/2020**
 - Salem's Ministry Leadership Council (MLC) is made up of voting members of Salem Lutheran Church who are elected by Salem's congregation to oversee the governance, finances, and ministries of the whole organization. The MLC met formally on three occasions to hear presentations from school leadership and Salem's BOE regarding reopening plans. MLC meeting minutes reflect that the MLC reviewed and approved the Salem Health & Safety Plan for 2020-2021 and supports the reopening of the school for in-person instruction.
- **Orange County Lutheran Schools Association 5/27/2020, 7/22/2020, 7/29/2020, 8/5/2020**
 - The principals/heads of school from each school belonging to the Orange County Lutheran Schools Association (OCLSA) meet formally on four occasions under the direction and leadership of Mrs. Rachel Klitzing, Education Executive for the Pacific Southwest District of the Lutheran Church Missouri Synod. The OCLSA and the PSD-LCMS do not govern Salem Lutheran School, but rather act as a system of support and ongoing professional development for the schools within the district. (Salem Lutheran Church & School is a self-governing, non-profit organization.) Mrs. Klitzing and this team of colleagues met formally on these dates and other occasions to discuss school reopening plans, share resources and ideas, and support one another with regard to local and state health and legal matters. The PSD provided access to direct, live, legal counsel for the OCLSA principals. There are no formal meeting minutes for this group; however, Mrs. Klitzing provided a letter of support for the reopening of OCLSA schools (included with this petition).
- **Pacific Southwest District - LCMS Educational Executive and Attorney 7/3/2020, 8/6/2020**
 - See above.
- **Strategic Kids & Academic Chess 8/3/2020**
 - Strategic Kids is an organization in our community that works directly with Salem Lutheran School to provide on-site enrichment programs to students. School leadership consulted with the company's owner on 8/3/2020 regarding our reopening plans, as well as Strategic Kids' health and safety plans in order to corroborate our plans and share information/suggestions. This conversation led to Salem, in partnership with SK, being able to provide more and structured outdoor enrichment programs that would ensure children will remain physically distanced while at recesses.

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. What we found is that, overall, school staff believes that in-person education is vital for the health and wellness of children, that Salem believes that we are doing our children a massive disservice by keeping them home any longer, and that the risks of bringing students back to campus for in-person instruction are far less than the risks of their continued disconnection, isolation, and lack of learning progression.

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 and links included.

- ✓ **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.

Point of Contact: Mrs. Julie Beckman, Director of Safety & Facilities
(jbeckman@salemorange.com) or (714) 639-1946 ext.230

- ❑ See the following documents included:
 - ❑ [Protocol for when a Student Exhibits Symptoms Associated with COVID-19 while at School](#)
 - ❑ [Protocol for when an Employee Exhibits Symptoms Associated with COVID-19 while at School](#)
- ✓ 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 (posted 8/7/2020 for original submission): <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 & Triggers for Switching to Fully Remote Learning

- 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. See also [Salem Protocol - Triggers for Switching to Fully Remote Learning \(aka Distance Learning\)](#)
- f. 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.
- g. 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.
- h. 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 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

Salem Protocol - Triggers for Switching to Fully Remote Learning (aka Distance Learning)

Point of Contact: Mrs. Julie Beckman, Director of Safety & Facilities

jbeckman@salemorange.com

(714) 639-1946 ext.230

Point of Contact: Mrs. Corissa Sheets, Principal

csheets@salemorange.com

(714) 639-1946 ext.229

On July 17, 2020, the California Department of Public Health issued updated guidance for when schools must physically close and revert to distance learning because of COVID-19 infections.

Following a confirmed case of a student who was at school during his or her infectious period, other exposed students and staff should be quarantined for 14 days.

The school should revert to fully remote learning (aka distance learning) when multiple cohorts have cases or 5 percent of students and staff test positive within a 14-day period.

Closure decisions will be made in consultation with local health officers. After 14 days, the school may return to in-person instruction with the approval of the local public health officer.

Updated 8/19/2020



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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 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 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

Point of Contact: Mrs. Julie Beckman, Director of Safety & Facilities

jbeckman@salemorange.com

(714) 639-1946 ext.230

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 8/19/2020



“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

Protocols for Employee COVID-19 Symptom Screenings

In order to protect the safety of our students, employees, and the Salem Lutheran community at large, Church and School employees will conduct self-screenings each day prior to leaving their home for work at Salem; employees may also be screened by their employer upon arrival or at any time. Salem Lutheran adopts this Staff 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 asks that all employees carefully review this policy, and direct questions to their supervisor. As used in this policy, an “employee” or “staff” member refers to a church employee, administrator, teacher, support staff, coach, or other adult entering Salem as an employee.

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 may update this list as the CDC and OCHCA identifies additional or different symptoms.

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

Employees shall screen themselves daily by checking their temperature and observing for other symptoms associated with COVID-19 in the morning prior to leaving for work. Staff must stay at home if exhibiting one or more symptoms associated with COVID-19 and notify their supervisor of the reason for the absence.

Employees who report symptoms associated with COVID-19 may return to work after they meet the requirements outlined in the policy for when an employee exhibits symptoms associated with Covid-19. In addition to daily self-screenings, employees 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 work 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 work 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; Salem Lutheran reserves the right to take the employee's temperature and screen for symptoms associated with COVID-19 upon entry or anytime.

4. **Symptom Screening**

An employee's supervisor, or designated staff member may conduct a screening on-site. Screeners will be trained on CDC recommendations for proper use of personal protective equipment. The screening will include:

- Taking the person's temperature using a non-invasive contactless infrared thermometer. If necessary, the supervisor, or designated staff member 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 may track a employee's potential exposure to COVID-19 and document his or her temperature, symptoms, and incidents of exposure. All documentation regarding an employee's COVID-19 symptoms will be considered confidential medical records.

Exclusion From Work Based On Symptom Screening

Employees 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 possible. In determining whether to exclude an employee based on symptoms of COVID-19, the employer will consider whether the employee 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 employee 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 their supervisor 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 supervisor 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.

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

Health Screenings for Symptomatic Staff

COVID-19 testing is available to staff members experiencing symptoms through the Orange County Health Care Agency at the OC COVID-19 Testing Super Site as detailed below, or at <https://occovid19.ochealthinfo.com/supersite>. Staff have been provided with this information.

OC COVID-19 Testing Super Site

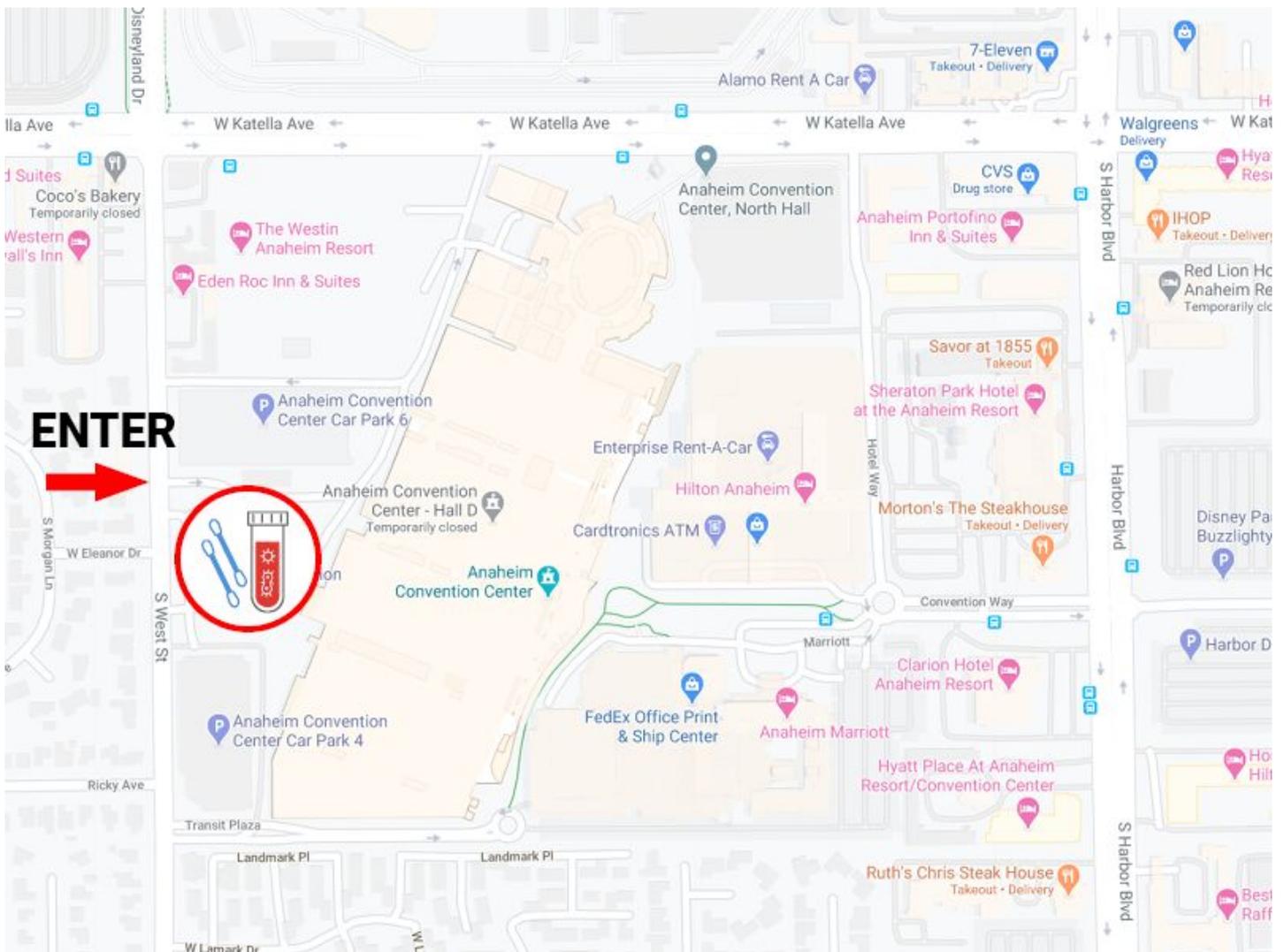
Testing is now available through an appointment-based drive-thru site that can serve more than 1,000 people daily. Testing is available to Orange County residents at no-cost for people who meet Public Health priorities for testing and cannot get a test through their medical provider (doctor). Please contact your provider first.

The test offered at this site is called a PCR test. The test will show if someone is currently infected with COVID-19 and may be contagious.

When: Tuesday to Saturday, 8 a.m. - 3 p.m.

APPOINTMENTS ARE REQUIRED.

Where: Anaheim Convention Center, West Street entrance



Who Can Get Tested?

Should you have health insurance, please get testing through your provider. This is very important if you have an HMO. If your provider cannot assist you or you do not have insurance Orange County residents may get tested at the Anaheim Convention Center Testing Site if they meet the following requirements:

- Orange County resident (you live in Orange County)
- Have symptoms of COVID-19

OR

- Meet Public Health criteria for priority testing:
 - Healthcare workers and first responders
 - Workers in congregate living settings such as skilled nursing facilities, jails, or homeless shelter settings
 - Individuals with close contact (15 minutes or more within 6 feet) to someone known or suspected to have COVID-19
 - Essential workers – those with contact with the public such as such as grocery store workers, social service providers, government workers, etc.

How To Make An Appointment

- Should you have insurance, **please contact your provider first** about getting tested through your doctor and medical plan.
- Appointments will be scheduled using a secure registration link, <https://360clinic.fulgentgenetics.com/>, using your smartphone, tablet or computer and complete the required information.
- Should you have insurance, you are required to enter it on the registration site.
- Once you have registered, you may select your appointment time and a confirmation text or email will be sent to you.
- Once you come to the site, show your confirmation (either on your phone or printed out) at the test site.

Preparing for Your Test

- **You will only be tested if you made an appointment and you will only be tested on the date and time of your appointment.**
 - Be prepared to show your confirmation on your phone or with a print out to a testing representative as well as your personal identification.
 - If others are in the car with you but do not have an appointment, they will not be tested.
- Please arrive to your appointment on time. Do arrive no more than 15 minutes before or after your appointment time. Should you miss this window, you will not get tested. As such, please prepare your visit accordingly.
- Bring your face covering and wear it. You do not have to wear a face covering while in the car alone or with household members, but when a healthcare worker approaches your car, please put your face covering over your mouth and nose.

-
- The wait and test process should take less than 60 minutes, but please be ready to wait in your car. Bring water or snacks if you think you need it. We will not have any restroom facilities for you to use.
 - You will get a brief medical assessment prior to the test.
 - The test is done through a swab to get a sample from inside the nose. Someone will explain how to get the sample yourself. It is painless, quick and simple.
 - You will not be asked to pay for testing.
 - You will get results texted or emailed to you in approximately 2-3 days.
 - If you test positive for COVID-19, you will get more information about care and resources.

For more information and resources about COVID-19 visit: <http://www.ohealthinfo.com/novelcoronavirus>.

About the Testing Partnership

This no-cost testing is made available through a public-private partnership between the OC Health Care Agency, the City of Anaheim, and 360 Clinic. Laboratory services are provided by Fulgent Genetics.

Read more about 360 Clinic, at <http://360clinic.md/>. For questions please email inquiries@360clinic.md, or call 1 (800) 446-8888.



“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

Salem Lutheran School COVID-19 Communication Plan

1st Point of Contact: Mrs. Julie Beckman, Director of Safety & Facilities

jbeckman@salemorange.com

(714) 639-1946 ext.230

2nd Point of Contact: Mrs. Corissa Sheets, Principal

csheets@salemorange.com

(714) 639-1946 ext.229

Mrs. Julie Beckman, Director of Safety & Facilities for Salem Lutheran School, is the direct point of contact between the school and Orange County Health Care Agency (OCHCA).

Our direct contact with OCHCA is Sharon Stock, Supervising Public Health Nurse of the COVID Schools Response Team (714) 834-7915 or sstock@ochca.com.

When a student is experiencing COVID-19 symptoms, has had a COVID-19 exposure, or has received a positive COVID-19 test result, the parent/guardian must notify the school's POC at attendance@salemorange.com or (714) 922-1052, which goes directly to the POC.

When a student (i.e. their parent/guardian), staff member, or other person reports that they are experiencing COVID-19 symptoms, have had a COVID-19 exposure, or have received a positive COVID-19 test result, the POC initiates the [Salem Checklist for Managing COVID-19 Exposures](#).

Updated 8/19/2020



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CHECKLIST FOR MANAGING COVID-19 EXPOSURES

Identification and Tracing of Contacts

1. Has the employee, student or visitor notified the School that the employee tested positive for COVID-19?
 - a. If yes, **go to No. 4 below.**
 - b. If no, **go to No. 2 below.**
2. Did the employee, student or visitor exhibit one or more symptoms associated with COVID-19, such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, and/or diarrhea (“Symptoms Associated with COVID-19”) during a daily temperature or symptom screening or while performing work on the School campus, but has not tested positive for COVID-19?
 - a. If yes, **go to No. 3 below.**
 - b. If no, **go to No. 5 below.**
3. Follow these steps if employee, student or visitor exhibits Symptoms Associated with COVID-19:
 - a. **Send employee, student or visitor home:**
 - i. **Immediately** send employee, student or visitor home or seek medical care
 - If employee, student or visitor is unable to drive, arrange for the employee’s, student’s or visitor’s emergency contact to pick up employee, student or visitor and take the employee home or to seek medical care
 - If an employee, student or visitor is exhibiting **emergency warning signs** for COVID-19, **seek emergency medical care immediately, i.e., call 9-1-1 immediately.** Emergency warning signs for COVID-19 include, but are not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or bluish lips or face.
 - ii. While employee, student or visitor waits to be picked up by employee’s, student’s or visitor’s emergency contact or by an emergency medical care provider:
 - Make sure employee waits in an isolated room/area away from others
 - Make sure employee **is wearing a face mask**
 - b. **Clean and Disinfect:**
 - **Close off** all areas of the School campus the employee used or visited

immediately and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected.

- Salem Lutheran Church and School or Salem’s contacted custodial company will be cleaning and disinfecting the areas used or visited by the employee and the surfaces and objects touched by the employee.
- Wait 24 hours before having custodial or maintenance staff clean and disinfect the areas. The areas should remain closed during those 24 hours.
- Direct custodial or maintenance staff to conduct deep cleaning and disinfection of areas the employee used or visited, including classrooms, restrooms, offices, breakrooms, multi-purpose rooms, and all surfaces and objects touched by the employee.
- Provide custodial or maintenance staff with disinfectants from the Environmental Protection Agency (“EPA”) List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19).
- Provide custodial or maintenance staff with proper PPE for COVID-19 disinfection (*e.g.*, disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

c. Arrange for a substitute:

- If the employee is a classroom teacher or has supervisory duties over students, coordinate an emergency substitute to fill in for employee’s duties.

d. Protect employee’s, student’s or visitor’s privacy:

- Do **not** share employee’s, student’s or visitor’s name or any other identifiable information with any School employees unless that employee has a **legitimate** need to know.
- Do **not** share employee’s, student’s or visitor’s name or any other identifiable information with any students, parents, members of the School community, or any other individual

e. Coordinate employee’s leave status with Human Resources:

- Assess employee’s ability to telework and assess employee’s eligibility for leave under **No. 7** and **No. 8** below.

f. Contact public health department:

- i. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the employee to isolate at home

g. Direct employee, student or visitor:

- i. Employees shall notify their direct supervisor immediately if they subsequently test positive for COVID-19. Student or visitor shall email attendance@salemorange.com or call (714) 922-1052.

- If the employee, student or visitor tests positive for COVID-19, **go to No. 4 below.**

ii. That he/she/they cannot return to work/school until employee, student or visitor meets CDC criteria to discontinue home isolation and until the employee, student or visitor completes the Employee/Student/Visitor Certification to Return to Work by certifying to one or more of the following:

- At least 10 days have passed since employee, student or visitor first began to exhibit Symptoms Associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea AND employee has been free of fever (a “fever” is defined as 100.4° F [37.8° C] or greater) for at least 72 hours without the use of fever-reducing medicines AND any respiratory symptoms employee exhibited have improved.
- Employee, student or visitor was tested for COVID-19 after employee, student or visitor began exhibiting Symptoms Associated with COVID-19 and the test shows that employee, student or visitor is not infected with COVID-19. Employee, student or visitor must provide a copy of the viral (*i.e.*, non-antibody) test.
- Employee’s, student’s or visitor’s health care provider certifies that employee, student or visitor is free from COVID-19. Employee, student or visitor must provide a copy of the health care provider’s note.

h. When employee returns to work:

- i. Direct employee to notify his/her/their supervisor immediately if the employee experiences a recurrence of any Symptoms Associated with COVID-19. Direct student or visitor to email Julie Beckman, Director of Safety, if the student or visitor experiences a recurrence of any Symptoms Associated with COVID-19.
- If employee, student or visitor exhibits a recurrence of any Symptoms Associated with COVID-19, **go to No. 3 above.**

4. Follow these steps if employee, student or visitor has notified the School that he/she/they has tested positive for COVID-19.

a. If the employee, student or visitor is on campus, send employee, student or visitor home:

- i. **Immediately** send employee, student or visitor home or seek medical care
- If employee, student or visitor is unable to drive, arrange for the employee’s, student’s or visitor’s emergency contact to pick up employee, student or visitor and take the employee, student or visitor home or to seek medical care
 - If employee, student or visitor is exhibiting **emergency warning signs** for COVID-19, **seek emergency medical care immediately, i.e., call 9-1-1 immediately.** Emergency warning signs for COVID-19 include, but are not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or bluish lips or face.

- ii. While employee, student or visitor waits to be picked up by employee's, student's or visitor's emergency contact or by an emergency medical care provider:
 - Make sure employee, student, visitor waits in an **isolated room/area** away from others
 - Make sure employee, student or visitor is **wearing a face mask**
- b. **Clean and Disinfect:**
 - i. **If employee, student or visitor has been on campus, close off** all areas of the School campus the employee, student or visitor used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected.
 - ii. If **School-employed custodial or maintenance staff** will be cleaning and disinfecting the areas used or visited by the employee, student or visitor and the surfaces and objects touched by the employee, student or visitor:
 - Wait 24 hours before having custodial or maintenance staff clean and disinfect the areas. The areas should remain closed during those 24 hours.
 - Direct custodial or maintenance staff to conduct deep cleaning and disinfection of areas the employee used or visited, including classrooms, restrooms, offices, breakrooms, multi-purpose rooms, and all surfaces and objects touched by the employee
 - Provide custodial or maintenance staff with disinfectants from the Environmental Protection Agency ("EPA") List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
 - Provide custodial or maintenance staff with proper PPE for COVID-19 disinfection (*e.g.*, disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products
- c. **Arrange a substitute:** If the employee is a classroom teacher or has supervisory duties over students, coordinate emergency substitute to fill in for employee's duties.
- d. **Protect employee's, student's or visitor's privacy:**
 - i. Do **not** share employee's, student's or visitor's name or any other identifiable information with any School employees unless that employee has a **legitimate** need to know
 - ii. Do **not** share employee's, student's or visitor's name or any other identifiable information with any students, parents, members of the School community, or any other individual
- e. **Coordinate employee's leave status with the School's Human Resources administrator:**
- f. Assess employee's ability to telework and assess employee's eligibility for leave under **No. 7** and **No. 8** below.
- g. **Direct employee:**
 - i. That he/she/they cannot return to work until the employee completes the Employee Certification to Return to Work by certifying to one or more of the following:

- Employee has not had any Symptoms Associated with COVID-19, and at least 10 days have passed since the test. Employee must provide a copy of the viral (*i.e.*, non-antibody) test.
- Employee has not had any Symptoms Associated with COVID-19, and was subsequently tested for COVID-19 using at least two consecutive respiratory specimens collected more than 24 hours apart and the tests show that Employee is not infected with COVID-19. Employee must provide a copy of the viral (*i.e.*, non-antibody) tests.
- Employee is free of fever (a “fever” is defined as 100.4° F [37.8° C] or greater) without the use of fever-reducing medicines, any respiratory symptoms Employee exhibited have improved, and Employee was subsequently tested for COVID-19 using at least two consecutive tests collected more than 24 hours apart and the tests show that Employee is not infected with COVID-19.

h. Contact local public health department:

- i. Notify local public health department of the positive COVID-19 case
- ii. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the employee to isolate at home

i. Consider closing campus in consultation with local public health officials:

- i. In consultation with the local public health officials, the Principal should consider whether school closure is warranted and, if so, the length of time based on the risk level within the specific community as determined by the local public health officer.
- ii. If school closure is warranted:
 - Communicate plans for school closure with students, parents, and employees
 - Provide guidance to parents and employees reminding them of the importance of community physical distancing measures while the school is closed, including discouraging students or employees from gathering elsewhere
 - Implement distance learning plan to maintain continuity of education
 - Maintain regular communications with the local public health department

j. Communicate potential exposure with School community:

- i. Maintain confidentiality of employee’s information
 - Do **not** share employee’s, student’s or visitor’s name or any other personally identifiable information with any School employees unless that employee has a **legitimate** need to know
 - Do **not** share employee’s, student’s or visitor’s name or any other personally identifiable information with any students, parents, members of the School community, or any other individual
- ii. Send **Sample Notice to School Community on Exposure to COVID-19** modified based on the circumstances, or similar notice that:

- Does **not** identify the person by name;
- Does **not** include information that would enable the reader to identify the person (e.g., the communication should not identify a specific work location if there is only one known employee that works in that location); and
- Provides enough information for the reader to have a meaningful discussion with a healthcare provider and take the appropriate risk mitigating steps (e.g., increased social distancing, hand washing, self-monitoring of symptoms, etc.)

k. **When employee, student or visitors returns to work/school:**

- i. Direct employee to notify his/her/their supervisor immediately if employee experiences a recurrence of any Symptoms Associated with COVID-19. Direct student or visitor to contact Julie Beckman, Director of Safety if student or visitor experiences a recurrence of any Symptoms Associated with COVID-19.
 - If employee, student or visitor exhibits a recurrence of any Symptoms Associated with COVID-19, **go to No. 3 above.**

5. Has employee, student or visitor notified the School that he/she/they has had close contact with an individual who has tested positive for COVID-19, and the employee, student or visitor has been on campus, but the employee is not exhibiting Symptoms Associated with COVID-19 and has not tested positive for COVID-19?

- a. If yes, **go to No. 6 below.**
- b. If no, **go to No. 9 below.**

6. Steps if employee, student or visitor notified the School that he/she/they has had close contact with an individual who has tested positive for COVID-19, and the employee, student or visitor has been on campus, but the employee, student or visitor is not exhibiting Symptoms Associated with COVID-19 and has not tested positive for COVID-19:

a. **Send employee, student or visitor home:**

- i. *If the employee, student or visitor is on campus*, send employee, student or visitor home **immediately**

b. **Direct employee, student or visitor:**

- i. To self-monitor for Symptoms Associated with COVID-19
- ii. Employees notify their supervisor immediately if they subsequently test positive for COVID-19. Students or visitors email attendance@salemorange.com or call (714) 922-1052.
 - If the employee, student or visitor tests positive for COVID-19, **go to No. 4 above.**
- iii. That employee, student or employee cannot return to work until 14 days have passed since employee's, student's or visitor's exposure to the individual with COVID-19 as advised by the Centers for Disease Control and Prevention ("CDC") and the employee completes an Certification to Return to Work/School form.

c. **Clean and Disinfect:**

- i. **Close off** all areas of the School campus the employee, student or visitor used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the School's Policy for Cleaning and Disinfecting the School Campus
- ii. If **School-employed custodial or maintenance staff** will be cleaning and disinfecting the areas used or visited by the employee and the surfaces and objects touched by the employee:
 - Wait 24 hours before having custodial or maintenance staff clean and disinfect the areas. The areas should remain closed during those 24 hours.
 - Direct custodial or maintenance staff to conduct deep cleaning and disinfection of areas the employee used or visited, including classrooms, restrooms, offices, breakrooms, multi-purpose rooms, and all surfaces and objects touched by the employee
 - Provide custodial or maintenance staff with disinfectants from the Environmental Protection Agency ("EPA") List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
 - Provide custodial or maintenance staff with proper PPE for COVID-19 disinfection (*e.g.*, disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

d. **Arrange a substitute:** If the employee is a classroom teacher or has supervisory duties over students, coordinate emergency substitute to fill in for employee's duties

e. **Protect employee's, student's or visitor's privacy:**

- i. Do **not** share employee's, student's or visitor's name or any other identifiable information with any School employees unless that employee has a **legitimate** need to know
- ii. Do **not** share employee's, student's or visitor's name or any other identifiable information with any students, parents, members of the School community, or any other individual

f. **Coordinate employee's leave status with the School's Human Resources administrator:**

- i. Assess employee's ability to telework and assess employee's eligibility for leave under **No. 7** and **No. 8** below

g. **Contact public health department:**

- i. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the employee to isolate at home

h. **When employee, student or visitor returns to work school:**

- i. Direct employee to notify his/her/their supervisor immediately if employee experiences a recurrence of any Symptoms Associated with COVID-19. Direct

student or visitor to contact Julie Beckman, Director of Safety if student or visitor experiences a recurrence of any Symptoms Associated with COVID-19.

- If employee, student or visitor exhibits a recurrence of any Symptoms Associated with COVID-19, **go to No. 3 above.**

7. Assess Ability to Telework:

a. In consultation with the Human Resources administrator or other appropriate School administrator, assess employee's ability to telework.

- i. If employee is able to telework, enter into a Telework Agreement with employee that governs the terms of the telework arrangement.
- ii. If employee is unable to telework or is only able to telework on a reduced or modified work schedule, **go to No. 8 below.**

8. Coordinate Leave Eligibility:

a. Assuming employee is unable to telework or only able to telework on a reduced or modified work schedule, coordinate with the Human Resources administrator to assess the types of leaves and benefits to which employee may be eligible:

- i. Emergency Paid Sick Leave (EPSL). If employee is unable to work or telework, employee may be entitled to EPSL of up to two weeks (80 hours) if a full time employee (or a prorated two-week equivalent for a part time employee) at employee's regular rate of pay if any of the following applies:
 - The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 - The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- ii. In accordance with School policy, and state and federal law, employee may be entitled to disability, workers' compensation, FMLA/CFRA leaves, leave under California's Paid Sick Leave Law, and/or the use of any available leave/PTO accruals.
- iii. Inform employees about labor laws, including but not limited to, Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable.

9. Assess Next Steps:

a. Employee may be required to report to work/continue working on the same terms and conditions as normal.

- i. If employee, student or visitor subsequently exhibits Symptoms Associated with COVID-19 while working, **go to No. 3 above.**
- ii. If employee, student or visitor notifies the School that he/she/they has tested positive for COVID-19, **go to No. 4 above.**

- iii. If employee, student or visitor notifies the School that he/she/they has had close contact with an individual who has tested positive for COVID-19, and the employee has been on campus within the last 14 days, **go to No. 6 above**.
 - b. If employee claims not to be able to work for reasons related to COVID-19 not addressed herein, *e.g.*, having a disability, being over 65 years of age, or having a serious underlying health condition, then assess next steps in coordination with the Human Resources administrator or other appropriate School administrator.
-

SALEM LUTHERAN SCHOOL

STUDENTS	MINIMUM CRITERIA TO RETURN TO SCHOOL
<p>Symptomatic: Positive or Negative</p> <ul style="list-style-type: none"> Students with symptoms who are laboratory confirmed to have COVID-19 or the student who had symptoms, but the test result was negative. 	<p>At least 3 days (72 hours) have passed since recovery, defined as no fever without the use of fever-reducing medications for at least 24 hours; AND improvement in respiratory symptoms (cough, shortness of breath); AND at least 10 days have passed since symptoms first appeared. The student is to isolate at home and not report to school during this time.</p>
<p>Asymptomatic: Positive</p> <ul style="list-style-type: none"> Students who never had symptoms and are laboratory confirmed to have COVID-19. 	<p>A minimum of 10 days passed since the date of their first positive COVID-19 test. If they develop symptoms, then the 3 days AND 10 days applies in the above criteria.</p>
<p>Asymptomatic: Negative</p> <ul style="list-style-type: none"> Students who never had symptoms, but were tested due to close contact with a laboratory confirmed case patient and were negative. 	<p>Symptoms can develop even after testing negative within 14 days after exposure. If symptoms develop, isolations may be considered as guided by your healthcare provider. The CDC and CDPH define CLOSE CONTACT to mean someone:</p> <ul style="list-style-type: none"> Was within 6 feet and for at least 15 minutes of an infected person; Starting from 2 days before the illness onset (or, for asymptomatic patients, 2 days prior to testing).
<p>Symptomatic: Untested</p> <ul style="list-style-type: none"> Students who had symptoms of COVID-19 but were not tested. 	<p>Testing is highly recommended. If the student cannot be tested, then the 3 days AND 10 days applies as stated in the above criteria.</p>
<p>Asymptomatic: Untested</p> <ul style="list-style-type: none"> Students who had close contact to a laboratory confirmed case patient at school, home, or in the community and do not have symptoms. OR Students who refuse or unable to be tested after close contact with a laboratory confirmed case, despite recommendation for testing from the Local Health Department or healthcare provider, and do not have symptoms. 	<p>Monitor the situation with your healthcare provider. Symptoms can develop within 14 days after exposure. If symptoms develop, isolation may be considered as guided by your healthcare provider.</p> <p>Students who develop symptoms of COVID-19 should contact their healthcare provider. Even if they are not tested, then the 3 days AND 10 days applies in the above criteria.</p>



Policies and Protocols for COVID-19

“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

SECTION ONE: SCHOOL-WIDE POLICIES AND PROTOCOLS

A. Internal Planning Documents

Copies of these internal planning documents may be found in the School Office.

- Checklist for Managing COVID-19 Exposures Involving Employees
- Checklist for Managing COVID-19 Exposures Involving Students
- Internal Guidelines and Recommendations for Personal Protective Equipment (PPE) for Staff Performing Screenings
- Checklist for Employees Conducting Symptom Screenings

B. Forms and Agreements

Copies of these forms and agreements may be found in the School Office.

- Certification for Employee Returning to Work after COVID-19 Symptoms, Positive Test Result, or Exposure
- Certification for Student Returning to School after COVID-19 Symptoms, Positive Test Result, or Exposure
- Certification for Employee Returning to Work After International Travel
- Certification for Student Returning to School After International Travel
- Temperature Test and Symptom Screening Form: Employees
- Temperature Test and Symptom Screening Form: Students
- Temperature Test and Symptom Screening Form: Volunteers

C. Internal Policies to be Distributed to Applicable Employees

Copies of these internal policies may be found in the School office.

- Testing & Symptoms Flowchart
- Protocol When An Employee Exhibits Symptoms Associated with COVID-19 at School

- Protocol When A Student Exhibits Symptoms Associated with COVID-19 at School
- Protocol for Employee COVID-19 Symptom Screening
- Protocols for Cleaning and Disinfecting the School Campus

D. Internal Policies to be Included as an Addendum to Employee Handbook

Copies of these internal policies may be found in the School office and Employee Handbook.

- Emergency Paid Sick Leave and Emergency FMLA Leave Policy
- Policy & Protocols for Physical Distancing and Individual Responsibility for Employees
- Accommodations Policy for Employees at High-Risk of Severe Illness Should They Test Positive for COVID-19
- Telework Policy

E. Communications with Employees, Parents, and School Community

Copies of these internal policies may be found in the School office.

- Flyer: Symptoms of Coronavirus (COVID-19)
- Notice to Parents on Remote Learning & On-site Option Updates 8/4/2020
- Training All Staff & Educating Families
- Your Physical Distancing & School Safety Responsibilities – Do's and Don'ts of Compliance
- Sample Notice to Community on Exposure to COVID-19 from Salem Lutheran School
- Sample Notice to Community on Exposure to COVID-19 from OCHCA
- Policy & Protocols for Student Physical Distancing and Individual Responsibility at School

F. Policies to be Provided to Parents

Copies of these policies may be found in the School office or Salem Lutheran's website at salemorange.com.

- Health & Safety Plan for 2020-2021
- Waiver Petition
- Protocols for Student and Visitor COVID-19 Symptom Screening Policy
- Protocol When a Student Exhibits Symptoms Associated with COVID-19 at School
- Protocols for Student Physical Distancing and Individual Responsibility at School

SECTION TWO: CAMPUS/FACILITY/BUILDING-SPECIFIC MEASURES

Address of Salem Lutheran School's Campus: 6500 E. Santiago Canyon Road, Orange, CA 92869

A. Use of Shared Areas

Salem Lutheran School maintains indoor- and outdoor-shared areas, which are utilized by Church and School employees and students. These shared areas are listed below. Access to such areas at any one time may be limited to the number of persons identified in the chart below.

Classrooms	Maximum number of persons permitted in the classroom at a given time
B1, B2, B3, B4, B6, B7, B8, B9, B10, B11, C1, C2, C3, C4, C5, C6, C7, C8	25
A2	7
A3, B5	13
A4, A5, A6	10

Indoor Buildings (e.g., multipurpose room, Chapel, library, conference rooms, check-in)	Maximum number of persons permitted in the area at a given time
Multipurpose Room	111
Chapel	50
Library	10
Church Conference Room	6
School Office	4 (in general area)
Check-In	3
Church Office	4 (in general area)

B. Signage At Each Entrance

- Signage is posted at each entrance of the school to inform all employees, students, and parents that they must not enter the facility/campus if they have a fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or other symptoms associated with COVID-19 identified by the Centers for Disease Control (“CDC”). Signage states that, while in the facility/campus, individuals maintain a minimum 6-foot distance from one another.
- A copy of any postings required by the local public health department are posted at each entrance to the facility/campus.

C. Signage On Campus

- A copy of the following notices are posted at the Check-In and outside the School Office as recommended/required by the CDC, CDPH, CDE, local public health department, and/or local office of education:
 - [Properly wearing and using cloth face coverings](#)
 - [Promoting everyday protective measures](#)
 - [Stopping the spread of germs](#)
 - [Properly washing hands](#)
- Markers to indicate a minimum of 6 feet of space are placed throughout campus, and at entrances, to designate spaces where students should be when in line to maintain physical distancing.
- Signage and barriers are in place to direct students and employees to walk through campus and hallways.
- Signage indicating the maximum number of persons permitted in an area at any given time is posted at the entrance or other highly visible location in that area.

D. School Health and Safety

- Salem Lutheran School has directed all employees not to come to work and parents not to bring students to school if they are sick, including, but not limited to, exhibiting any symptoms of COVID-19 (e.g., fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose,

nausea, vomiting, diarrhea, or other symptoms associated with COVID-19 identified by the CDC). Salem Lutheran School has directed employees to take their temperature before arriving on campus each workday.

- Salem Lutheran School is conducting temperature and symptom screening before allowing students, parents, and visitors to enter the facility/campus.
- Salem Lutheran School has identified local public health department contacts with whom it will communicate regarding information about COVID-19 exposures at Salem Lutheran School.
- Salem Lutheran School will assist local public health departments in facilitating contact tracing for employees or students who test positive for COVID-19 in accordance with confidentiality requirements.
- Salem Lutheran School is requiring all employees to use a cloth face covering or, where appropriate, a face shield while on campus, and Salem Lutheran School is providing one face covering or face shield to each employee at no cost to the employee.
- Salem Lutheran School has directed all employees that a cloth face covering or, where appropriate, a face shield must be worn at all times, except if an employee is in their own office and their door remains closed.
- Salem Lutheran School has directed all employees who wear cloth face coverings to wash such face coverings after each workday. Salem Lutheran School has directed all employees who wear face shields to clean and disinfect such face shields after each workday.
- Salem Lutheran School has notified all employees, students, parents, visitors, and vendors that they will not be permitted to enter or remain in the campus unless they wear cloth face coverings. Where appropriate, employees may wear or may be required to wear face shields in lieu of a cloth face covering. Salem Lutheran School provided such notice by means of communication by posting signage at each entrance of the campus.
- Salem Lutheran School has purchased, and has on hand, a supply of face coverings for use if an employee or student forgets to bring a cloth face covering. The School also has purchased, and has on hand, a supply of face shields, for use by employees, where appropriate.
- In classroom areas, Salem Lutheran School has maximized space between seating and desks. Separation of students through other means if practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Salem Lutheran School has developed a plan to handle a situation where an employee, student, or visitor becomes sick while on campus, informs their direct supervisor that they have tested

positive for COVID-19, or informs their direct supervisor that they have had close contact with an individual who has tested positive for COVID-19.

- Salem Lutheran School has developed a plan to maintain continuity of operations in the event of a short-term or long-term closure.
- All classrooms, indoor buildings, outdoor areas, restrooms, and other areas are disinfected daily as contacted through our custodial company. Additionally, the school will use disinfectants on frequently touched surfaces and exterior spaces.
- Salem Lutheran School has directed all employees to discontinue the use of shared office equipment to the extent practicable, or in the alternative to, sanitize shared surfaces and objects after use.
- Salem Lutheran School has directed all employees to frequently wash their hands with soap and water, or use sanitizer when a sink is not available, for at least 20-seconds and after the following activities: using the restroom, sneezing, touching their face, blowing their nose, touching the refrigerator, using shared equipment and before the start of their work day.
- Disinfectant and related supplies are available to all employees.
- Hand sanitizer that contains at least 60% ethanol or 70% isopropanol is available to all employees and students over the age of 9 years old at the following location(s):
 1. Each classroom
 2. Entrance to & Inside Check-In
 3. Entrance to & Inside School Office
 4. Entrance to & Inside Church Office
 5. Entrance to Multipurpose Room
- Soap and water are available to all employees and students at the following location(s):
 1. All bathrooms located on campus.
 2. All classrooms in the B and C buildings
 3. School Office – First Aid / Wellness Room
 4. Church Office
 5. School Kitchen
 6. Preschool Kitchen
- Salem Lutheran School has encouraged employees to replace in-person meetings with other means of communication, including but not limited to telephone calls, e-mails, or videoconferences, when practicable. When not practicable, employees must wear a face covering and maintain a 6 foot distance.

- Salem Lutheran School has directed employees that non-essential meetings should be canceled or postponed.
- Salem Lutheran School has increased the frequency of air filter replacement and HVAC system cleaning. Salem Lutheran School has also encouraged fresh air circulation by directing employees to open windows and doors, to the extent practicable and safe.
- Salem Lutheran School will provide training to all employees, parents, and students, as appropriate, regarding the measures it is taking and is requiring individuals to take to maintain a safe and healthy working environment in accordance with Federal, State, and local guidelines.
- Copies of this Protocol have been distributed to all employees in their Employee Handbook.

E. **Measures Designed to Keep People At Least Six Feet Apart and Prevent Unnecessary Contact**

- Salem Lutheran School has placed signage outside the facility/campus that instructs people to remain at least six feet apart, including when waiting to enter the campus.
- Salem Lutheran School has placed tape or other markings at least six feet apart in appropriate places inside the campus to maintain the requisite distance.
- Salem Lutheran School will continue to encourage social distancing except employees whose job duties require them to come into closer contact with others.

F. **Measures to Prevent Crowds from Gathering**

- Salem Lutheran School has established a protocol to limit visitors to the campus.
- Salem Lutheran School has marked off appropriate distancing in the Check-In office.



“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

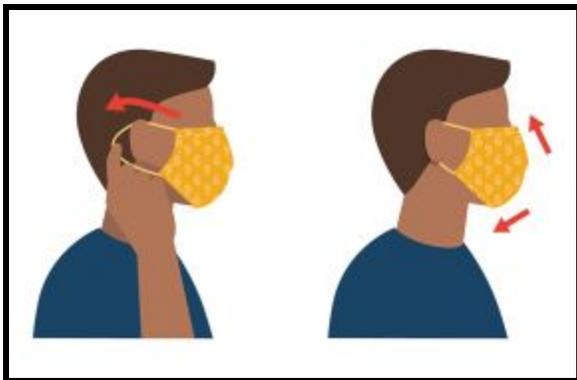
Cover coughs and sneezes with a tissue, and encourage others to do so as well. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

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.

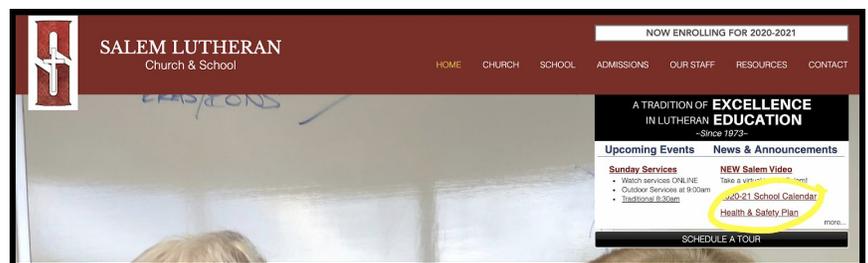
Make sure to completely dry your mask after washing. You can use your dryer appliance (on highest heat) or you can air dry, preferably in direct sun (be sure it's completely dry before use).



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





Pacific Southwest District

1540 Concordia Drive East
Irvine, California 92612-3203
949-854-3232
FAX: 949-854-8140

Dear Esteemed Leader,

My name is Rachel Klitzing. I serve as the Executive Director of School Ministries for the Pacific Southwest District schools of the Lutheran Church Missouri Synod. I also serve as a member of the board of directors for the California Association for Private Schools Organization (CAPSO), a Council for American Private Education (CAPE) affiliate.

Our Lutheran Church—Missouri Synod congregations and schools are all self-governing organizations. However, we are grouped into 35 districts and each district is served by a District President and an Education Executive. In essence, my role is one of Superintendent, yet, within our context, I do not make site-based decisions. Each of our schools has a governing board which serves this purpose. Among the many tasks of my position, my staff and I serve to resource the schools in our district (Southern California, Arizona, and Southern Nevada) with professional development, best practices, candidates for various teaching and administrative positions, and provide support and guidance in navigating through challenging seasons and situations, of which the current pandemic and the reopening of schools is definitely one such challenge.

It is my hope that you will view this letter as one that satisfies the Governor's request of a Superintendent's letter as part of the waiver application process. Governor Newsom left the door open in the guidance he issued on July 17, mentioning a waiver for private and charter schools to reopen for the start of the 2020-21 school year with on-campus learning. Our Lutheran Christian schools have met ALL of the CDC and local health requirements for a safe and healthy reopening, including temperature screening each day (and more), social distancing, face coverings, shields around desks, sanitizing protocol, etc. It is our desire that you would see that our schools will be able to safely reopen providing the highest quality of onsite instruction and cleanliness/sanitization and safety for the children, whose parents are tax-paying citizens but have chosen a private school. Our schools are ready to reopen safely on their campuses for the community!

If you would like to speak with me directly, please contact me at rachel.klitzing@psd-lcms.org.

I look forward to working with you to safely reopen the schools within your county.

Respectfully and sincerely,

Rachel Klitzing
Executive Director of School Ministries
Pacific Southwest District – LCMS