

# COVID-19 – SAFETY PLAN (CSP) 2020-2021

## Christ Lutheran School Health and Safety Protocols

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Below you will find the Christ Lutheran School's COVID-19 health and safety protocols that will be implemented this school year. These health and safety protocols are in alignment with the latest updated guidance from the Center for Disease Control (CDC), California Department of Health (CDPH), and Department of Children and Child Services (CDSS) Title 22.

### ❖ Entry and Exit Procedures

- All parents must wear a face covering at drop off and pick up locations.
- Preschool parents will meet at the preschool entrance gate for picking up and dropping off their child.
- Preschool parents are required to bring their own pen when signing their child in and out.
- Elementary and Jr. High students entering from 6:30am-8:00am will go directly to Daycare.
- Elementary and Jr. High students entering from 8:00am-8:30am will go directly to the classroom.
- K-8 daily screening of students and staff will be initiated upon arrival. Please do not let your child exit the vehicle until they have been cleared to do so. Students must exit from the right side of your vehicle.
- Arrival time for staff and students will include the following:
  - Temperature check with a non-contact thermometer to ensure temperature is below 100.4 degrees Fahrenheit.
  - Ask about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- If fever is 100.4 or higher. The student or staff member will not be allowed to enter the site.
- COVID-19 symptoms:
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Muscle aches, pain
  - Headache
  - Sore throat
  - Nausea
  - Vomiting
  - Diarrhea
  - Fatigue
  - Congestion
  - Runny nose
  - New loss of taste or smell

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- Staff or student will not be able to return to school until they have been fever- free or symptom free without medication for a total of 72 hours.
- If the staff or student has or is exhibiting COVID-19 symptoms, they will not be allowed to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared. This absence will require a medical clearance to return.
- Students will sanitize hands with hand sanitizer or soap and water upon entrance and exit of the classroom.
- Only students and staff will be permitted past the entrance gate.
- Students meeting healthy criteria will enter school campus.
- Students will social distance inside and outside of the classroom.
- Elementary and Jr. High departure will take place at the same gate your child entered.
- Arrival and dismissal locations are as follows for elementary students:
  - K-2<sup>nd</sup>, & 7<sup>th</sup> will use the south gate (normal pick up and drop off gate)
  - 3<sup>rd</sup>-6<sup>th</sup>, and 8<sup>th</sup> will use the sports gate located near the computer lab.
  - If you have siblings in different grades attending our school, please use the south gate.
- Dismissal for Kindergarten and 1<sup>st</sup> grade will be at 2:50pm for parents who are able to pick up their child at that time. This dismissal time was made to help reduce traffic congestion.
- Office staff will not be available for meetings or phone calls during drop off and pick up times. Elementary and Preschool office will be open daily, please call (626) 967-7531 to make an appointment.

### ❖ Environmental Preparation and Cleaning

- Christ Lutheran School will maintain high cleanliness standards at all times.
- Christ Lutheran School will use protective equipment and ventilation when cleaning.
- Christ Lutheran School will use cleaning products that are approved for use against COVID-19 and on the EPA approved list.
- Disinfect surfaces between use such as:
  - Door handles
  - Handrails
  - Water refill station
  - Sink handles
  - Restroom surfaces
  - Toilet handles
  - Desk and tables
  - Chairs
  - Keyboards, copy machine, laminating machine, water dispenser, refrigerator, microwave handles.

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- Toys
- Playground equipment
- All rooms being used by children or staff will be cleaned and ventilated before children arrive. A thorough cleaning will happen when children are not present.
- Restrooms will be cleaned and sanitized throughout the day.
- Areas affected by a sick person will be closed off for 24 hours to reduce the risk of exposure prior to cleaning.
- Dedicated cleaning staff will disinfect and clean all areas in between rotations.
- Hand washing stations or hand sanitizer will be available in every classroom and throughout the campus.

### ❖ Mitigation Strategies

- Staff absences will be monitored for illness.
- Staff and students will self screen before and upon leaving home to ensure temperature is below 100.4 degrees Fahrenheit and check for symptoms outlined by public health officials. If symptoms are consistent with COVID-19, or if individuals have had close contact with a person diagnosed with COVID-19, stay home.
- Staff exhibiting or developing symptoms of illness need to go for medical care. Sick staff members may not return until they have met the following CDC criteria to continue home isolation, 3 days (72 hours) with no fever, symptoms have improved, and it has been 14 days since symptoms first appeared.
- Education and training regarding COVID-19 school protocols and prevention strategies for all employees and students will be provided and will be reviewed with students on the first day of in-person classes.
- Staff is required to hand wash frequently in accordance with CPPH and Cal/OSHA guidelines. Staff is expected to wash hands for 20 seconds with soap, rubbing thoroughly after application and a single use paper towel to dry hands thoroughly.
- Staff will wash hands when but not limited to: arriving, leaving, close contact with others, using restroom, blowing nose, coughing, sneezing and eating.
- Staff must avoid congregation in work environments, and break rooms.
- Staff is required to maintain confidentiality around health recording and reporting.
- Staff in routine contact with public (front office) and food service workers will wear gloves when appropriate and are required to wear a face covering.
- Staff will clean and disinfect frequently touched surfaces.
- Face coverings are optional for preschool students due to the fact that it will cause them to play with or touch their face more often.
- Students in grades 6<sup>th</sup> -8<sup>th</sup> will remain static in their classroom. Teachers will change rooms rather than students.
- Library and computer teachers will teach in the students' classrooms. Students will not move rooms.

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- Physical Education will be taught outdoors with social distancing in place when weather permits.
- Face coverings must be worn by students TK-8 and staff. If a staff member is within 6 feet of a student they will wear a mask and a face shield. Face shields may be worn alone if 6 feet or further from a student or staff member.
- Social distancing to maintain 6 feet distance between individuals.
- If a student or staff member becomes sick during the day, they will be isolated in a safe manner and must be picked up immediately.
- Drinking fountains have been suspended. Each student will be required to have a water bottle with their name clearly marked on the bottle.
- Christ Lutheran School will provide ongoing updates about COVID-19 to staff members and responsible parties.
- Desks will be spaced 6 feet apart in accordance with social distancing.
- The maximum number of students per classroom is limited.

### ❖ Meal times

- Meals will be served in classrooms or outdoors with social distancing. Food items will be individually plated meals and will be covered or bagged.
- Masks and gloves will be worn during the preparation of food.
- Snacks will be limited to pre-wrapped items.
- No shared tables or food.
- Sanitizing will take place in between each group of students if community space is used.

### ❖ Students

- Students will be taught or reminded how to use a tissue to wipe their nose, as well as coughing and sneezing into it.
- Students will wash hands before and after eating, coughing, sneezing, outdoor activities, before and after using the restroom.
- Students will wash hands for 20 seconds with soap, rubbing thoroughly after application. Use a single use paper towel to dry hands thoroughly.
- Students TK-8, as well as staff (Preschool students exempt) will wear face coverings. They are essential especially where physical distancing cannot be easily maintained.
- Drinking fountains have been suspended. Each student will be required to have a water bottle with their name clearly marked on the bottle.
- Teachers will implement procedures for turning in assignments to minimize contact.
- Elementary and Jr. High students supplies will need are not limited to, but will include:
  - Sharpened pencils
  - Pens
  - Crayons
  - Colored pencils

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- Scissors
- Glue stick
- Dry erase markers
- Notebook paper
- Please see individual class list for required items.
- Preschool children will be required to supply a plastic shoe box with specific school supplies (see classroom list) for their classroom to avoid sharing school supplies in the classroom.
- Elementary and Jr. High students attending Daycare will need to have their own supplies in a Ziploc bag labeled with the child's name. These items will be included in the Ziploc bag:
  - Scissors
  - Pencils
  - Crayons
  - Markers
  - Colored pencils
  - Any other art supplies your child may want to use
- Avoid the sharing of electronic devices, clothing, toys, books, games and learning aids.
- Physical guides such as tape or signage will be placed to ensure students remain 6 feet apart in line.
- Napping mats in Preschool and Kindergarten will be social distanced with head-to-toe orientation.
- All personal items (extra clothes, and bedding) should be labeled and kept in a separate bag to ensure personal items are separate from others.
- Personal toys must be kept at home

### ❖ Playground

- All drinking fountains have been suspended.
- Students will be grouped in the same configuration and mixing between groups will be restricted.
- Shared playground equipment will be limited in favor of physical activities that require less contact with surfaces.
- Students will use the playground staying with their class in a designated, rotating area.
- Play equipment will be sanitized after each use.
- Play activities that promote social distancing will take place.
- Outdoor times will be staggered to minimize the number of students in play areas at the same time.

### ❖ Daycare

- Students will be kept in 3 separate rooms as follows
  - K-2<sup>nd</sup>
  - 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>

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- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>
- This is subject to change based on numbers.
- During this time we ask that you only use daycare if you are working, so we can limit the number of students attending.

### ❖ Parent Procedures

- Check in with your child each morning for signs of illness. If your child has a temperature of 100.4 degrees or higher, they are not to attend school.
- Make sure your child or anyone who lives in the same household does not have the following symptoms: fever, cough, shortness of breath, muscle pain, headache, sore throat, runny nose, repeated shaking with chills, and new loss of taste or smell.
- If your child has had close contact to a COVID-19 case, or any of the above following symptoms, your child may not attend school.
- Please call the school office at (626) 967-7531 to report any sickness.
- If a family member or co-habitant of the student has had known exposure and/or diagnosis of COVID-19, the family must inform the school office at (626) 967-7531. Information will remain confidential, but notification is required.
- Diagnosed or Exposure to COVID-19: Families and staff must notify school if they have been exposed to COVID-19 and/or are quarantined, or if a co-habitant has been diagnosed with or medically presumed to have COVID-19 and/or is being isolated. The school will notify the local health department of all cases. We are required to make this notification to the Health Department.
- Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine for 14 days. Students and personnel with confirmed or presumed COVID-19 must meet these conditions prior to returning to school:
  - Fever is resolved without the use of fever-reducing medication for 72 hours
  - Respiratory symptoms (cough, shortness of breath) improve
  - The person has a negative COVID-19 test result and submits a copy of it to the school
- Make sure your child is up-to-date with all recommended vaccines, including for flu. All school-aged children should get an influenza flu vaccine every season, with rare exceptions. This is especially important this year.
- Review and practice proper hand washing techniques at home.
- Talk to your child about precautions to take at school. Children may be advised to:
  - Wash and sanitize their hands more often.
  - Keep physical distance from other students.
  - Wear a cloth face covering.
  - Avoid sharing objects with other students, including water bottles, devices, writing instruments, and books.
  - Use hand sanitizer

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- Make sure your information is current at school, including emergency contacts and individuals authorized to pick up your child (ren) from school. If that list includes anyone who is at increased risk for severe illness from COVID-19, consider identifying an alternate person.
- If you want to address your child’s teacher please contact your child’s teacher via telephone call, or email to set up an appointment.
- Plan for possible school closures or periods of quarantine.
- Have multiple cloth face coverings, so you can wash them daily and have back-ups ready. Choose cloth face coverings that:
  - Fit snugly but comfortably against the side of the face.
  - Completely cover the nose and mouth.
  - Are secured with ties or ear loops.
  - Include multiple layers of fabric.
  - Allow for breathing without restriction.
  - Can be washed and machine dried without damage or change to shape
- Label your child’s cloth face coverings clearly in a permanent marker so that they are not confused with those of other children.
- Practice with your child putting on and taking off cloth face coverings. Practice wearing a mask at home for a period of time to become more comfortable in wearing the mask.
- Explain the importance of wearing a cloth face covering and how it protects other people from getting sick.
- If you have a young child, help build their comfort wearing a cloth face covering and become comfortable seeing others in face covers.
  - Praise your child for wearing a cloth face covering correctly.
  - Put a cloth face covering on stuffed animals.
  - Draw a cloth face covering on a favorite book character.
  - Show images of other children wearing cloth face coverings.
- Allow your child to choose their cloth face covering.
- Talk with your child about how school will look different (e.g., desks far apart from each other, teachers maintaining physical distance, and staying in the classroom for lunch).
- Talk with your child about how school is going and about interactions with classmates and teachers. Find out how your child is feeling and communicate that what they may be feeling is normal.

### ❖ Tuition and Fees

- Tuition payments will be collected in person by the bookkeeper from 8am-9:30am the first 3 weekdays of the month. Tuition payments will be collected outside the front office gate. All other payments made by check can be placed in the metal mail box located at the north front gate near the front office or the south side gate.

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- The bookkeeper is available by appointment only for any drop offs, questions, and concerns at (626) 967-7531 x230

### ❖ Visitors and Groups

- Staff and students will only be permitted on campus.
- Delivery vendors will only be permitted on campus upon screening and wearing a mask.
- Please ensure that your student has all school materials when they first arrive from school as we will not be accepting drop offs during the day.
- Non essential visitors or volunteers will not be permitted on the campus. Tours will be done after 3:00pm, and not in areas where students and staff are present.

### ❖ Participant Counseling and Policies

- All group and community based activities have been canceled until further notice.
- All emergency contact information needs to be up to date and updated as needed.
- Chapel will take place in the classrooms with the message given over the intercom.

All families must read and acknowledge understanding of Christ Lutheran's School protocol by signing the attached form.



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I acknowledge the document and agree to abide by it. I understand the risks associated with COVID-19 exist everywhere and still agree to enroll my child (ren) in the program.

Print child (ren) name(s):

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Parent's name printed: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

If applicable:

Staff name printed: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_