

## **Purpose of this plan:**

The purpose of this plan is to provide information on policies and procedures that will be implemented at Zion Lutheran School in Staunton as we prepare to reopen in light of Covid-19. Zion will make every attempt to follow the Macoupin County Health Department Guidelines, the Restore Illinois Guidelines, the CDC and the Illinois Department of Public Health's guidelines in order to create a safe place for both the children we serve and the staff we employ.

## **Subject to Change**

It is important to note that these policies are subject to change pursuant to updated public health guidance and changing public health conditions.

## **Staff Health Screening and Overall Expectations of Staff:**

Each staff member will be subject to a health screening and a temperature check at the beginning of each day (additional screenings and temperature checks may also be performed if warranted throughout the employee's shift). A record of both health screenings and temperature checks will be kept in the school office. Any staff presenting with a temperature of 100.4 degrees or above or having symptoms of Covid (coughing, shortness of breath, loss of taste or smell) will be kept from entering the building and sent home immediately to self isolate.

Staff will be educated on social distancing practices, CDC and Illinois Department of Public Health guidelines (and updated as new guidelines and practices as they are made available to us). Staff will be trained on the proper use of the PPE equipment, be trained on Covid-19 symptoms, and be provided with and taught to use all necessary cleaning and sanitizing products.

Staff will be responsible for monitoring and reporting any changes in their health or the health of the children they are caring for on a daily basis. If a staff member becomes ill or notices a child with symptoms it is their responsibility to immediately contact the school office so the party with symptoms can immediately be isolated from the group.

## **Communication of Sickness**

All staff and families of Zion need to report any signs of sickness. Current known symptoms of COVID-19 are fever, cough, shortness of breath or difficulty breathing,

chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea. Any person with symptoms of COVID-19 should stay home. Families and staff should also report possible cases to the school.

*Due to HIPAA laws, Zion families only be made aware when a Covid positive case is confirmed. We will follow all guidance from the Macoupin County Department of Health.*

### **Sick policy/COVID 19 Sick Policy**

CDC and IDPH guidelines for students who are suspected of having COVID-19, whether they are tested or not, state that 72 hours must elapse from resolution of fever without fever reducing medication and 10 days must pass after first symptoms first appeared.

Students and staff members returning from illness related to COVID-19 should call to check in with the principal following quarantine.

Any individual within the school who shows symptoms will be immediately separated from the rest of the school population. Parents/guardians will be notified.

If a student or staff member tests positive for COVID-19, any person who was in close contact with the sick person, should isolate at home and monitor for symptoms for 14 days. (14 days will start from the last time the person was in the building). Close contact means the individual was within 6 feet of the individual for more than 15 minutes. Thus, the class, teacher, and children/siblings of the sick staff member or student would need to isolate at home for 14 days.

### **Family Sickness/COVID 19 Positive of Zion Staff or Students**

If any person in the household of a Zion student or staff member exhibits symptoms COVID-19, the Zion student or staff member should self isolate until test results are received.

### **Fever Policy**

When COVID-19 is NOT suspected, students and staff must be COVID-19 symptom and fever free without fever reducing medication for 48 hours. (This is a change in our

current policy). This is to ensure that the person is not infected simultaneously with COVID-19 and another illness.

### **Sickness while at school**

Any individual within the school environment who shows symptoms should be immediately separated from the school population, parents called, and sent home. If emergency services are necessary, 911 will be called. When interacting with students or staff who may be sick, school personnel should follow CDC guidance on standard and transmission-based precautions.

### **Arriving to school procedures**

- Families should self-monitor for COVID-19 symptoms at home before arriving at school. Any individual with symptoms of COVID-19 should stay home and report any signs of sickness to the school office.
- All students K-8 should arrive at school between 7:45-8:00. All morning PreK students should arrive at school between 8:00-8:10
- Students should be dropped off on Hoxey Street (which will be one-way traveling north)
- Students should arrive with face masks on. (Parents should remain in vehicle.)
- A staff member will visually check for COVID 19 symptoms and take students' temperature and record it before the student enters the building.
- Students will go directly to their classroom.
- Any family arriving after 8:00 (8:10 for PreK) will need to call the school office to make arrangements to enter the building. (Please understand that we are scheduling 9 classrooms for different recess, lunch, and outdoor time. Teachers will need to start class promptly in order to get done what needs to get done before their first scheduled outdoor time)
- Students riding or walking to school must travel up the middle front sidewalk (bikes must be walked while on school property). Students must walk to the staff member taking temperatures, their temperature must be taken and recorded before entering the building.
- Children of staff members may come to school with their parents. They will be temperature checked with their parent as they arrive in the building. They may be in their parent's classroom or office until the start of school. At the dismissal of school, students of staff members may remain in their parent's classroom or office.

## **Face Coverings**

All students and staff will be required to have a face mask that covers their nose and mouth while inside the building. Face coverings may be removed only when outside and social distance can be maintained. Face coverings may be removed when eating or drinking.

## **Outdoor Time**

In order to provide the safest possible environment, all classes will have scheduled outdoor time. Outdoor time will be coordinated between classrooms to allow for only one class to use each outdoor space. Children should come each day prepared to go outside (ie sunblock, hats, coats, gloves). Each class will at a minimum have two 15 minute blocks of time outside daily. When weather permits, more outdoor time will be scheduled.

## **Classes**

Students and staff shall remain as a unit as much as possible. Mingling of classes shall be at a minimum. (See quarantine guidelines). Desks should be spaced out as far as possible. Class activities may be moved outdoors when possible.

## **Cleaning**

While the school building will be cleaned daily, teachers will be responsible for facilitating the cleaning of high touch surfaces in their classrooms (door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, phones, toys, cubbies). High touch surfaces in the main areas of the school building such as handrails, door knobs, and other high touch surfaces will be cleaned after students arrive at school, after lunch, after dismissal, and as needed.

## **Drinking Fountain**

Students are encouraged to bring a spill proof water bottle (lid must screw on). Water bottles should go home at the end of school to be cleaned. Water bottles should be filled at home prior to the start of school. Students may refill water bottles at the touchless water bottle filler if necessary.

## **Grading**

Zion will be using the grading policy as listed in the student handbook throughout the school year. Our plan is to keep the student handbook grading policy in the event that in-person learning can't take place.

### **Attendance**

Daily attendance and engagement is expected whether students are participating in classes in-person or remotely. If your child will be absent from in-person learning you must notify the school office via email or phone call of your child's reason for absence by 8:15am each day. We are mandated to keep track of all absences in case of a potential Covid exposure.

### **Travel and Day to Day Activity Policy**

We understand that both staff and school families may have the occasion to travel whether it be a vacation or a trip to visit family or friends. We also know that families and staff may participate in simple everyday activities such as a trip to the grocery store, going out to eat or even attending church. We are therefore encouraging both our families and our staff to take every necessary precaution in both day to day activities and travel. We encourage you to wear a mask, wash, and or sanitize your hands frequently, and maintain social distancing as best you can in each situation. Watch for what might be considered a "hot spot" or area with a high number of Covid-19 positive cases and when possible avoid visiting those areas. If you come into a questionable situation, please contact the administration of the school/daycare to make them aware of any issues so we can guide you as to whether or not you may need to self isolate for a period of time. We ask for your cooperation and patience in this ever changing Covid-19 situation as we work together to navigate what might be best in each situation for our students, families and staff.

\*\*Per CDC guidelines anyone traveling internationally must self isolate for 14 days after returning from a trip. The CDC also recommends self isolating for 14 days upon returning home if you vacationed on a cruise ship.\*\*

### **Maintenance Personnel:**

In the event that maintenance personnel must enter the building a log of those personnel will be kept in the office.

### **Emergency Response Team and Macoupin County Department of Health**

Zion has created an Emergency Response team composed of staff members, parents, school board members, medical professionals, and former school administrators to advise on policy. There may be situations that arise that we do not have a policy for. Zion will be in contact with both the Macoupin County Department of Health and our Emergency Response Team to guide our decision.

**Liability Waiver:**

While Zion will do everything we can to maintain all health and safety guidelines issued due to COVID, 19 we also know that there are many unknowns about the disease. Parents are reminded that it is their choice to have their child in our program and therefore will be asked to sign a waiver of liability releasing Zion, it's employees and Zion Lutheran Church and School from any liability if you or your child should become sick or exposed to the virus while in the care of Zion.