



# GLS REOPENING PLAN

*IN RESPONSE TO COVID-19*

*Release Date July 31st, 2020*

---

## **INTRODUCTION**

At GLS, we are committed to a safe complete return to school. We are preparing for full in-person instruction with distance learning components for long term and temporary stay at home orders. We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school.

The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), California Department of Education, and California Department of Public Health. Regular updates will be made to this plan depending on future developments, and based on information provided by the CDC and applicable federal, state and local agencies. The following guidelines will allow us to return to our community we so deeply love and value.

Grace Lutheran School  
5172 McFadden Avenue  
Huntington Beach, CA 92647  
714-899-1600



<b>INTRODUCTION</b>	<b>1</b>
<b>GUIDING PRINCIPLES (6)</b>	<b>4</b>
<b>SECTION 1: SAFETY OF STUDENTS, STAFF, AND COMMUNITY MEMBERS</b>	<b>4</b>
PHASES AND TIMELINES	4
SCHEDULES	5
STUDENT AND EMPLOYEE SAFETY GUIDELINES	5
VISITOR RESTRICTIONS	5
TRAVEL RESTRICTIONS FOR STAFF	5
HEALTHY HYGIENE	6
CAMPUS WIDE SCREENING AND PROTOCOLS	6
HEALTH PROTOCOL	7
GUIDANCE IF EXPOSED	8
<b>SECTION 2: SOCIAL DISTANCING</b>	<b>8</b>
DISTANCING GUIDELINES	8
<b>SECTION 3: FACILITIES CLEANING</b>	<b>9</b>
DISINFECTION MEASURES	9
CLEANING PROTOCOLS	10
SIGNAGE	10
<b>SECTION 4: FACE COVERINGS AND GLOVES</b>	<b>10</b>
FACE COVERINGS	10
GLOVES	11
<b>SECTION 5: REMOTE LEARNING PROTOCOLS</b>	<b>11</b>
REMOTE LEARNING PLAN AND PROTOCOL	11
<b>SECTION 6: COVID-19 OUTBREAK</b>	<b>11</b>
COVID-19 OUTBREAK	11
REMOTE LEARNING PLAN AND PROTOCOL	12



## GUIDING PRINCIPLES IDENTIFIED FOR SAFE REOPENING

In order to ensure the continued wellbeing of our community the following guiding principles have been put in place:

1. Safety of Students, Staff, and Community Members
2. Social Distancing
3. Facilities Cleaning
4. Face Coverings
5. Hybrid Learning Plan
6. Partial or Total Closures (Remote Learning)

## SECTION 1: SAFETY OF STUDENTS, STAFF, AND COMMUNITY MEMBERS

### PHASES AND TIMELINES

Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"> <li>• Supplies, equipment</li> <li>• Prepare detailed work schedule for phases</li> <li>• Prepare building and transportation for reopen with thorough cleaning</li> </ul>
Phase 1	June	<ul style="list-style-type: none"> <li>• Implement social distancing protocol and open facilities with limited access/use</li> </ul>
Phase 2	June-August	<ul style="list-style-type: none"> <li>• Expand use of school based on recommendations and data from CDC, California Department of Education, Orange County Department of Education, California Governor, and applicable state and local agencies</li> </ul>
Phase 3	September	<ul style="list-style-type: none"> <li>• First Day of School</li> <li>• Expand full operation based on recommendations and data from CDC, California Governor, and applicable local and state agencies</li> <li>• Determine what restrictions/guidelines stay in place</li> </ul>



## **SCHEDULE**

Our objective is to return to the normal social interactions of a connected learning environment while implementing reasonable measures to help stop the spread of COVID-19. To do that, we are reducing areas of congestion as much as possible. To alleviate overcrowding during drop off and pick up there will be an entry and exit plan per department. We will have three check-in locations for different grade levels.

<b>Programs</b>	<b>Start/End Times</b>
Pre-School	7:00 a.m. – 6:00 p.m.
Jr-K – 1 <sup>st</sup> Grade	8:15 a.m. – 2:30 p.m.
2 <sup>nd</sup> – 4 <sup>th</sup> Grade	8:00 a.m. – 2:45 p.m.
5 <sup>th</sup> - 8 <sup>th</sup> Grade	8:30 a.m. – 3:00 p.m.
Rec Club	7:30 a.m. – 5:30 p.m.

We are also spacing our break/recess times to allow for appropriate socialization opportunities while reducing congestion. To maintain social distancing guidelines, recess and lunch schedules have been created so each grade will remain together in the same cohort while eating at the lunch benches and playing for recess.

## **STUDENT AND EMPLOYEE SAFETY GUIDELINES**

### **VISITOR RESTRICTIONS**

Grace Lutheran School will not allow visitation to our campuses until our reopen date. You must schedule a tour if you are a prospective parent. Only Grace Lutheran School staff are allowed on campus during preparation for reopen.

Classroom/School tours may be given by the admissions office with appointment times.

Once school has resumed in the Fall, visitors will be limited and must first go to the office to be screened. Visitors must fill out a “Visitor Self-Screening Form” with their name and signature confirming that they pass the screening survey. No one will be allowed on campus until they first enter the office to be screened.

### **TRAVEL RESTRICTIONS FOR STAFF**

Grace Lutheran School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Principal.



## HEALTHY HYGIENE

Per California and Orange County Department of Health guidelines, our teachers will be teaching and reinforcing important hygiene protocols to reduce transmission of the virus, including regular hand washing, avoiding hand-to-face contact, and covering coughs and sneezes. Measures include:

- Wash hands every time before and after eating; after coughing or sneezing; after being outside; and before and after the restroom.
- Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Staff will model and practice hand washing, especially for lower elementary grade levels, will use bathroom time as an opportunity to reinforce and monitor proper hand washing.
- Use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Additional hand sanitizing stations will be added to all classrooms and other locations throughout campus. Students and staff will use ethyl-based hand sanitizer when hand washing is not practicable.
- Teachers will implement a schedule for hand-washing routines by grade level at staggered intervals to avoid overcrowding.

## CAMPUS WIDE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our community, we will be requiring everyone at entry to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Nausea or vomiting
- Feeling feverish or a temperature greater than or equal to 100.4° F.

All screening information will be kept confidential. Being vigilant about stopping of the virus is critical to our ability to continue operations in an uninterrupted manner. GLS plans to begin the year with the following protocols in place. School personnel will be stationed at entrances and will conduct temperature checks with a no-touch thermometer. Per health department guidelines, anyone with a fever of



100.4° F or higher, a cough, or any COVID-19 symptoms will not be allowed to attend until symptom free for 48 hours.

## HEALTH PROTOCOL

We anticipate an increase in absences for both students, faculty, and staff and we will be encouraging anyone who is sick or has been in close contact with someone diagnosed with COVID-19 to stay at home. Students will not be penalized for missing school and plans have been developed for educating students who have to attend remotely for a period of time.

Teachers who need to stay at home will have lessons prepared in advance. Substitute teachers will be utilized, but when possible, teachers will connect to the classroom via video conferencing (Google Meets) to provide instruction in partnership with the substitute teacher.

If an employee becomes ill at school or if another person is exhibiting symptoms of COVID-19 at school, they may be asked to leave school immediately and go home or to the nearest health center.

Employees returning to school from an approved medical leave should contact HR. You may be asked to submit a healthcare provider's note before returning to school.

In the event a faculty member, staff member, or student tests positive for COVID-19, the following measures will be taken:

- Any person testing positive for COVID-19 will be required to stay home for 14 days and test negative at the end of that time period. No person will be allowed to return to school without verification of a negative test result.
- The privacy of any individual testing positive will be maintained in accordance with HIPPA/FERPA requirements.
- Any person who may have been exposed to the person who tested positive will be notified that they could have been exposed and instructed to monitor themselves closely for the development of symptoms.
- Classrooms will be shut down for a period of time for deep cleaning to take place. Remote learning will begin until on site instruction can resume.

If you have been diagnosed with COVID-19, you may return to school after the 14 day period and when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 7 days have passed since symptoms first occurred



If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to school until the three criteria listed above have been met.

## **GUIDANCE IF EXPOSED**

While we all hope to avoid exposure to illness from COVID-19, GLS needs to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following, let them know you have been exposed to COVID-19, then follow their instructions.
  - a. Your healthcare provider
  - b. Grace Lutheran School

## **SECTION 2: SOCIAL DISTANCING**

### **Distancing Guidelines**

Social distancing is an effective way to prevent potential infection. GLS employees, students, parents, and visitors should practice social distancing from others and eliminating contact with others as much as possible.

- As previously described, schedules have been adjusted to avoid congestion in common areas at the beginning and end of the day, as well as lunch and break times.
- Desks and student seating will be spread out as much as reasonably possible within each classroom. Teachers and staff will reinforce standards for students maintaining distance and reducing shared use of materials as much as possible.
- Students will have their own set of supplies in the classroom.
- Students will still enjoy eating together outside within their grade/cohort, but we will be spread out in a reasonable fashion to allow for social interaction while still providing additional space to reduce transmission.
- Teachers will implement procedures for turning in work that minimizes contact.
- Traffic Flow – one person in the office at a time.
- Chapel and Assemblies will be live streamed or pre-recorded to prevent large gatherings in the Multi-Purpose Room.
- Non-essential/informal meetups and visiting should be avoided while on school campus.





- **Teacher Lounge/Multipurpose Room**–These spaces will be closed for use until further notice. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.
- There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety.

## SECTION 3: FACILITIES CLEANING

### DISINFECTION MEASURES

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

#### GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Student Desks</b>	Classrooms	Set times each day for teacher to disinfect the desks
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 3 times a day
<b>Common Areas</b>	Library, Teacher Lounge, Common Areas	At the end of each use/day; or between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to school.



## CLEANING PROTOCOLS

To reduce the transmission of the virus, GLS has taken the following cleaning measures:

- Frequently touched surfaces will be cleaned and disinfected by custodial staff daily, and protocols for periodic disinfection throughout the day will be implemented in each classroom by the teacher. Frequently touched surfaces to be disinfected include, but are not limited to door handles, light switches, sink handles, tables, desks, and chairs.
- Minimizing the use of water fountains/stations. Faculty, staff, and students are asked to bring either a full reusable water bottle or disposable single-use water bottles. Writing the name of the student or staff member on the reusable or disposable bottle will assist in minimizing transmission.
- Students may be allowed to enjoy the playground equipment when it is safe to do so. Rotations for use of equipment will be established with cleaning protocols in place to disinfect all surfaces.
- Students will still be allowed to enjoy the use of playground toys, including balls, hula hoops, jump rope, etc. but cleaning protocols will be in place to disinfect all equipment.
- In classrooms, teachers will limit shared objects as much as possible. Students will have their own materials (crayons, scissors, pens, pencils, etc.), when shared objects are used, they will be cleaned and disinfected per established guidelines.

## SIGNAGE

Signage will be placed throughout the offices and school to remind everyone on campus to wash hands and follow social distancing guidelines.

## SECTION 4: FACE COVERINGS AND GLOVES

### FACE COVERINGS

At this time, all staff must wear face coverings (masks or shields) in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, sanitary place designated by the teacher. (ex. Paper bag marked with the student's name and date.)

- Students 2 years old - 2<sup>nd</sup> grade are strongly encouraged to wear masks.
- Students 3<sup>rd</sup> grade – 8<sup>th</sup> grade will be required to wear a mask/face shield unless exempted per medical note by family doctor.



A face shield is an acceptable alternative for children who cannot wear masks properly.

Everyone will be required to have a face covering in their possession while on campus.

As congestion is unavoidable during passing periods, students in grades 5<sup>th</sup>-8<sup>th</sup> grade will be required to wear face masks coverings during the passing periods in hallways.

The use of face coverings has been a topic of much debate, and GLS expects that all members of our community respect each individual's perspective. All faculty, staff and students will be trained to respect one another in the use of face coverings.

We will continue to monitor the situation and make adjustments as necessary.

## **GLOVES**

The use of gloves will not be required for faculty, staff, and students. However, all faculty, staff, and students who prefer to wear gloves at any time are encouraged to do so.

- Rec Club and GLS staff will be required to wear gloves when dealing with food or snacks at any time. During lunch distribution gloves must be worn when handing out lunches to the students.

## **SECTION 5: REMOTE LEARNING PLAN**

### **REMOTE LEARNING PLAN AND PROTOCOLS**

GLS intends to operate in a 100% on-campus model for the entirety of the 2020-2021 school year. This plan is subject to change depending on state or federal mandates, but we are prepared to educate our students without interruption in any circumstance. If at any time GLS needs to be on remote learning, below are the new policies and protocols:

School Hours for Remote Learning begin at 8:15 a.m. and end at 2:45 p.m. Monday through Friday.

During the school day students will be required to attend scheduled classes via Google Meets/Zoom Video Conferencing. Attendance will be taken during each session for accountability. Teachers will give live instruction at scheduled times to ensure rigorous lessons and for students to be given clear and coherent instructions from their teacher. This will also give teachers the ability to create break-out rooms in Google Meets to meet with students as a smaller ratio.



Specific schedules will be adopted for each grade to make sure core subjects are being taught along with specials (PE, Art, Music, Spanish, and STEM). It is the goal of the school to have students participate in live instruction so that teachers have the ability to meet the needs of all students.

Teachers will also create office hours for students to meet via Google Meets to ask questions about their independent work.

Grace Lutheran School will use **one** platform, Google Classroom, for all grades to create uniformity among teachers, students, and parents. Students will be given login information and videos will be created to help students navigate Google Classroom. Other programs such as Mind Math, Accelerated Reader, Epic, and others will be used in conjunction with the school curriculum.

Classwork and Assessments will be given daily and expected to be turned in electronically through Google Classroom platform. Report Cards and grades will be given as if the school were on campus. There will be scheduled days throughout the Remote Learning for drop off days to turn in project based assignments.

## SECTION 6: COVID-19 OUTBREAK

### COVID-19 OUTBREAK

In the event of an outbreak of COVID-19 cases at GLS, we are prepared to follow CDC guidelines for a temporary closure of the school facility. If this occurs, we will continue to deliver content using our remote learning model described above. We will return in person learning promptly when we have assessed the situation and taken appropriate measures to halt the spread.

Throughout the summer, GLS has been meeting with the Task Force that has been created to ensure a safe reopening of school in the fall. We have created a dynamic plan to prepare for the wide range of scenarios that could unfold this upcoming year. We have incorporated best practices developed with student and parent input from this past year in mind.

We have an incredible team of teachers who are ready to make this year a truly excellent experience for our entire community. We look forward to partnering with you and we will continue to update you on details as we monitor developments over the course of the summer. We are praying for your family and we cannot wait to be together again this fall.

\*\*\*This handbook is subject to change based on available guidelines.