

ALS 20.21 Best Practices & Safe Protocols for COVID-19



The following is ALS policy which provide steps in prevention and/or identification on COVID-19 infection. Please be reminded that our regular illness policy as outlined in the 20.21 Parent Handbook remains in place.

The health and safety of your children 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 2020.21 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 listed below as the state of Louisiana has now moved to Phase 3 which has resulted in virtually no change for schools from Phase 2 as dictated by the Louisiana Department of Education.

The state of Louisiana Department of Health in conjunction with Department of Education has provided two COVID 19 Screening Decision Trees which are attached to this document. This ALS 20.21 Best Practices/Safe Protocols will align with these Decision Tree Documents. We believe they are helpful in navigating through this pandemic scenario.

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

- Students will wash hands or utilize hand sanitizer upon entering the building. Parents will assist with this upon entering the gym. A wash station is accessible in the gym, as well as restrooms available.
- A health screening and temperature check will be given daily. The temperature must read less than 100.4 degrees.
- The health screening and temperature check will take place in the gym from **8:10**8:30. Parents will walk their student into the gym. There will be places marked for spacing while waiting to get checked in.
- Since there will be various preschool staff administering the check in, please have any messages you have for teachers put in the child's folder or sent via ClassTag.
- Masks will be worn by all parents, students, and staff in the gym during check in.
- 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. 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?
 - Has your child traveled outside Louisiana recently?
- 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.
- Students arriving after 8:30 will need to be with a parent for a screening administered by the front office staff.

- Dismissal: Preschool students will be dismissed through the gym along with the older school siblings of preschoolers. Parents will need to enter the gym to pick up their child/ren. Masks will be worn by all staff, students, and parents.

Health and Hygiene

Atonement Lutheran School will:

- 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

- All students and Faculty/Staff will wear face masks upon entering the buildings. In addition, please write your child's name on the mask. ALS will provide class color coded lanyards to be attached to face masks.
- Masks will be worn during drop off and pickup. They may also be worn during any other times that administration/staff deem beneficial.
- Face masks may be of any color. The PTL sells neck gaiters as an option. However, there is not a certain mandatory design or color required.
- 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 nondisposable 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.

Social Distancing

- Social distancing will take place in so far as we are able to provide. We cannot promise that there will always be 6 feet of distance between everyone. We will provide social distancing as much as possible.
- For rest time, we will space out the mats as much as possible and position students head to toe.

- We will limit the mixing of children and teachers of classrooms with other classrooms as much as possible.

Lunch

- We will continue to eat our lunches in the preschool classrooms. Students may order a 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

If a student or Faculty/Staff member becomes ill while at school:

○ Students are sent home as follows:

If any two of the following symptoms occur – fever, chills, rigors, muscle ache/myalgia, headache, sore throat, nausea/vomiting, diarrhea, congestion/runny nose, or fatigue

OR

If at least one of the following symptoms – cough, shortness of breath, difficulty breathing, or new changes in smell or taste

AND

No alternative; likely diagnosis (doctor note or medical condition on file)

- 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 be never be disclosed. For the next level of notification see "What happens if there is a positive case?" section below.
- 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.
- Please see the COVID 19 Screening Decision Trees to determine the course of action including those in close contact.
- Classes, departments (PS, K-Gr. 2, Gr. 3-5, and/or Gr. 6-8), and/or the entire school will not close unless deemed necessary by school administration. A person of close contact is defined as someone within 6 feet on an infected person for at least 15 minutes or somehow who had direct contact with an infected person. Those families will be notified by the school offices.

Other Programs/Information

- There will be no large group assemblies.
- There will be no field trips.
- Weekly Chapel will be done either on the PA system over via video streamed to classrooms.
- Internal directed classroom parties as led by teachers are permitted.
- All classrooms parties are suspended.
- 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.
- No vocal indoor music is allowed.

Kindergarten – Grade 8

Drop Off/Pick Up

- A health screening and temperate check will be given daily. The temperature must read less than 100.4 degrees. This will be done immediately upon arrival in the carpool line. The student(s) will step out of the car while you wait in place and have their temperature checked. If the temperature is 100.4 degrees or above, the student(s) will reenter your car.
- Carpool begins at 8:10 am and extend through 8:30 am. If we have not completed temperature readings at 8:30 am, the student(s) will not be counted tardy.
- A mask must be worn by all K-Grade 8 students prior to entering the school building.
- A health screening and temperate check will be given daily. The temperature must read less than 100.4 degrees.
- Parents will not be allowed in the classrooms under any circumstances.
- 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.
- Tardy students will enter at the front office door with a parent for a temperature check. The parent will remain until the results of the temperature check.
- 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?
 - Have you traveled outside Louisiana recently?

- 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.
- A mask must be worn by all K-Grade 8 students upon departing the school building.
- Dismissal carpool students will be distanced to the extent possible.
- 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:

- All students and Faculty/Staff will wear face masks upon entering the buildings. In addition, please write your child's name on the mask. ALS will provide class color coded lanyards to be attached to face masks. Thanks.
- A mask must be worn by all K-Grade 8 students prior to entering the school building.
- A mask must be worn by all K-Grade 8 students upon departing the school building.
- Grades 3-8 students the mask should be worn throughout the school day; face masks breaks will be provided.
- Clear desk shields will be available that sit on student desks to help protect health and provide certain times during instruction when students will be allowed to take off their mask. Enough clear desk shields have been ordered for all PS – Grade 8 students.
- Kindergarten-Grade 2 students masks should be available for the student(s) there may be times that they are asked to wear a mask.
- 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. The PTL sells neck gaiters as an option. However, there is not a certain mandatory design or color required.
- Face shields may be worn over a face mask.

Health and Hygiene

Atonement Lutheran School will:

- 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.

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. Details on that are being resolved.
- Some items are being removed from classrooms to accommodate social distancing to the extent we can.
- We cannot promise there will always be six feet of distance between everyone. We will try to provide social distancing if possible.
- 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

If a student or Faculty/Staff member becomes ill while at school:

○ Students are sent home as follows:

If any two of the following symptoms occur – fever, chills, rigors, muscle ache/myalgia, headache, sore throat, nausea/vomiting, diarrhea, congestion/runny nose, or fatigue

OR

If at least one of the following symptoms – cough, shortness of breath, difficulty breathing, or new changes in smell or taste

AND

No alternative; likely diagnosis (doctor note or medical condition on file)

- 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 be never be disclosed. For the next level of notification see "What happens if there is a positive case?" section below.
- 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.
- Please see the COVID 19 Screening Decision Trees to determine the course of action including those in close contact.
- Classes, departments (PS, K-Gr. 2, Gr. 3-5, and/or Gr. 6-8), and/or the entire school will not close unless deemed necessary by school administration. A person of close contact is defined as someone within 6 feet on an infected person for at least 15 minutes or somehow who had direct contact with an infected person. Those families will be notified by the school offices.

Other Programs/Information

- Chapel will be conducted via the PA system or via video streamed to classrooms. There will be no service and social hour offered in the Worship Center/Gym.
- There will be no large group assemblies.
- There will be no field trips.
- Weekly Chapel will be done either on the PA system over via video streamed to classrooms.
- PE classes and recess will be adjusted.
- Birthday treats must be prepackaged and distributed only in the birthday classroom.
- Internal directed classroom parties as led by teachers are permitted.

- 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.
- Athletic Programs may be offered provided they conform to the standards outline in this document. School administration will determine the course of actions. Please watch for updates.
- Only administratively approved volunteers who adhere to the above guidelines are permitted on the campus in controlled situations.
- No vocal indoor music is allowed.
- Library will be open with modified procedures.