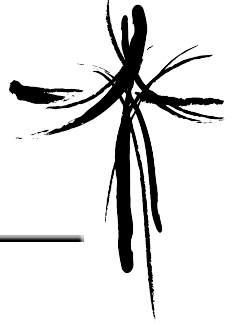


Pandemic Protocols for Prince of Peace Lutheran School

2020-2021 School Year



Families and Friends of PoP,

Prince of Peace Lutheran Elementary School exists to nurture its children and reach out to the community with a Christ-centered, quality education while assisting parents in spiritual, academic, social, and physical training for their children. As Matthew 28:19 states, our goal is to "make disciples of all nations," reaching out to children both within our congregation and throughout the community.

In conjunction with our mission statement above, and in an effort to facilitate in-person / in- building learning as much as possible, Prince of Peace Lutheran will be implementing these policies and procedures as we start the 2020-2021 school year. The goals of these policies and procedures are to protect the health and well-being of our students, families, and staff and to provide the Christian education that PoP families desire for their children. These items listed will be implemented at the start of the school year and will continue for as long as deemed necessary. Changes will be made (and announced) as conditions change or as we are directed by state and/or local officials. We have developed protocols for specific parts of our school day. Policies regarding positive COVID tests and school closures / Distance Learning are also being developed.

Summer Activities

Home Visits – Home visits are a great way for our teachers to touch base with our families, especially families new to Prince of Peace. Under the current circumstances, we are encouraging our K-8 families to consider a "school visit" instead of a visit at home.

Back to School Parent Meeting(s) – Previously we have had one evening to invite families back onto campus to drop off materials, fill out paperwork and also learn about new things happening during the upcoming school year. This year we will have three nights to help encourage social distancing during the evening. We will have a sign-up sent home soon for the evenings of August 10th, 11th, and 12th starting at 6:30pm. We encourage all families to attend this informational meeting and drop off school supplies in classrooms as well as meet their classroom teacher and have a mini-home visit that evening.

Before School Begins

Drop Off – To limit traffic in the building, families are encouraged to consider dropping off students rather than entering the building. However, families are always welcome to accompany their child into the building as needed. This is especially true for caregivers of our youngest students. Please note that temperatures will be taken of anyone entering the school building as well as encouraging all to wear masks while inside the building.

School Doors upon Arrival – Weather permitting, building doors will be open during drop-off to avoid excessive contact through door handles. Door handles throughout the school will be sanitized at least twice daily.

Daily Temperature Check – Students will be screened upon arrival to the Prince of Peace campus. Temperatures will be taken from the student's car so as to ensure all students entering the line to enter school are healthy. A fever is defined as having a temperature of 100.4 degrees or higher. If a reading of 100.4 or higher is recorded, an additional test will take place by means of an alternative method (traditional under the tongue). Parents are encouraged to check students at home. PLEASE NOTE, the fever concept has always been a determining factor for daily attendance at school. We continue to ask that students are fever free (unmedicated) for 24 hours prior to returning to school.

Hallway Movement – In school hallways, social distancing should be maintained while trying to avoid overcrowding. We will be using a flow method, marked with arrows on the floor, through the building so that groups of students always are exiting one set of doors and entering through another, to not have classes running into one another.

School Business – Families are asked to handle school business with Mrs. Zahn via email, text, or phone whenever possible. Families are also asked to wait until after 8:30am to handle in-person business matters.

School Day / Classroom procedures

Wearing of Masks – The CDC and local health departments, along with our Governor, maintain that masks are important to be worn in order to help prevent the spread of the coronavirus. We will be following their lead in strongly encouraging, but not mandating, all students to wear masks during the school day along with requiring all faculty and staff wear masks where social distancing cannot be maintained. We request that mask designs remain appropriate and do not draw attention/distract students from their learning. More details about masks will be available on our mask waiver form on Back-to-School Night.

Social Distancing – The CDC and local health departments encourage social distancing wherever possible. When contact is within six feet for longer than fifteen minutes, masks are recommended. We will make efforts to maintain as much social distancing as possible during the school day. We strongly encourage the use of masks because we know social distancing will not be possible at all points of the day.

Classroom "Bubbles" – In order to limit unnecessary contact between larger groups, Prince of Peace will implement the concept of a classroom "bubble." Individual classrooms will remain as independent, or separate, from other classrooms as possible. Listed are the "bubble" groupings: PreK / K / 1+2 / 3+4 / 5+6 / 7+8. The idea is meant to keep any possible exposures confined to one specific group. This "bubble" concept will be applied to many facets of our day, including, but not limited to, recess, lunch, dismissal, etc.

Accommodations – Prince of Peace will strive to provide special accommodations for both students and teachers as needed. Families are asked to contact us with any specific health needs or requests.

Classroom Spacing – Prince of Peace will strive to maintain a minimum of three feet between student desks per the guidelines from the American Academy of Pediatrics. In many cases, we may be able to exceed three feet.

Classroom Culture – In Christian love, students, families, and teachers will be expected to respect all family and teacher decisions regarding the matter of wearing masks. Any issues that develop will be handled according to our Christian Conduct and Discipline Policy and Home/School Cooperation Policy (handbook p. 12-13; 21-22). Teachers will address this matter at the start of the school year and frequently throughout the year. Spare masks will be available in classrooms for students to use during any extended close contact if they forget their individual mask.

Desk Guards – Through a grant, Prince of Peace will make student desk guards (plexiglass shields) available to all students. Every student is welcomed to take advantage of this extra precaution. Please contact your child's teacher for more information.

Departmentalization – Where departmentalization is needed, teachers will rotate to classrooms but will wear masks to preserve the "bubble" concept. If departmentalization results in a group being taken outdoors, teachers may not be wearing masks as long as social distancing can be maintained.

Chromebooks – Chromebooks will still be available and used for classroom learning this year. Students will be assigned a specific Chromebook, and will continue to use only that machine for the duration of the school year. Chromebooks will be sanitized as regularly as possible.

Shared Items in the Classroom – Teachers will no longer share school supplies, i.e. paints, pencils, manipulatives, etc., outside of their own classroom. Supplies distributed within a classroom will be sanitized prior to and following use.

Math Classes – At this time, students in 5th-8th grade mathematics will be permitted to enter a different classroom for their lessons. However, these students will have a designated location within the classroom to maintain social distancing and not use any other students' materials or desk.

Lunchroom/Hot Lunch – To maintain classroom "bubbles," lunch will be eaten in individual classrooms. We encourage parents to send cold lunches as much as possible to avoid the need for any microwave needs. The future of our hot lunch days is yet to be determined. We are optimistic that we will have that option at some point during the school year.

Hand-washing – Teachers and students will practice frequent hand-washing and hand sanitizing throughout the school day. Every classroom will be equipped with a portable sink available to be used by all students. Teachers will remind students regularly of proper hand-washing techniques. Hand sanitizer will be available throughout the school building.

Restrooms / Water Fountain – We will stagger the use of the bathrooms throughout the school day, i.e. during snack breaks, at lunchtime, and before and after recesses. We ask all students to bring and use their own water bottle. We will make use of our new no-touch water bottle filling stations to keep all students hydrated throughout the day.

Birthday Treats – We will allow birthday treats be brought into school as long as they are pre-packaged and individually wrapped. Teachers will distribute treats to all students while wearing gloves and masks.

After School

Staggered Dismissal – To start the year, we will stagger dismissal times, beginning with our youngest students. Kindergarten will dismiss a little after 3:20pm. The 1st-4th grade classrooms will dismiss in consecutive order as the locker area is available. 5th-8th grade will dismiss separately so as not to clog up the hallway or ruin the "bubble" of each room. The goal is to complete dismissal prior to 3:30pm.

Pick Up – To limit traffic in the building, families are encouraged to wait outside for students rather than entering the building. However, families are always welcomed to enter the building at pick up time -- especially parents of our youngest students. Teachers will accompany students to a designated area near the parking lot, i.e. basketball hoops, sidewalks. Parents may pick up their children from those areas. Older students will be allowed to walk out to their vehicle.

School Business – Families are asked to handle school business via email, text, or phone whenever possible. Families are also asked to wait until after 3:30pm to handle in-person business matters.

School Doors at Dismissal – Weather permitting, building doors will be propped open/held open by a staff member to avoid excessive contact through door handles. Door handles throughout the school will be sanitized at least twice daily.

Aftercare – Aftercare will again be offered at PoP starting at 3:45pm. Remaining students will be seated according to their classroom "bubbles." Students will have opportunities to play outside and will be co-mingled with other grade levels at that time. Tables will be appropriately distanced

throughout the chapel gathering area. Tables and chairs will be sanitized before and after use. Prepackaged snacks will be provided. Any games or manipulatives used will be properly sanitized and distributed at the worker's discretion. More details about extended care schedules and procedures will be communicated at a later date.

Hallway Movement – In school hallways, social distancing should be maintained while trying to avoid overcrowding.

Large Assemblies/Events

Field Trips – For the time being, field trips will not be scheduled or held per CDC and health department recommendations.

Recreation -- Classroom recesses will be staggered throughout the day in line with our "bubble" concept. Playground equipment will be properly sanitized before and after use. Some playground equipment may be designated for use only by specific classrooms.

Chapel – We will look to maintain our "bubble" concept in regards to how our chapel services are held. At this time we are looking at options including splitting our school into PreK- 2nd and 3rd-8th groups for chapel on the same or different days, using our overflow concept with the gymnasium projector, or limiting the frequency of chapel services. If students attend chapel, seating will follow our "bubble" concept. However, this will fill our seating fairly easily with just our students. Singing and other factors will also be considered. Chapel services will be closed to the public but will also be live-streamed for viewing.

Singing / Singing in Church – During the first few months of the school year, classroom choirs will not practice in a classroom setting and will not sing in church. This situation will be evaluated as the school year progresses. Guidelines have not yet come out regarding best practices for singing in school settings.

Extracurriculars – Extracurriculars such as hand chimes, choir, volleyball, and basketball are still being considered in some capacity for this school year. Running club is still taking place this fall and beginning the first full week of school in August.

Sanitization

Classrooms – Student desks and chairs will be sanitized at least twice daily. Garbage cans will be emptied and taken out daily. Other high contact areas will also be sanitized often during the school day

Restrooms – School restrooms will be cleaned daily, in line with our previous practices. Special attention will be given to handles, faucets, and doors. The school water fountains will also be sanitized at least once a day. Again, we will use the hands-free bottle filler for all our needs.

End-of-Day – Teachers will make sure classroom door handles and light switches (and other high contact surfaces) are cleaned at the end of each day as well. Our school janitor will also use an electrostatic sprayer for all common areas including hallways, classrooms, gymnasium and the chapel.

Attendance / COVID cases

Attendance Policy – Our current attendance policy will be modified under the current health situation. Every student's attendance will be handled on a case-by-case basis. The number of allowable school absences will not be applied at the start of 2020-2021. For any cases of extended absences, we request that families contact their child's teacher, our principal, and our School Board chairman. Single-day or sporadic absences will be handled in the same manner as we have in the past. Our tardy policy will remain in place. Please inform the school office if your child will not be in school by 8:30am.

Positive Cases in the School (Students and/or Teachers) – In all matters, HIPPA rules apply and will be adhered to by PoP faculty and staff. While we pray that everyone connected to PoP would be spared from any contact with

COVID, procedures will be put in place to protect those who may get it as well as those in contact with those that do get COVID. To that end - students, families, and staff are asked to self-screen at home. The best deterrent to issues happening in PoP is to keep issues from coming into PoP. Everyone involved in the PoP community should be very familiar with the symptoms of COVID. The most commonly listed symptoms include fever, cough, chills, shortness of breath, sore throat, and loss of smell. These possible indicators should be taken seriously as we deal with COVID. A student's, parent's, or teacher's non-medicated temperature will be the number one factor for attendance at PoP on any given day. PLEASE NOTE, the fever concept has always been a determining factor for daily attendance at school. Students found to be ill during the day will be moved away from their classroom and other groups. They will be temperature tested, and parents will be notified to inform them of the situation and to develop a plan. This procedure has been very standard at PoP for any illnesses. If an illness does not allow the student to be moved, the rest of the classroom will be relocated (with proper supervision) to keep the ill student away from others.

PoP recognizes that there are many other illnesses and health issues (allergies, common cold, influenza, etc.) that are not COVID. We ask that everyone connected to PoP use their best judgement regarding any health issues. For 2020-2021, we respectfully ask for extra consideration and due diligence when analyzing health matters.

Persons may be excluded from PoP for the following reasons -

- Positive COVID test
- Experiencing COVID symptoms that are not explained by other reasons
- Direct contact with suspected OR confirmed COVID cases - especially if a member of household

Any excluded person may be readmitted under the following plans or situations - If untested during exclusion,

- a person must wait 14 days since symptoms first appeared,
- **AND** have any/all symptoms improve,
- **AND** be fever-free (under 100.4 while unmedicated) for at least the last 72 hours of the 14-day period

If tested positive and symptomatic during exclusion,

- a person must wait 14 days since symptoms first appeared,
- **AND** have any/all symptoms improve,
- **AND** be fever-free (under 100.4 while unmedicated) for at least the last 24 hours of the 14-day period

If tested positive and asymptomatic during exclusion,

- person must wait 14 days since symptoms first appeared

If tested negative during exclusion,

- person must be fever-free (under 100.4 while unmedicated) for at least 24 hours

In all of this, we ask everyone in the PoP community to show love, patience, and understanding as we deal with situations that can change daily (as we saw last March).

Direct contact to the PoP School Board or principal will provide the clearest path for any questions, comments, or concerns any in the PoP community would have.

School Closures

If a COVID case is reported in connection with PoP, we will implement the following steps -

- 1) Contact the Salt Lake County Health Department (SLCHD) to explain the specifics
- 2) Reserve the right to call a "No Show Day" for at least the next school day after the case is reported (per SLCHD recommendations)
 - A "No Show Day(s)" would allow for time to make the proper contacts to the SLCHD
 - A "No Show Day(s)" would allow for time to make the proper contacts to any at PoP who would have the highest risk of exposure (per SLCHD recommendations)
 - A "No Show Day(s)" would allow for time to perform proper and extra cleaning in areas that may have been affected
- 3) In cases of "No Show Days", school would be reopened as soon as possible - per the recommendations of the SLCHD
 - Reopening could include the entire school or only classrooms deemed to be at low-risk according to the SLCHD
 - If a short-term closure is recommended, PoP would transition into a Distance Learning model, be it short-term (two weeks or less) or long-term (more than two weeks)
- 4) Any/all persons connected to the COVID case would be subject to the exclusion policy listed above

If Salt Lake Valley and/or Salt Lake County experience significant increases in COVID cases related to community spread, PoP will -

- 1) Continue to monitor what is happening in our community and what local officials, the SLCHD, and the state of Utah are reporting

- 2) Increase communications with the PoP community as needed
- 3) Remind and encourage the PoP community regarding the importance and diligence of self-monitoring
- 4) Prepare for a possible Distance Learning situation, be it short-term or long-term
- 5) Move into a Distance Learning model as needed

PoP plans to remain open for in-person / in-building education unless -

- The Board and Faculty deem that the situation with number of student and/or teacher illnesses prevents us from doing so safely, properly, or effectively
 - These closures could be short-term or long-term
- Directives from SLCHD prevent us from doing so
 - These closures would most likely be long-term closures
- Directives from Utah DHMs prevent us from doing so
 - These closures would most likely be long-term closures

In all of this, we ask everyone in the PoP community to show love, patience, and understanding as we deal with situations that can change daily (as we saw last March).

Direct contact to the PoP School Board or principal will provide the clearest path for any questions, comments, or concerns any in the PoP community would have.

Distance Learning – Prince of Peace recognizes that our education is best delivered through an in-person / in- building model. In cases where we would

feel it was unsafe or impossible to maintain that model, Prince of Peace would transition to Distance Learning. During times of Distance Learning, Prince of Peace would strive to maintain the highest level of continued education under the circumstances.

PoP is prepared to engage in Distance Learning (short-term and/or long-term)

In the event of a short-term closure, PoP will provide the needed materials for learning, with or without using a specific textbook and materials pickup. If at all possible, we prefer to get students their books and supplies, but we would still operate if unable to do so. Lessons and activities would be geared to keep learning moving forward while we would await a school reopening. Lessons would be shared via email, Google Classroom, ZOOM meetings, and/or Facebook.

In the event of a long-term closure (longer than two weeks), PoP would develop plans for a pick-up event where families would gather the needed materials for Distance Learning. In addition, each teacher will provide an orientation for classroom parents regarding how the process will work. The orientation (possibly done in conjunction with a pick-up event) would be done via a document, email, ZOOM, or in-person meeting.

**Families that would choose to opt out of PoP Distance Learning would be required to withdraw enrollment and then enroll with another institution or homeschool organization.*

If/when school would be reopened, we would return with the proper protocols in place. These would be adjusted to meet the health situation at that time.