

# Return to School Plan 2020-2021

## Trinity Lutheran School

**Currently, the expectation is that school will open for face-to-face instructions on Wednesday, August 26th. Instruction will be five-days a week. For the safety of students and staff, there will be some adjustments to classroom schedules and procedures for this year. This guide will serve as our leading document for sharing our policies and procedures relating to Covid-19 and the operation of our school for the year 2020-2021.**

**\*\*All policies and procedures are subject to review and change due to circumstances, government orders, or new information.\*\***

### ***Introductory Remarks***

- The following procedures have been put into place so we can begin with face-to-face instruction at Trinity Lutheran School, keep the students and staff safe, and hopefully prevent the spread of the Covid-19 virus.
- Some families may feel we did not go far enough, while other families may feel that we went too far. Please understand that the teachers are trying to do what we feel is workable and safe for the students and themselves.
- The School Board and staff have worked closely with medical professionals, the Washington Ozaukee Public Health Department, extensive literature reviews, our area Federation principals, and discussions with some of our parents.
- Covid-19 virus is not in the building, and we would like to keep it that way. Everyone is crucial to that process. To help keep the Covid virus out of our building we are asking all to be as vigilant as possible so that your children and loved ones remain free of the Covid-19 virus.
- Finally, these procedures are being put into place in August, but as we know, things will change quite rapidly. Please be patient and willing to work with us as we move into an interesting school year.
- **THANK YOU FOR YOUR UNDERSTANDING AND PATIENCE.**
- God is good and His plan is the one that we follow. We ask that He gives us a loving concern for each other and respect for one another in all the decisions that we make.
- One of our guiding verses during while creating our **Return to School Plan** comes from Isaiah 41:10

Do not fear, for I am with you.

Do not be overwhelmed, for I am your God.

I will strengthen you. Yes, I will help you.

I will uphold you with my righteous right hand.

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### ***Health Expectations***

1. It is critical that students remain at home if they are sick. This pertains to Covid-19, regular flu, stomach flu, severe cold, etc.
2. **We are asking families to keep their child at home if they (or a member of their household) has a fever or exhibits any of the symptoms listed below. Students need to be fever free for 24 hours without the aid of medication before coming to school. Please do not give your children medicine at 6:00 AM to make them fever free, and then send them to school.** For the safety of everyone, we need to be as cautious and careful as possible. The **Washington Ozaukee Public Health Department** (WOPHD) recommends sending students home when they exhibit any of the following symptoms (this is not the complete list of symptoms). Trinity will monitor these symptoms and send students home as necessary.
  - a. Fever exceeds 100.4°F or 38°C
  - b. Congestion or running nose
  - c. Excessive coughing or sneezing
  - d. Diarrhea, nausea or vomiting
3. Each morning and throughout the day, if needed, there will be temperature checks of the faculty and any adults as they enter the building.
4. Students will have their temperature taken in the classrooms after they arrive and throughout the day, if needed. **BEFORE SCHOOL CARE** children will have their temperatures taken when they arrive and prior to joining other students.
5. If a student, faculty, or adult has a temperature that exceeds 100.4°F or 38°C., they will be sent home immediately. Trinity will have an isolated waiting room for students who exhibit signs of sickness. Students will wait in the isolation room to be picked up by parents or designated caregivers.
6. Students or faculty members cannot attend school or school related activities if they have had medication for a fever in the previous 24 hrs. All who enter the building **must be fever free without medication** for at least 24 hours before returning to school or participating in school activities. If the child is sent home with a fever, the child must

remain out of school the next day.



# IMPORTANT

7. The **Washington Ozaukee Public Health Department** states that if a student or teacher tests positive for COVID-19, they are required to **isolate** for 10 days plus 24 hours of a symptom free condition. Any person testing positive for Covid-19 will not be allowed in our facility until they isolate for 10 days + 24 hours of symptom free condition.
  - a. These students staying at home will be assigned to our at home individual student Distance Learning program. This is very similar to any type of student absence in previous years. Homework and books will be sent home for the student to use during the isolation period. There will be an “open” video link to the classroom using Google Meet for the student to “eavesdrop” on classroom activities.
  - b. Substitute teachers will be used to continue our face to face education program if a teacher tests positive for Covid-19. An infected teacher may return to the classroom after the 10 day isolation period plus 24 hours of a symptom free personal condition.
8. The **Washington Ozaukee Public Health Department** further recommends that anyone who was in close contact (within 6 feet) for more than 15 minutes collectively in a day should **quarantine**. The WOPHD will work with the school to do Contact Tracing to identify those “close proximity” individuals. Our procedure will be:
  - a. All parents will be notified if there is a reported case of Covid-19 in our building.
  - b. Adults and children identified as CLOSE CONTACTS for Covid-19 will be notified by the WOPHD or the principal. It is recommended by the WOPHD

that those students who are identified as a Close Contact should quarantine for 14 days per the WOPHD guidelines listed below. However, Trinity's School Board, as the local governing board, has the authority to set policy for quarantine and believes that any quarantines for Covid-19 should be an individual family health decision. Therefore, the decision to quarantine Trinity students for a Close Proximity Contact will be left to the family of the Close Contact student.

- c. The School Board and Principal will determine, if necessary, whether a single classroom or the entire school needs to be closed due to a Covid-19 infection related issue.
  - d. Additionally, teachers are designated as essential workers and therefore may return to work if they are identified in any close contact tracing protocol as long as that contact was not one of their students. However, masking is required of those teachers identified through contact tracing for the 14 day quarantine period.
9. The **Washington Ozaukee Public Health Department** further recommends that any person who was in close contact with someone who has tested positive should get a COVID-19 test.

**Quarantine vs Isolation:** *What does this mean?* (it's a Lutheran thing)

Included are 2 charts given to our community to help parents and teachers better understand the health decisions that are recommended for Covid-19 situations. The WOPHD expects that individuals with a positive Covid-19 test or a confirmed Contact Tracing Close Contact will follow the protocols listed below.



## COVID-19 Quarantine - 14 Days

### What does quarantine mean?

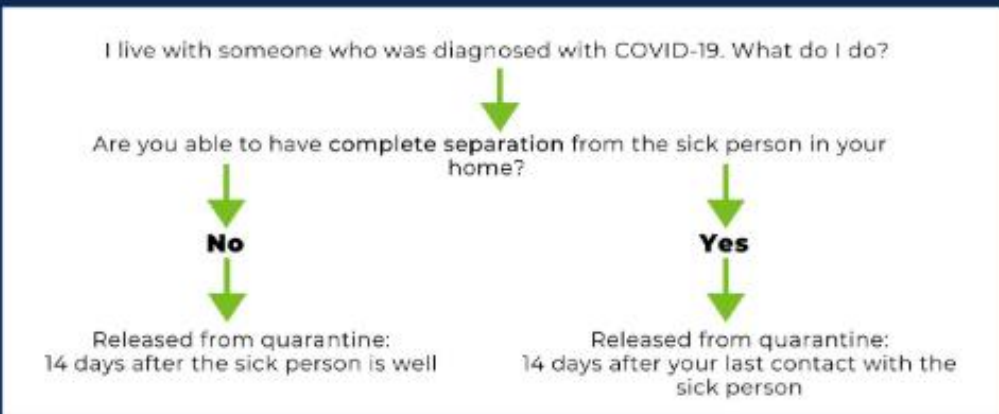
Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Who should quarantine?

- Individuals who are exposed to someone who has tested positive for COVID-19.

### Quarantine Period

Individuals who are exposed to COVID-19 should quarantine for a minimum of 14 days from date of last contact with positive case.



*Complete separation means no contact, no time together in the same room, no sharing of any spaces, such as using the same bathroom.*

Questions? Email us at:  
[covid19@washozwi.gov](mailto:covid19@washozwi.gov)



# COVID-19 Isolation - 10 Days + 24 Hours

## What does isolation mean?

Isolation separates sick people with a contagious disease from people who are not sick.

Who should isolate?

- Individuals who have tested positive for COVID-19.

## Isolation Period

Individuals who test positive for COVID-19 should isolate for a minimum of 10 days from symptom onset AND 24 hours without symptoms. Individuals in isolation should practice **complete separation\*** if able.

*Asymptomatic positive patients should isolate for a minimum of 10 days from date of test.*



*\*Complete separation means no contact, no time together in the same room, no sharing of any spaces, such as using the same bathroom.*

*\*\*Some patients may experience symptoms for longer than 10 days*

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## ***Risk Mitigation***

1. Wearing masks is optional for students **after** the Governor's Executive Order #1 expires on September 28, 2020. Facemasks will be mandatory through the duration of the Governor's order unless
  - a. A student has a health condition that would exclude them from wearing a mask.
  - b. The CDC recommends (and additional information about Gov. Evers Emergency Mask Order supports that anyone who has trouble breathing should not wear a face mask).
  - c. The ADA (American with Disabilities Act) also states that accommodation must be made for our students who need visual facial clues for learning. In these cases the teacher may wear a face shield.
2. If your child is identified as a CLOSE CONTACT and has been faithfully wearing a mask, that child is still subject to the 14 day quarantine.
3. There is a limited supply of washable cloth face masks that will be available to our Trinity families.
4. The accompanying Frequently Asked Questions document (FAQ) for the Emergency Order #1 states the following:

**Q: What do I do if I see someone not wearing a mask, even though they should be?**

**A: Nothing. Some people have conditions or circumstances that would make wearing a cloth face covering difficult or dangerous. Just wear your mask and stay six feet away.**

5. Times will be designated throughout the day that will be used for the students to take masks off for a "mask break." Social distancing will especially be observed during those times when masks are removed for a mask break.
6. After the Governor's order expires on September 28, 2020, the use of facemasks will be optional for students at Trinity School. If a family would like their child to wear a mask at school, that is acceptable. We encourage children with underlying health issues to wear masks at school whenever possible.
7. Wearing of masks is optional for faculty members **after** the Governor's Executive Order expires. Facemasks will be mandatory through the duration of the Governor's order (there are exceptions made per the Governor's order for certain teaching situations or health issues or breathing concerns).
8. There will be limited access to the school building by adults during the school day. The school will be open to parents and volunteers who are working in the kitchen, helping with school or church on related projects, or picking up a student during an emergency situation. Please contact the secretary or principal if there is an extenuating circumstance for entering the building. All adults entering the building during school

hours must take and pass our standard temperature check.

9. Sanitation- Cleaning and Disinfecting

- a. Classrooms will be cleaned by the custodial staff and classroom teachers after school each day. At this time they will clean high-touch surfaces like desks, tables, chairs, door handles, pencil sharpeners, etc.
- b. For cleaning, we will use EPA approved disinfectants that are safe for humans and the environment. Our cleaner of choice for student areas is a 70% alcohol solution in a squirt bottle. The staff will be making their own safe disinfectant wipe for use by students.
- c. Strong emphasis will be placed on regular handwashing and/or use of hand sanitizer. There are hand sanitizer stations in each classroom. Each student will be given a personal hand sanitizer bottle.
- d. As in the past, the building will be cleaned daily.
- e. Similar precautions will be taken in the kitchen area, BEFORE & AFTER SCHOOL CARE areas, the cafeteria, and the gym.
- f. Bathrooms and hallways will have a regular schedule and procedure for cleaning and disinfecting.
- g. The expectation is that those who are involved in using our facility (gym, Gathering Room, or cafeteria) before or after the normal school hours will be responsible for cleaning and disinfecting the facility in compliance with Trinity's guidelines.

10. Teachers (not the students) will be moving from room to room for most traditional instructional situations.

11. **Practical Distancing** will be used in our classrooms since Trinity does not have the physical space to distance the children 6 feet from other children. This means that:

- a. Lockers will not be shared this year
- b. Some students will be eating in the classroom, making Practical Distancing easier during the lunch time for the remaining students.
- c. Grab and Go hot lunches will be used to eliminate close contact situations with other students.
- d. Parents can help by making sure students have everything they need for lunches since students will not be allowed to enter the kitchen to pick up supplies (plates, condiments, plastic ware and the like).
- e. There will be "wipes" available for students to clean the microwave "high touch surfaces" after using it.
- f. There will be a planned developed for the safe use of the church for chapel that uses a measure of practical distancing for the students. Similar considerations will be given to the gym for Phy Ed use.



12. Water fountains will only be used for refilling student water bottles. Drinking from the water fountains has been found to be a high touch area that cannot be easily and regularly cleaned between uses.
13. Sharing of school supplies, clothing, food, and personal items with other students will be discouraged.
14. Birthday treats and similar foods to be handed out during the school day should be individually wrapped for easy single serve distribution.

### ***Quarantine and Isolation Procedures: Guidance from the WOPHD***

1. **It is recommended that students or teachers who have any of the COVID-19 symptoms listed below should contact their health provider or WOPHD to arrange for a Covid-19 test.**
  - a. Fever exceeds 100.4°F or 38°C
  - b. Congestion or running nose
  - c. Excessive coughing or sneezing
  - d. Diarrhea, nausea or vomiting
2. If a student, parent, or sibling tests positive for Covid-19, then the student and siblings must be **isolated** at home for 10 days plus 24 hours of being symptom free. These students staying at home would be assigned to our at home Distance Learning program.
3. Contact Tracing: We are presently waiting for the final draft of recommendations for **Close Contact Tracing** to be conducted in partnership with WOPHD.
4. If a student is **isolated or quarantined** at home, then the teacher will work with that family and student to provide schoolwork, materials, and educational opportunities in much the same way that Trinity has done in the past for a school absence. When possible there will be an audio & visual link (using Google Meet) to the student's chrome book from the classroom.
5. If a student is confirmed to have been in contact with a Covid-19 positive person from outside of a school situation, the school office should be notified immediately. Depending on the circumstances, that student may need to **self-quarantine** at home for 14 days.
6. If a teacher tests positive for Covid-19, they will need to be **isolated** at home for the 10 days plus 24 hours of a symptom free condition. A substitute teacher will be placed in the classroom while the classroom teacher is out.
7. At this point there are no set guidelines for shutting down school. The School Board in consultation with the principal, faculty, and pastor will make that determination when/if a school closing is necessary.
8. If school is closed, we will switch over to a Distance Learning program immediately. It will be similar to the format used in the Spring of 2020. Students will return to face-to-

face instruction as soon as possible.

### ***Music: Singing, Hand chimes, & Church***

1. Masks will be worn per the Emergency Order #1 (masks) for our music classes. This will apply to our general music classes and hand bell classes.
2. There will be limited singing in church due to the capacity restrictions that are part of the WOPHD guidelines for churches.

### ***Sports: Athletes, Coaches, and Fans***

3. The Athletic Directors from the Federation schools have agreed on the following:
  - a. All Coaches, athletes and fans will be strongly encouraged to wear face masks while in the building at Trinity during any games or practices. They will follow the previous guidelines and exceptions listed in this handbook.
  - b. All fans will be encouraged to social distance while in the building or on the athletic fields. Family members may sit together to watch the sporting events.
  - c. The benches and bleachers will be disinfected between games or matches. Fan support will be appreciated to make this process go quickly.
  - d. In the case of multiple games during the same day, the game balls will be switched out between games. All balls will be cleaned and disinfected before their next use.
4. The Athletic Directors will follow the recommendations of the WIAA as it pertains to elementary school sports. This may include, but is not limited to, changes in start and end times of the various sporting “seasons.”
5. The Athletic Directors will need to be flexible since they may need to follow recommendations by the Trinity School Board, the WODPH, or the Federation Principals.

### ***Drop-off & Pick Up Procedures and Expectations***

1. Drop-off Procedures:
  - a. After the first week of school, children will enter the building without their parents.
  - b. During the first week of school parents of our Preschool and Kindergarten children will be allowed in the building for a brief “good-bye.” Parents will be masked during this limited duration visit.
2. Pickup Procedures:
  - a. After the school day is over, the children will be escorted to the bus or family vehicles. Parents should wait in their cars. To the best of our ability and as

- quickly as possible, the teachers will deliver students to the family vehicles.
- b. Students will be loading on the bus via a separate door.
  - c. Parents that do need to enter the building must wear a mask and get a temperature check. Entering the building or mixing with the children during this release is not recommended due to the large number of students gathered together in one place.

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