

# ALS 2021-22 Best Practices & Safe Protocols for COVID-19



The health and safety of your child/ren is/are a top concern and priority for us. Thank you for your support and patience as we navigate through this pandemic together.

Thanks for choosing to enroll for the 2021-22 term at Atonement Lutheran School. We know that there are many school options to choose from in our community and we are thankful you have entrusted your child/ren to us. In doing so, you are expected to follow all ALS policies and procedures. This is particularly true for COVID-19. Please know that while we are taking every possible precaution that is available, there is still a risk. We cannot guarantee that your child will not be exposed to COVID-19. We are doing our best to establish best practices and safe protocols as listed below and are subject to the state of Louisiana and Jefferson Parish rules and regulations.

ALS reserves the right to modify the following list immediately as necessary. While it is comprehensive, it is not exhaustive. Administration and/or Faculty/Staff reserve the right to evaluate and make decisions, as necessary. We will be unable to honor requests of exemptions and/or exceptions. In addition, time and circumstances will not allow for debates or discussions when decisions are made. Decisions are made for the safety of all. Thanks in advance for your cooperation. Remember, we are working for the safety of our students and Faculty/Staff.

*Please be reminded that faith and flexibility are what will help us navigate this fluid situation.*

## Preschool

- Parents will not be allowed in the classrooms.
- A waiver must be filled out and on file before your child/ren attend school.
- If your child is sick, please be cautious and keep them home.

## Drop Off/Pick Up

- If the child appears sick (cough, runny nose, etc.) school administration and/or faculty/staff designates have the right to deny the child's attendance for that day or days thereafter. We know parent work schedules are important – but not more important than school community health.
- Staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid or difficulty breathing (without recent physical activity), or fatigue, and confirm that the child is not experiencing coughing or shortness of breath.
- Parents may be asked some combination of or all of the following questions:
  - Has your child been in close contact with a confirmed case of COVID-19?
  - Is your child experiencing a cough, shortness of breath or difficulty breathing, sore throat?
  - Has your child had fever in the last 48 hours?
  - Has your child had new loss of taste or smell?
  - Has your child had muscle pain or chills?

- Anyone who exhibits COVID-19 symptoms (e.g. answers yes to any of the screening questions or who is running a fever) may be asked to leave the premises immediately to seek medical care and/or COVID-19 testing.

### **Health and Hygiene**

- Teach and reinforce washing hands and respiratory etiquette among students and staff.
- Practice frequent handwashing and advise students and staff to avoid touching their face.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for Faculty/Staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
- Install alcohol-based hand sanitizing stations at entrances, common areas in the school, and classrooms.

### **Mask Wearing**

- Masks are optional and students will be allowed to wear them per parent request.
- Face masks may be of any color.
- Face shields may NOT be worn in place of a mask but may be worn over a mask or at other times requested.

### **Classroom Snacks and Water**

- Drinking fountains should not be used at this time. Students should bring a non-disposable water bottle filled with water daily. It must have an attached flip top/spout. Bottle must have child's name on it. No glass.
- Snacks for the class must be pre-packaged. For example: box of Goldfish or individually wrapped string cheese. Birthday treats will also need to be prepackaged. For example: Lil Debbie brownies or cakes.

### **Lunch**

- We will continue to eat our lunches in the preschool classrooms. Students may order a packed lunch from Piccadilly or bring a packed lunch of their own. We ask that you include packages and containers that your child can open on his/her own.

### **Cleaning & Disinfecting**

- Toys and objects that cannot be cleaned and sanitized will not be used. Cloth toys will not be used.
- Toys and objects that students have placed in their mouths or otherwise contaminated by bodily fluids will be immediately removed to be cleaned and sanitized.
- Classrooms will not share toys and objects unless properly cleaned and sanitized.
- Children's books and other paper-based materials are not considered a high risk for transmission and should not need additional cleaning or disinfecting procedures.
- Nap mats will be sent home frequently to be washed and sanitized. At school, they are kept in separate cubbies.

### **Students or Faculty/Staff who Become Sick at School**

- ALS will provide an isolated space for the ill student to rest while waiting for the arrival of parent/guardian.
- ALS will contact the student's parent/guardian to pick up the student as soon as possible.

- A Faculty/Staff person will monitor the student while awaiting parent/guardian's arrival.
- Faculty/Staff will close off areas used by a sick person and will not use before cleaning and disinfection.
- ALS will notify the school community immediately of a possible case and unlike other illnesses or conditions, note the specific grade level. Names will never be disclosed.
- Ill students and Faculty/Staff will not return to school until they have met the criteria to discontinue home isolation,
- Those with fever cannot return to school for 24 hours or proof of wellness

### **What happens if there is a positive case?**

- If your child tests positive or starts to show symptoms, you will notify us immediately. This will be an effort to notify families and to help slow/stop the spread; unlike other health situations, we will mention specific classes.
- Once ALCS is aware of a positive case, we will notify families, listing the specific class (no names listed) and thoroughly clean and disinfect our campus.
- You can return to campus once you have a negative test and a note from your doctor or 10 days after the onset of symptoms and note from the doctor.

### **Other Programs/Information**

- If warranted, there will be no large group assemblies.
- Field trips will be allowed if conditions permit.
- Weekly Chapel may be done either on the PA system or streamed to classrooms if warranted.
- All classroom parties suspended, if necessary.
- The Extended Day Care program will be adjusted for distancing purposes. I am suggesting that if you have other options for before and after care or can adjust your work hours, that would be preferable. However, we will offer a modified EDC program to help parents with before and after care.
- Only administratively approved volunteers who adhere to the above guidelines are permitted on the campus in controlled situations.

## **Kindergarten – Grade 8**

### **Drop Off/Pick Up**

- A mask may be worn by all K-Grade 8 students. If we are mandated by state and/or local parish officials, then masks must be worn.
- As a reminder, our policy has always been that parents will not be permitted in the classrooms during school hours, unless approved by school personnel.
- A waiver must be filled out and on file before your child/ren attend school.
- If your child is sick, please be cautious and keep them home.
- Even if the child does not have a temperature, but they appear sick (cough, runny nose, etc.) school administration and/or faculty/staff designates have the right to deny the child's attendance for that day or days thereafter. This is non-negotiable (see above). We know parent work schedules are important – but not more important than school community health.

- Staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid or difficulty breathing (without recent physical activity), or fatigue, and confirm that the child is not experiencing coughing or shortness of breath.
- Students may be asked some combination or all the following questions (as developmentally appropriate):
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath or difficulty breathing, sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had muscle pain or chills?
- Student will wash hands or utilize hand sanitizer upon entering the building
- Anyone who exhibits COVID-19 symptoms (e.g. answers yes to any of the screening questions or who is running a fever) may be asked to leave the premises immediately to seek medical care and/or COVID-19 testing.
- Parents or others will not be admitted beyond the office. This is technically true even when COVID is not an issue. However, we often have parents attempting to gain access to classrooms during drop off. This will be strictly enforced.

### **Mask Wearing:**

- Please write your child's name on the mask.
- A mask may be worn by all K-Grade 8 students prior to entering the school building.
- A mask may be worn by all K-Grade 8 students upon departing the school building.
- If warranted, clear desk shields will be available that sit on student desks to help protect health. Enough clear desk shields will be provided for all PS – Grade 8 students.
- Please remember that this is a great example of how to love our neighbor. We are doing this for the safety of others and ourselves.
- Face masks can be any color.
- Face shields may be worn over a face mask.

### **Health and Hygiene**

- Teach and reinforce washing hands and respiratory etiquette among students and staff.
- Practice frequent handwashing and advise students and staff to avoid touching their face.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for Faculty/Staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
- Hand sanitizing stations have been installed throughout the campus.

### **Drinking Fountains**

- Drinking fountains should not be used at this time.
- Students must bring their own water bottles labeled with their name from home. Please do not bring glass water bottles. Plastic is the best choice.

### **Social Distancing**

- Social distancing will take place in so far as we are able to provide to the best of our ability.
- We cannot promise there will always be three feet of distance between everyone. We will try to provide social distancing if possible although may be impossible in some classrooms.
- Parents or others will not be admitted beyond the office during school hours.

### **Lunch:**

- If your child/ren bring his/her/their lunch, please make sure that all food items are packaged in your child's lunch box.
- We ask that you include packages or containers that your child can open on his/her own.
- Tables will be spread out in the gym to provide for social distancing seating during lunch.

### **Students or Faculty/Staff who Become Sick at School**

- ALS will provide an isolated space for the ill student to rest while waiting for the arrival of parent/guardian.
- ALS will contact the student's parent/guardian to pick up the student as soon as possible.
- A Faculty/Staff person will monitor the student while awaiting parent/guardian's arrival.
- Faculty/Staff will close off areas used by a sick person and will not use before cleaning and disinfection.
- ALS will notify the school community immediately of a possible case and unlike other illnesses or conditions, note the specific grade level. Names will never be disclosed.
- Students, Faculty/Staff will not return to school until they have met the home isolation criteria.
- Those with fever cannot return to school for 24 hours or proof of wellness

### **What happens if there is a positive case?**

- If your child tests positive or starts to show symptoms, you will notify us immediately. To enable us to notify families in a timely manner and to help slow/stop the spread; unlike other health situations, we will mention specific classes.
- Once ALS is aware of a positive case, we will notify families, listing the specific class (no names listed) and thoroughly clean and disinfect our campus.
- You can return to campus once you have been cleared by your doctor or 10 days after the onset of symptoms. See the Decision Tree for additional information.

### **Visitors/Volunteers**

- All visitors for the church office, will sign in at the main entrance and remain at the lobby until the Church Secretary, Pastor or Administrative Coordinator comes to escort them back. If none of those individuals are available, the visitor will be asked to leave a message or try back at another time.
- There will be no scheduled meetings during school hours that will require visitors to come onto our campus unless this is deemed necessary by leadership.
- School Volunteers will be limited. Those approved to volunteer will complete a waiver to be kept on file in the school office and will adhere to any governmental regulation regarding masks.

### **Other Programs/Information**

- Please be advised that on the first day of school, parents will be unable to enter the building as is done in normal years. Please take pictures outside. We are making every attempt to mitigate the number of people mingling simultaneously in the hallways and classrooms.

- If warranted, there will be no large group assemblies.
- Field trips will be allowed if conditions permit.
- Weekly Chapel will be done on the PA system or streamed to classrooms, if necessary.
- PE classes and recess will be adjusted, if necessary.
- Birthday treats must be prepackaged and distributed only in the birthday classroom, if necessary.
- Classrooms parties may be suspended, if necessary.
- The Extended Day Care program will be adjusted for distancing purposes, if necessary. I am suggesting that if you have other options for before and after care or can adjust your work hours, that would be preferable.
- More specifics regarding the athletic program and whether we will be able to offer one will come soon. Please watch for further details and updates.

\*\* Policies and procedures will be evaluated and changed, if necessary, per the State of Louisiana and/or Jefferson Parish rules/regulations.