



Phase 5

COVID-19

Preparedness Plan

St. John Lutheran School

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Office of the Superintendent of Lutheran Schools, Michigan District

Lutheran School Families, Educators, and Friends,

We hope you are enjoying your summer and staying safe during this challenging time. We know many of you have questions about what school will look like this fall, and we appreciate your patience and understanding as we look to make sound decisions on what is best for our Lutheran schools and all those we serve.



Your favorite administrators and school leaders have been wrestling with all the items pertaining to school opening this fall and what that means for students, teachers, and parents. The governor's office has shared the MI Safe Start Plan that has guided our discussions and has required several protocols our schools must follow. The following document is intended to outline the plan for your local Lutheran school for phase 4 and 5.

I am grateful for the collaboration among our Lutheran school principals as well as our partnerships within the Michigan Association of Nonpublic Schools (MANS). It is reassuring to know we are supported by our brothers and sisters in our parochial schools throughout the state.

We will continue to boldly pray that the Good Lord works a miracle and eradicates this virus from our communities, country, and the world. And at the same time, we will rely on Him for guidance, wisdom, and peace as we move through these ever-changing times. God's richest blessings on the upcoming school year and may His love continue to flow to us and through us no matter the circumstances!

Serving Him,

Travis Grulke
Superintendent of Schools
Michigan District, LCMS

St. John Lutheran School Return to School Task Force

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Phase 5

As the State of Michigan is in Phase 5 as described in the MI Safe Start Plan, the following will be adhered to:

PERSONAL PROTECTIVE EQUIPMENT

- Face coverings are optional for students and staff when in classrooms. If a staff member or student has been identified to be at increased risk of illness by their physician, face covering should be worn.
- All passengers and drivers will wear facial coverings when on a school bus, except (1) when eating or (2) if face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- All staff and all students in grades pre-kindergarten and up will wear facial coverings when in indoor hallways and common areas, except (1) during meals or (2) if face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- St John Lutheran School will not conduct indoor assemblies that bring together more students than the most recent Executive Order allows.
- School Chapel may be allowed provided that all St. John Lutheran Church worship guidelines are followed.

HYGIENE

St. John Lutheran School will:

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Systematically and frequently check and refill soap and hand sanitizers.
- Daily provide opportunities for handwashing with soap and water by students and teachers.
- Limit sharing of personal items and supplies such as writing utensils.

SPACING, MOVEMENT AND ACCESS

St. John Lutheran School will:

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- Post signage to indicate proper social distancing.
- Place markers at six-foot intervals where line formation is anticipated.
- Provide social distancing markers in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Restrict entrance to the school to students and staff only, with the following allowances: health related (crutches, wheelchair, travel distance), carrying of items into the building
- All non-staff adults entering the building must be screened for symptoms using a monitoring form, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of all non-staff adults entering and exiting the building.

SCREENING STUDENTS AND STAFF

St. John Lutheran School will:

- Cooperate with the local public health department regarding ongoing protocols for screening students and staff.
- Maintain a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
- Place any students and staff who become ill with signs or symptoms of COVID-19 in an identified quarantine area with a facial covering in place if able, until they can be picked up. The identified person caring for these children/staff will wear a facial covering.
- Send home any symptomatic students and staff to remain home until they have tested negative or have completely recovered according to CDC guidelines.
- Require daily self-examinations by staff, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school

monitoring form, they will stay home. Staff members will contact the school administrator.

TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES

St. John Lutheran School will:

- Cooperate with the local public health department regarding ongoing protocols for screening students and staff.
- Require symptomatic students and staff to remain home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- Notify families of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

St. John Lutheran School will:

- Cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. The local health department will initiate contact tracing, following regular public health practice.
- Notify local health officials, staff, parents and students immediately of any confirmed cases of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

FOOD SERVICE, GATHERING, AND EXTRACURRICULAR ACTIVITIES

- St. John Lutheran School will not conduct indoor assemblies that bring together more students than the latest Executive Order allows.
- School Chapel may be allowed provided that all St. John Lutheran Church worship guidelines are followed.
- Three meal shifts will be scheduled, to accommodate proper social distancing. Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
- Classrooms or outdoor areas can be used for students to eat meals at school.

ATHLETICS

- St. John Lutheran School will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the North Suburban Lutheran Athletic Association (NSLAA).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- The number of spectators will be limited according to the most recent Executive Order.

CLEANING

- Frequently touched surfaces including desks, light switches, doors, benches, bathrooms, and hands on classrooms will undergo frequent cleaning with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computers, arts, and other hands-on classrooms and areas of instruction will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.
- Electrostatic Cleaning Machines will be used in grades 6-8, music room, and gym after each teaching period to disinfect the classroom.

BUSING AND STUDENT TRANSPORTATION (INCLUDING EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS)

St. John Lutheran School uses bus transportation available through the RCS district. St. John defers to safety guidelines of that provider and will follow the guidelines of the bussing service through RCS. Items below have been shared with St. John Lutheran School.

- Schools will require the use of hand sanitizer before entering a school bus. Hand sanitizer will be supplied on the bus.
- If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.
- For transportation to athletics, field trips or other extra-curricular activities, St. John Lutheran School uses personal vehicles. Hand sanitizer will be used before entering a vehicle. If a student becomes sick during the day, they will not participate in any athletic, field trip or extra-curricular activities.

MENTAL & SOCIAL-EMOTIONAL HEALTH

- At St. John Lutheran School, the Director of Child & Family Ministry is designated as the point person to facilitate mental health referrals, communications to families/ students, and public-facing wellness materials.
- St. John will provide all staff with timely, responsive, and ongoing training/professional development.
- A recorded PD opportunity from the Lutheran School System will be used prior to the school year and will be reinforced throughout the year. Topics covered in the PD opportunity will cover:
 1. Recognizing COVID anxiety or increase in separation anxiety in students and how to help
 2. Warning signs for trauma and risk factors in children and staff
 3. Dealing with parent anger and fear due to COVID
 4. HIPAA issues
 5. Caring for children and how to balance safety with care and concern
 6. Compassion fatigue for teachers and church workers
 7. Christ-centered self-care for staff

RESOURCES

GENERAL

Executive Order
[EO 2020-142.pdf](#)

Roadmap
[MI Safe Schools Return to School Roadmap](#)

Centers for Disease Control and
Prevention (CDC): Coronavirus (COVID-19)
[www.cdc.gov/coronavirus/2019-nCoV](#)

State of Michigan: COVID-19 response
https://www.michigan.gov/mde/0,4615,7-140-37818_53456---,00.html

CDC: Resources for Childcare, Schools, and
Youth Programs
[https://www.cdc.gov/coronavirus/2019-ncov/
community/schools-childcare/index.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)

Federal OSHA
[www.osha.gov](#)

HYGIENE

Handwashing video translated
into multiple languages
[www.youtube.com/watch?v=LdQuPGVcceg](#)

CDC Prevention
[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](#)

CDC Hygiene Etiquette
[www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html](#)

MENTAL HEALTH

Michigan District of the LCMS

HOUSEKEEPING

CDC Disinfecting
[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](#)

CDC Cleaning
[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](#)

Environmental Protection Agency (EPA)
[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](#)

EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

CDC Sickness Steps
[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](#)

OSHA TRAINING

Federal OSHA
[www.osha.gov/Publications/OSHA3990.pdf](#)

SOCIAL DISTANCING

CDC
[https://www.cdc.gov/coronavirus/2019-ncov/
community/guidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

Social distancing calculator
[https://www.banquettablespro.com/s
ocial-distancing-room-space-calculator](https://www.banquettablespro.com/social-distancing-room-space-calculator)