



## St. Peter's Lutheran School

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Dear SPLS Families,

On August 6, 2020, the ministry of St. Peter's Lutheran School will resume its program of curricular and extra-curricular offerings under the guidelines of new safety protocols and procedures as recommended by the Indiana Department of Education, State Board of Health, and Bartholomew County Health Department. Such new safety protocols and procedures will be in place until certified health officials relax safety recommendations relating to COVID-19, or unless there is a resurgence of the pandemic and/or authorities require schools to close.

St. Peter's Lutheran School will take as many precautions as possible to protect students and staff. Heightened protocols and cleaning procedures will be in place, expectations of social distancing, hand washing, and minimal sharing of resources have been developed and will be implemented.

Please read our comprehensive plan below. I have also included a Frequently Asked Questions section following our plan. If for any reason your child's enrollment status at St. Peter's will be changing, please let us know as soon as possible.

It is no secret that people have different opinions concerning the severity of COVID-19 and the local, state, and national responses to the virus. Even through our Parent Survey, we learned that some families have little to no concern of the virus while others are highly concerned about sending their children to school at this time. No matter what side of the COVID fence we stand, it is important that we, as brothers and sisters in Christ, be respectful and considerate of the way others feel concerning the virus and the reopening of St. Peter's.

I want to publicly thank our Reopening Task Force, School Ministry Board, and our school staff for the many hours they have spent helping develop our reopening plan. We look forward to seeing all of our students back on campus and providing a quality, Christian education.

Yours in Christ,

Paul Meredith | Principal



# ST. PETER'S LUTHERAN SCHOOL

## Student and Staff Safety Protocols

*BE **ROOTED** IN **CHRIST**, **CULTIVATE** LOVING RELATIONSHIPS, **REFLECT** JESUS IN ALL WE  
DO*

*FOR THE **TRANSFORMATION OF LIVES** AND **GROWTH OF GOD'S KINGDOM***

### **Screening**

- Students and staff will have their temperature checked by school administration, school nurse, and church staff as they enter the building. Anyone with a temperature of 100.4 degrees or higher will be sent home and follow the return to school policy. (see below under Attendance and Illness)
- Teachers will monitor students and refer to the nurse if symptoms are present.

### **Isolation**

- When a student has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment in a separate nurse's station to determine if and when a student needs to be sent home.

### **Attendance and Illness**

Should a student receive a positive COVID-19 test, it is the responsibility of the parent(s) or individual to contact Mr. Meredith as soon as possible. In coordination with the Bartholomew County Health Department, decisions will be made concerning contact tracing, cleaning, and school or classroom closing. This information will be shared with parents as soon as possible. In the event of a needed school closing of more than two days, distance learning will be provided for students. Recommendations about prolonged closure will be made by the Bartholomew County Health Department based

upon St. Peter's level of cohorting, and the current level of infection within the community at large.

- If a student is quarantined because of COVID-19, a return to school is based upon three scenarios:
  - UNTESTED: Persons who have not tested for COVID-19 but experience symptoms may return to school if they are approved to do so in writing by their health care provider, OR at least 14 calendar days have passed since their first symptoms appeared.
  - TESTED POSITIVE-SYMPTOMATIC: Persons who experienced symptoms and had a positive COVID-19 test may return to school if all of the following conditions are met:
    - ❑ The individual no longer has a fever for at least 72 hours (continuously without fever reducing medication)
    - ❑ Other symptoms have improved, and
    - ❑ At least 10 calendar days have passed since the first symptoms appeared, or
    - ❑ The individual has received two negative tests at least 24 hours apart.
  - TESTED POSITIVE-ASYMPTOMATIC: Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released in writing by a healthcare provider.

\*If someone in your household test positive for COVID-19, please keep children home from school until they can be seen by a healthcare provider.

## **Masks/Face Coverings**

- The CDC, the Indiana Department of Education, and the Indiana State Health Department recommend all students and staff wear masks/face coverings. For that reason, SPLS students and staff are required to have a mask/face covering on their person at all times. As masks/face coverings are promoted to prevent the spread of the virus to others, it is responsible for us to wear them, when distancing is not reasonable. In addition, SPLS will follow any executive order from Governor Holcomb's office regarding the wearing of masks/face coverings.
- Masks/face coverings will be required at certain times and in certain locations of the building. They may be pulled down or pocketed at other designated times. Lanyards will be provided for students if they wish to clip them in.
  - o **Masks/face coverings must be worn when distancing is not reasonable (this applies to all staff and students K - 8)**
    - Masks/face coverings must be worn when entering school in the morning
    - Masks/face coverings must be worn when leaving school for dismissal
    - Masks/face coverings must be worn at all times if in hallways or traveling through hallways (including heading to and from recess)

o **Masks/face coverings may be pulled down or pocketed**

- Masks/face coverings are not required during outside recess
- Physical education/gym classes will be designed so masks/face coverings are not needed
- Masks/face coverings are not required during classroom instruction IF other safety measures are in place

\*Masks/face coverings may be of any form or material that covers the mouth and nose. Bandanas, face shields, or neck gaiters are permitted. The Columbus Dorel Juvenile Group will be donating a cloth mask for every student and staff member. In addition, we applied for a free mask purchased by Governor Holcomb, for each student.

Masks/face coverings are most effective when cleaned or washed regularly. Please have your child arrive at school with a clean mask daily.

Students are welcome to wear masks/face coverings all day.

Requests for accommodations should be submitted to campus administration.

**Campus Visitors**

- Parents will not be allowed in the building the first days of school to walk their child to class. The only exception will be for our Kindergarten families the first two days of school, and parents must wear a mask/face covering and be temperature checked at the entrance.

- St. Peter's will utilize virtual meeting options to limit campus visitors in our school when possible.
- Visitors and staff will maintain physical distancing as much as possible for Parent/Teacher conferences, 504/SP conferences, and other meetings in smaller conference areas.
- It is required that all school visitors wear face coverings when in the hallways.
- All visitors, 7:00am-3:30pm will be subject to screening by way of a temperature check. (This will be done by the person working the front desk)
- Parents will not be allowed to eat lunch with their child in the building.
- There will be a designated table/shelf at the entrance to Door A for parents needing to drop off items, such as a lunch.

### **Campus Cleaning and Disinfecting**

It has been disclosed that there is not a documented case of secondary transmission via a touched surface. As the virus can remain on metals and plastics, it is also acknowledged that paper is a lousy conductor of transmitting the virus. In addition, while the virus might remain on a surface for hours or days, its degree of infectiousness continually diminishes. With that in mind, St. Peter's will take responsible precautions to ensure safety within reasonable measures.

- St. Peter's is hiring additional custodial staff to sanitize and disinfect the building regularly.
- Water fountains will be turned off. Students are encouraged to bring refillable water bottles to be filled in classroom sinks, or water refill stations in the building.
- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria, and in common areas throughout the campus.
- Staff will be expected to regularly wash or sanitize their hands.

- Hand sanitizer will be provided upon entry to the classroom and periodic teacher reminders during the instructional day.
- Hand sanitizing will take place before/after recess, before eating, and following restroom breaks.
- High-touch, working surfaces, and shared objects will be sanitized regularly.
- Staff will limit the use of shared supplies when possible.
- Classrooms and restrooms will be sanitized daily with an electrostatic cleaner.
- Air ionisers will be placed in every classroom. These purify the air of bacteria, dust, molds, and pollen to reduce the occurrence of airborne bacterial infections, and lower airborne viral infections.

### **Classroom Configurations and Procedures**

- Desks or tables will be physically distanced as much as instructionally possible.
- Group or pair work can be implemented while maintaining as much physical distancing as possible.
- The use of outdoor space for learning will be considered when possible.
- Whenever possible, students and staff will maintain consistent groupings.
- When students are working at their desk independently, or receiving whole group instruction, they may take their mask/face covering down. If students are working in small groups and physical distancing is not possible, masks/face coverings will be required.

### **Common Areas**

- Common areas include spaces that are used for meetings and collaboration. This includes Specials classrooms, library,

gymnasiums, cafeteria, conference rooms and other meeting rooms.

- When needed, students will bring personal supplies from the classroom. All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- Masks/facial coverings will be required when social distancing is not feasible.

### **Restrooms**

- Proper handwashing technique will be taught to all students and consistently reinforced.
- The scheduling of whole class restroom breaks will be in effect to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- After a restroom break, students will be required to use hand sanitizer before reentering the classroom.

### **Lockers**

- Locker usage will be allowed on a limited basis. Plans will be developed to limit the number of students at lockers at any given time.

### **Transitions**

- Walking pathways throughout the building will be designated “stay to the right.” This includes the entrance and exit doors.
- For grades 5 and 6 that implement departmentalization of subject areas, teachers will move to students for transitions in instruction and students will remain in their homeroom class.
- Masks/face coverings are required.

### **Arrival**

- Early bird arrivals are strongly discouraged. Door A will not be unlocked until 7:00 am.

- All students will use one entry door (Door A) and be masked before entering. SPLS staff will be posted at the doorway to ensure a mask/face covering is being worn. Students will have their temperature checked when they enter the building.
- The cafeteria/west gym will be open for breakfast and early arrivals. Students will be dismissed to their classrooms at 7:25 a.m. Students not socially distanced sitting at tables or in the bleachers will need to remain masked.
- Parents will not be allowed to walk students into the building before the school day begins. The only exception will be Kindergarten families the first two days of school.

### **Dismissal**

- Due to classroom movement and hallway needs, students/staff will be masked while preparing for dismissal. Masks/face coverings should be worn until students are outside of the building.
- Parents will not be allowed to pick children up in the lobby after school.

### **Lunch**

- Safe food distribution practices and social distancing will be implemented in the cafeteria.
- Lunches will be eaten in the cafeteria and west gym(old gym). The cafeteria and west gym will be filled to no more than half capacity.
- Lunch times will be staggered as much as possible by grade level cohorts.
- A custodian/cafeeteria staff will be designated to sanitize between seatings.

## **Recess**

The CDC, and local and state health departments explain that transmission of the virus is greatly reduced in an outdoor environment. For that reason,

- Recess is permitted and very much encouraged.
- Recess times will be scheduled and teachers should adhere to the schedule.
- Outdoor learning experiences are encouraged.
- The custodial staff will disinfect the playground structures each day.
- Staggered schedules will be utilized when needed.
- All students and staff will be required to use hand sanitizer before entering the playground and upon exiting the playground.
- Classes will not be allowed to intermingle with other classes for at least the first quarter of school.

## **Specials**

A full and well balanced curriculum is part of the overall SPLS goal in reopening school. We feel the whole child benefits from learning when a curriculum allows for fine arts, physical learning, and technological experiences. For that reason, reasonable efforts will be made to retain a full curriculum including specials and elective classes.

- ❑ **PE:** Activities will be conducted in the DEN or outside as applicable and weather permitting. Appropriate social distancing measures will be followed. Locker rooms will only be utilized for the restroom. Grades 5-8 will not be changing clothes first semester. Programs will be revised to include more individual growth experiences than close contact team sports.
- ❑ **ART:** Students will use their own art supplies for projects. Mrs. Arnold will travel to classrooms to conduct art class as much as possible. Art class will be held in the art room for older students

when feasible, and if social distancing can not be enforced, masks/facial coverings will be required.

- ❑ **STREAM:** The STREAM lab will be reconfigured to maximize space to allow for social distancing.
- ❑ **MUSIC:** Mrs. Nolting will travel to classrooms to provide music instruction.
- ❑ **LIBRARY:** Students will travel to the library, and masks/face coverings will be required if social distancing is not possible.

### **Chapel**

- Chapel will be live streamed to the classrooms during our normal Chapel time. We may coordinate to invite one grade level each week into the sanctuary, spreading out and social distancing.

### **Field Trips**

- All field trips for the fall semester will be postponed. A decision regarding spring semester field trips, including Washington DC and Cincinnati, will be made at a later date.

### **Athletics**

- Athletics will take place, and St. Peter's will follow IHSAA guidelines.

## **FAQ PAGE**

### **1) Why should my child have to wear a mask or PPE?**

The CDC, the Indiana Department of Education, and the Indiana State Health Department recommend all students and staff wear masks. The above plan is based upon being respectful, responsible, and reasonable. It is not reasonable to suggest children can wear a face covering/mask for a full 7 hour school day.

### **2) Will teachers be trained to ensure they know best practices when it comes to preventive measures surrounding safety?**

Yes, by law teachers are required to be trained in the identification of COVID symptoms and ways to mitigate its spread in the classroom and school. The training will occur when staff return from summer break.

### **3) My child can't breathe in a mask. What should I do?**

While masks wearing is not ideal, the recommendation for all students and school personnel to wear masks is highly recommended by state and local health agency professionals. St. Peter's would be remiss to ignore that recommendation. After social distancing, it is identified as the best way to halt the virus within our community. Masks/face coverings are intended to protect others; therefore, if one person is not wearing a mask when needed, it puts others at risk including our 'older' workers. Reasonable opportunities are being sought to increase social distancing; therefore, decreasing the amount of time a mask/face covering is needed.

### **4) What about bus transportation?**

Bus transportation and changing in their operations fall under the auspice of BCSC. BCSC has released some information concerning bussing on their website. They have informed us that temperatures will be checked, masks/face coverings will be required, and they will not be able to social

distance. You might contact the BCSC Transportation department for updates.

### **5) Can I still come for lunch with my child?**

Unfortunately, not at this time. While we love to have visitors in the school, logically, we are limiting outside visitors in eating with your child or grandchild.

### **6 ) Can I come into the building?**

Parents coming to pick up or drop off students should remain outside unless business with the office is needed. If dropping off a forgotten item, there will be a table right inside Door A (by the flagpole). Please fill out a post-it note with the student's name and teacher, and these items will be delivered as school personnel are able to do so.

Classroom visits are discouraged; however, new Kindergartners sometimes need a little reassurance on those first few days. If needing to escort your new Kindergartner for a day or two, please be masked before entering and discuss this with your child's teacher at the before-school visit.

### **7) What if my child has an appointment or needs to be picked up from school?**

You will call the office when you arrive in the parking lot, and we will call your student down. They will meet you outside Door A (by the flagpole) under the awning. We ask that you do not call on your way or early, please wait until you are in the parking lot. When returning from an appointment, please call once you arrive back in the parking lot, and we will escort your child into the building.

### **8) Will there be Children's Inc.?**

Yes, at this time there have been no changes with our partnership with Children's Inc.

### **9) How can I pick up my student at the end of the day?**

Carline will run as usual, but most students will remain in their classrooms until they hear their name called. Please be patient with this new process.

Walk-up: You may also park on 4th Street or in the Den parking lot and use the crosswalks and sidewalks to pick up your student at the church doors (Door H). They will call your name as you walk up with your yellow signs. Yellow signs will be necessary.

**There will be no lobby pick up.**

### **10) Can I send a bottle of personal hand sanitizer with my child?**

You sure may send a small bottle of hand sanitizer. It is readily available in hallways and the classroom; however, a personal bottle kept at the child's desk is fine.

### **11) Will St. Peter's screen students and staff with daily temperature checks?**

According to health experts, fever is the number one symptom associated with COVID-19. St. Peter's will screen both students and staff temperatures every morning when they enter Door A.

### **12) What happens when there is a positive case in the school?**

In the event a positive case is verified within St. Peter's, next steps will be determined through consultation with the Bartholomew County Health Department. Health officials have shared that school closure may depend on the ability to contact trace and methods of cleaning. Each case will be

evaluated on a case-by-case matter and decisions made will align with our commitment to be responsible and reasonable. Keeping in mind confidentiality concerns, families will be contacted and informed should a case present itself within our school.

**13) Can my child bring a lunch?**

We do expect to serve a full hot lunch with menu variety; however, students may continue to bring their lunch to school.

**14) How long will SPLS be following these special guidelines?**

This plan will be reviewed continually. Changes to it will depend on state and local recommendations concerning safety measures within schools and our community. We are as anxious as everyone, to 'go back to' life before this pandemic hit. We will keep all families informed of any changes that are made to the plan.

**15) What happens if someone in our household other than our student tests positive for COVID-19?**

Please inform the school, and keep your child at home until they can be seen by a healthcare provider.