

COVID-19 Preparedness Plan for Immanuel Lutheran School

Adopted Thursday, August 13th, 2020

[Executive Order 20-74](#), signed by Gov. Walz on June 5, 2020, requires all critical businesses to develop and implement a COVID-19 Preparedness Plan that outlines how MDH and CDC guidelines will be implemented.

We know that schools care about the health and safety of their children in their care, particularly during this pandemic. The guidance from MDH and CDC provides specific steps we can take to continue to keep everyone safe while operating during this unique public health crisis. The guidance from MDH and CDC includes strategies, such as social distancing, limiting group sizes, hygiene and cleaning practices, screening and exclusion criteria.

It is the plan of Immanuel Lutheran School to operate following the calendar for the 2020-2021 school year as published. To the maximum extent possible, learning will occur on campus with precautions in place.

This COVID-19 Preparedness Plan describes how we will implement, at a minimum, the following components, in compliance with MDH and CDC guidelines for child care programs:

1. frequent hand washing;
2. cleaning and disinfecting;
3. arrival and departure;
4. social distancing throughout the day;
5. plans for identifying and excluding sick staff, volunteers and children;
6. source control and cloth face coverings;
7. workplace ventilation
8. playground use
9. meals and snacks;
10. field trips and events, and
11. Communication and training about the Plan.

1. Frequent Hand washing

- CDC guidance on hand washing can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#HandHygiene>
- All children, staff, and visitors should engage in hand hygiene at the following times:
 - Arrival to school and after breaks
 - Before and after preparing food and drinks
 - Before and after eating or handling food
 - Before and after administering medication or medical ointment
 - After using the bathroom
 - After coughing, sneezing, or blowing one's nose
 - After coming in contact with bodily fluid
 - After playing outdoors
 - After handling garbage

- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used for school age students (not Early Childhood) and adults if soap and water are not readily available.
- Children will be supervised when they use hand sanitizer to prevent ingestion.
- Children will be assisted with hand washing who are unable to wash hands alone.
 - After assisting children with hand washing, staff should also wash their hands.
- Posters describing hand-washing steps will be placed near sinks.
- Additional portable automatic dispensing sinks have been purchased for classroom use.

2. Cleaning and disinfecting

- Teacher protocols related to cleaning and disinfecting classrooms:
 - Disinfectant will be used to sanitize student desks and tables prior to lunch. Teachers will follow label directions for the disinfectant.
 - Custodial staff and/or teachers will wipe desks, tables and chairs during regular afterschool cleaning.
- Custodial staff will ensure high-touch surfaces such as doorknobs, light switches, counters, tables and chairs, and other items are regularly cleaned and disinfected.
- Teachers and staff will minimize the use of shared supplies (e.g. arts and crafts, shared toys, program equipment, office supplies) that cannot be sanitized and consider using designated bins for clean and used items.
- Cleaning and disinfecting your building or facility if someone is sick:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, and keyboards.
 - If it has been more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue normal cleaning and disinfection

3. Arrival and Departure

- Whenever possible, pick-up and drop-off should occur outside. Parents and visitors are NOT to enter the building. Adult interactions with each other can take place outside the building.
- If parents drop off children, they may bring children to the door, answer the health screening questions, and then leave.
- Social distancing guidelines (6 ft.) do pertain to drop off and pick up at school.
- **Arrival:**
 - Students may not arrive before 8 am without prior permission.
 - Multiple entrances and exits will be used and monitored by Immanuel's staff.
 - Preschool will enter the kitchen door or enter school with their individual buddies.
 - 3, 4, 5, 6, 7, 8 will enter at the kitchen door.
 - Kindergarten, 1, 2 will enter on the side by the flagpole.

- Before children enter the classroom, they will be screened to ensure those with symptoms are not attending.
 - Staff will be required to wear a face covering.
 - Screening process for children:
 - The teachers will take each child's temperature upon arrival at the facility.
 - Teachers will confirm that the child does not have fever, shortness of breath or cough.
 - Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Students will report to their check-in location
 - Preschool= cubby area
 - Kindergarten= hallway outside the classroom (wait on floor markers)
 - 1, 2= hallway outside the classroom (wait on floor markers)
 - 3, 4= right side of the gym (wait on floor markers)
 - 5, 6= left side of the gym (wait on floor markers)
 - 7, 8= hallway outside the classroom (wait on floor markers)
- **Departure:**
 - Dismissal will likely be staggered to accommodate bussing and parent pick up.
 - Students will leave school through the same door they entered (5-6 will exit through their classroom porch door).
 - Teachers will stagger time in the hallway for students to be at their cubbies.
 - When weather permits, teachers will exit the building with their students and wait at a designated location to send students to the bus or to a parent.
- **Transportation:**
 - If possible, provide transportation to school for your children to limit exposure on busses. Consider carpooling with other families.
 - Public bus service TBD

4. Plans for sick children, staff, and volunteers

- * Daily health checks for Faculty/Staff/Volunteers:
 - Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition? Please answer "Yes" or "No" to each question.
 - Do you have:
 - Fever or feeling feverish? Chills?
 - A new cough?
 - Shortness of breath?
 - A new sore throat?
 - New muscle aches?
 - New headache?
 - New loss of smell or taste?
- * **PLEASE have emergency child care lined up for your child in the event that their teacher is sick and a substitute cannot be found.** A notification will be sent out via Remind. The students in that class should stay home and wait for instructions. If the teacher's symptoms are mild, classes may be virtual. If the symptoms are more severe, classes may be cancelled for the day.
- * Daily health checks for students:

- Ask the parent/guardian to confirm that the child does not have a temperature over 100.4 degrees or more, shortness of breath, or cough.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Immanuel will ensure children, staff, and volunteers stay home when sick by following the exclusion guidance found here:
<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
- If someone is or becomes sick:
 - Parents and school nurse will be notified.
 - An isolation area on the north end of the building will be used to isolate a sick child.
 - In the early childhood classrooms, children will be isolated to an area in the classroom away from others until a parent can come to get the child.
 - If a sick child has been isolated, the custodial staff will clean and disinfect surfaces in the isolation area after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
 - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.
- If a child, staff member, or volunteer is diagnosed with COVID-19, or if there are questions about a child, staff member, or volunteer who is exhibiting symptoms, reach out to MDH at health.schools.covid19@state.mn.us and follow their direction.
- **Parents, staff, and volunteers will be notified via Remind** if a child, staff member, volunteer or household member for family child care programs have been exposed, is exhibiting symptoms, or has tested positive for COVID-19. **If you or a member of your household have been exposed or diagnosed with COVID-19, notify the principal or your child's teacher immediately.**
 - Privacy of the individual showing symptoms will be maintained.
 - Expect a message via Remind similar to this: "A member of ILS has (been exposed, is exhibiting symptoms, or has tested positive for COVID-19). Please keep that person in your prayers."
- Staff and school board will determine next steps on a case by case basis with safety and learning needs in mind.

5. Social distancing throughout the day

- Immanuel will limit group sizes as much as possible and create consistent groups of children, staff, or volunteers who stay together throughout the day.
- Visual cues or barriers to direct traffic flow and distancing will be placed on floors throughout the facility.
- At rest time, the children's rest time cots will be spaced out as much as possible.

6. Source control and face coverings

- Face coverings are an important piece for mitigating the spread of the virus but are most effective if it can stay in place without being pulled on or touched by the person wearing it or others. Teachers, staff, students, and visitors are required to wear face coverings during the workday as much as possible, recognizing the development needs of the children in our care.
- Preschool students should not wear face coverings unless they can reliably wear, remove, and handle the cloth face covering throughout the day.
- * Governor Walz's Executive Order 20-81 mandating masks in MN
 - Students:
 - 5yrs old and under - No masks required
 - K-8th students: face-covering required, this includes the option of a face shield
 - Face covering may be removed for recess, PE, lunch, and snack breaks
 - Face covering may be removed for sporting, drama, music practices, performances, and games.
 - Face covering may be removed when communicating with an individual who is deaf and hard of hearing (DHH).
 - Face-covering may be removed when receiving medical services, speech services, or other special circumstances where masks would make it difficult to perform the service
 - *It is acceptable for students to not wear a face covering when it is problematic for the student.*
 - Faculty & Staff:
 - Face coverings are required for all faculty and staff.
 - Teachers may wear face shields when instructing students.
 - When working alone in a classroom, office, or kitchen - No face covering is needed.
 - Face-coverings may be removed for: physical activities, eating/drinking, communicating with DHH students, and when providing special services in which face-coverings would hinder instruction.
 - *It is acceptable for teachers of all grades not to wear a face covering if it would impede the educational process.*
 - Face-covering Exemptions:
 - "Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering.
 - "Children who are five years old and under."
 - "Individuals at their workplace when wearing a face covering would create a job hazard for the individual or others, ..."
- Face covering guidance is available here:
<https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html#child>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

7. Workplace ventilation

- Immanuel will work to maximize the amount of fresh air being brought in, limit air recirculation, and make sure ventilation systems are being properly used and maintained.
- Immanuel will take steps to minimize airflow blowing across people. It could mean keeping windows open where possible, removing or repositioning fans, and encouraging outdoor time.
- HVAC systems will be running to help in air circulation.

8. Playground use

- Immanuel will stagger playground use rather than allowing big groups to play together or assign cohort classes different areas and equipment with which they can play.
- There will be no mixing of groups.
- Students will wash hands before and after recess.

9. Meals and snacks

- Lunch will be brought to each classroom on individually wrapped trays on a cart.
- Students will eat meals in individual classrooms. Students' desks will be sanitized before and after lunches. Hand washing will also take place before and after eating lunch.
- Classrooms may have individual snack times. Students may bring their own **HEALTHY** snacks. Birthday treats should be store bought and individually packaged i.e. fruit snacks.
- The drinking fountain will be unavailable. We encourage you to send a water bottle with your child.

10. Field trips and events

- Immanuel will not plan large group activities, such as field trips and family events.
- If Immanuel has an in-house field trip, guest chapel speaker, or other guest the presenter will be screened upon arrival.
- Social distancing will be maintained, groups will not be mixed, and whenever possible, cleaning and sanitizing should occur between groups.

11. Communications and training

- This plan must be available to the Commissioner and offered to families.
- This plan will be provided electronically to families to review and a hard copy will be available by request.
- This plan will be posted in the school office and will be readily accessible to all of Immanuel's employees, substitutes, and volunteers who need to review it. Training will be provided at the staff "Back to School" meetings to ensure everyone is following the plan. These individuals will be updated on any changes to the plan.
- Staff with concerns about their employer's COVID-19 Preparedness Plan or questions about their rights should contact MNOSHA Compliance at osha.compliance@state.mn.us, 651-284-5050 or 877-470-6742.