

# Instructional Continuity Plan

2020-2021

Grace Lutheran School

Key West, FL



## **Purpose**

The purpose of this plan is to establish guidelines that promote the safety and wellbeing of Grace Lutheran School's students and staff. While considering various measures and conditions related to the safe reopening of schools for the 2020-2021 academic year, the School Leadership Team and School Board have conducted a thorough review of research and guidelines published by local, state and national health experts. Based on this review, we have assembled a list of recommendations concerning the areas of school health, facility services, sanitation and instructional delivery. These recommendations, or best practices, consider the needs of all stakeholders and are tiered according to the level of community spread. The school's risk mitigation strategy aims to reduce hazards during all key stages of the school day: from the time students and staff arrive, while occupying campus facilities and during the time between dismissal and arrival. These recommendations have been adapted for multiple scenarios and exposure levels. Our hope is that by implementing these practices we will achieve a cumulative reduction of risk, thus helping to safeguard the health of both our school and the greater Keys community.

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## Daily Operations & Logistics

- I. Arrival and dismissal procedures
  - a. Preschool drop off will occur between the hours of 7:45-8:00 am.
    - i. Parents are required to wear their face covering at all times on campus.
    - ii. Parents will take children to the screening station located in the front of the Parish Hall.
    - iii. Students will receive temperature checks and the parents will record temperature and sign screening form daily.
    - iv. Parents will then walk up Parish Hall side steps, drop their child at the classroom door, and walk down the Flagler steps.
  - b. Grades kindergarten through grade 8 will be dropped off between 7:55-8:15 am. Instruction starts promptly at 8:15 a.m.
    - i. Grades K-8 drop off at the front entrance.
    - ii. Parents and students will be required to wear their face covering during arrival.
    - iii. Parents will take children to the screening station located at the front entrance.
    - iv. K-1 parents may walk their child to class following patterns. They will go up the Parish Hall side steps, drop off, then walk down the Flagler side steps.
    - v. Grade 2-6 students will wear their mask and walk directly to their classroom.
  - c. Preschool dismissal will occur between 2:45-3:00 pm outside the preschool classroom.
    - i. Preschool students remaining after 3:00 pm will be transported to After Care (by cohorts).
    - ii. Parents should follow step pattern from morning drop off.
    - iii. Allow for six feet distance if another parent is picking up at the classroom.
  - d. Dismissal for students in grades kindergarten – grade 8 will dismiss at the regular time of 3:00 pm.
    - i. Students in grades kindergarten – grade 8 will be dismissed from the entrance by the Parish Hall.
    - ii. Students will be required to wear their face covering at dismissal.
    - iii. Preschool students with older siblings should arrive and dismiss at the older sibling's time.
    - iv. K-8 students remaining after 3:00 pm will be transported to their After Care (by cohort).
  - e. Upon arriving, students should have clean hands.
- II. Daily Health Checks
  - a. Temperature checks are required for staff upon arrival.
  - b. Parents are required to perform wellness checks on their students before departing the home. Please refer to the school's Signs & Symptoms Chart. (Exhibit A)

- c. Students with any of the following symptoms or events **MUST** remain home.
  - i. Fever of 100.4 or greater
    - 1. Parents **cannot** administer fever reducing medicine and send a student to school.
  - ii. Sore throat
  - iii. Cough or shortness of breath
  - iv. Muscle and/or body aches
  - v. Severe headache
  - vi. Nausea, vomiting and/or diarrhea
  - vii. The student has been in close contact with anyone who has been diagnosed with COVID-19.
  - viii. Student has been in close contact with anyone who has been placed on quarantine for probable contact with COVID-19.
- d. Staff will perform a temperature check of students at the screening checkpoint (listed above). Parents will record temperature on screening form and initial screening form regarding screening questions (Exhibit B). Clean pens will be provided to each parent.
- e. Any student exhibiting symptoms of illness will be sent home.
  - i. Student exhibiting symptoms will be brought to an isolation area set up in Room 5 and will be supervised by a staff member.

### III. Face Coverings

- a. Face coverings will be required by K-8 students, staff and visitors in congregate areas, small group settings and when social distancing is difficult or otherwise impossible.
  - i. Students in grades K-8 and all staff must arrive to and depart campus wearing their face covering.
  - ii. Students who transition between classes (i.e. Grades K-8) are required to wear their face covering between each classroom exchange.
- b. Parents are responsible for supplying their student with a clean face covering before arriving to campus.
- c. Students, staff and visitors are required to keep their face covering on their person at all times.

### IV. Social Distancing Measures

- a. The school will reduce the use of common spaces and congregate areas. These include but are not limited to:
  - i. Parish Hall
  - ii. Enrichment rooms
  - iii. Restrooms

- b. Non-essential furniture will be removed from all classrooms to make for greater distancing between students desks.
    - i. When group seating is necessary, face coverings shall be worn for students in K-8.
  - c. The usage of certain restrooms will be restricted to designated grades.
    - i. Classroom restrooms should be used when possible.
    - ii. The restrooms adjacent to the main office should be used by Grades 2-5.
    - iii. The restrooms adjacent to the playground should be used at recess, as needed.
    - iv. Any restroom can be used in an emergency situation.
  - d. Enrichments will meet in each enrichment’s respective classroom for students in grades PK-8.
    - i. Cleaning will happen between each class.
    - ii. Physical Education will be held outside as weather permits.
  - e. Under conditions where community spread is elevated, student enrichment schedules and the changing of classes during the course of the school day may be temporarily suspended.
- V. Chapel
- a. The School Leadership Team, GLS School Board, and new pastor will work together to establish procedures for Chapel. At that time, this document will be amended.
- VI. Visitors & Volunteers
- a. All visitors and volunteers must check in through the administration office.
  - b. Visitors and volunteers must submit to a temperature check and complete the Visitor Self-Screening Form before being admitted onto campus. (Exhibit B)
    - i. A temperature of 100.4 or higher OR a ‘Yes’ answer to any question on the Visitor Self-Screening Form will disqualify the individual from entering campus.
  - c. All adult visitors and volunteers must wear a face covering on campus.
  - d. Under conditions where community spread is elevated, all visitors and volunteers will be prohibited from entering campus unless under emergency circumstances.
- VII. Positive COVID-19 Case
- a. Grace Lutheran School has been working closely with the Department of Health – Monroe and will continue to comply with their guidance in the event of a COVID-19 positive case.
    - i. This may include the need for short-term closure of spaces within the building or the facility as a whole.
      - 1. We will work with the county health department to determine and execute any and all necessary cleaning and sanitization activity.

- b. The school's new procedures will help us to identify the exact spaces within the facility that will need to be closed, cleaned and disinfected.
  - i. Limiting contact between students will also aid in our ability to assist in contact tracing.
- c. The school will remain fully transparent and communicate with all of our stakeholders as directed by the Department of Health – Monroe. In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

## Cleaning and Sanitization

### I. Planning

- a. The school's administration and GLS school board will develop enhanced cleaning and sanitization procedures.
  - i. In addition, staff will undergo training as it relates to these new and enhanced cleaning routines.
- b. Custodial staff will use EPA registered and CDC approved disinfectants.
- c. The use of visual graphics will act as a reminder to all who enter campus of the importance of social distancing and the practice of good hygiene. Signage can also be utilized as an informal screening tool, prompting individuals through a series of questions to self-assess their current health.
  - i. School staff will install all signage before students return to campus.
  - ii. Signage will be posted at all entrances, washrooms and congregate areas.
    - 1. Example: Directions on proper hand washing; avoiding touching eyes, nose and mouth; covering your cough and sneeze
    - 2. Example: Signage to convey walking patterns; alerting guests to areas where face coverings are required

### II. Frequency

- a. Touchpoint surfaces will be cleaned routinely throughout the day.
  - i. Touchpoint surfaces include but are not limited to table/desk tops, door knobs, light switches, chairs, counter tops and toilets.
- b. Teachers will clean their touchpoint surfaces at least three times per day.
- c. Enrichment teachers will clean desk tops between each change of class.
- d. Teachers will clean all touchpoint surfaces and classroom floors before leaving for the day.
- e. School staff will clean and disinfect congregate areas and restrooms daily under low and moderate community spread levels.

- i. The frequency of cleaning congregate areas and restrooms will double during times of elevated community spread.
- f. Outdoor areas, such as exterior benches and tables, will be cleaned on a daily basis.
- g. For each classroom, teachers and staff will log their work on the Classroom Cleaning Checklist. (Exhibit C)

### III. Facility Spaces

- a. Classrooms will be cleaned periodically throughout the day and after dismissal.
- b. Classroom bathrooms will be cleaned once during the school day and once after dismissal.
- c. Congregate areas will be cleaned daily.
- d. Water fountains will be cleaned after each class's recess and will be used for the REFILLING of water bottles only.
  - i. Students will be responsible for providing their own water bottle.
- e. The frequency and depth of cleaning can be increased during periods of elevated community spread.

### IV. Personal Hygiene

- a. Students and staff should arrive to school clean and healthy.
- b. Students must wash their hands and/or use a hand sanitizer with an alcohol content of at least 60% when:
  - 1. Arriving/departing school.
  - 2. After blowing one's nose.
  - 3. After covering a sneeze or cough by hand.
  - 4. Transition between classroom and enrichment rooms.
  - 5. Transitioning to and from recess.
  - 6. Before meal times.
  - 7. After using the restroom.
- c. Students and staff are responsible for supplying their own face covering and cleaning their face covering on a regular basis.

## Instructional Delivery

### I. Method of Instructional Delivery

- a. Students will return to the classroom on August 13, 2020 for traditional face-to-face instruction.
- b. In the event of a known COVID case or quarantine due to exposure/symptoms, the teachers of students in VPK-8th grade will work with the parents and students for continued learning.










- i. Teachers will provide parents with a packet of materials.
  - ii. Electronic devices may be checked out from school, if needed.
  - iii. For students in K-8, virtual instruction will be scheduled at a minimum of twice per week. Assignments will continue to be provided.
  - iv. For students in K-8 receiving therapy services, therapy will be continued to be provided through virtual instruction.
  
- II. Attendance
  - a. The school's attendance policy, as stated in the Parent-Student Handbook, will be enforced during both face-to-face and virtual instruction settings.
    - i. Attendance will be recorded and monitored by staff.
  
- III. Grading
  - a. The school's grading policy, as stated in the Parent-Student Handbook, will be enforced under both face-to-face and virtual instruction settings.
  
- IV. Technology
  - i. Students who are in need of a device to complete virtual learning assignments (due to quarantine) may check out a device from the main office.
    - 1. Parents will need to contact the school's office and complete a school Acceptable Use Policy (AUP) form.

## **Extracurricular Activities**

- I. Assemblies
  - a. The school will look to reduce the need for large assemblies. When necessary, student assemblies shall be held within the chapel or in the parish hall.
    - i. Social distancing and PPE will be required.
  
- II. Community Events & Fundraising
  - a. The school will give great discernment for the need to host community events or fundraisers. These decisions will be heavily based on the level of community spread.
    - i. Events held indoors may require occupancy limitations and the use of PPE.

## Signs & Symptoms Chart

### WHEN TO STAY HOME FROM SCHOOL...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE A HEAD LICE	I HAVE AN EYE INFECTION	I HAVE A THROAT INFECTION
						
Temperature of 100°F or higher.	One event of vomiting, or vomiting with rash, fever and/or weakness. Vomiting within 24 hours.	One event of watery diarrhea or diarrhea with rash, fever or weakness. Diarrhea within 24 hours.	Body rash with fever or itching. <b>Scabies</b> - red bumps and blisters with intense itching. <b>Impetigo</b> - red sores that form blisters with yellow drainage. <b>Chickenpox</b> - raised, itchy bumps or red blisters and/or fluid-filled blisters over 2-3 days.	Itchy head from live lice or eggs (nits) that are closer than ½ inch to scalp.	Redness, itching, and/or “crusty” drainage from eye(s)	Sore throat, fever, swollen lymph nodes, and/or white patches on the throat.

### I AM READY TO RETURN TO SCHOOL WHEN...

Fever free without the assistance of fever reducing medication for 24 hours (i.e. Motrin, Advil, Tylenol)	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash, itching and/or fever. <b>Scabies</b> - stay home for 24 hours after treatment begins and released from school. <b>Impetigo</b> - call your doctor for treatment and release to return to school. <b>Chickenpox</b> - all bumps must be scabbed over and no new lesions have shown up within 2 days.	After appropriate treatment and all live lice have been removed. Eggs (nits) that are less than ½ inch from scalp have been removed.	Free from drainage and/or itching and redness or cleared by your health care provider or physician (if needed).	If symptoms have improved and the patient is able to eat, drink, and breathe normally.
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**Childcare Entry Form –**

**Student's Name:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**COVID-19 Questionnaire**

- Do you or your child have a fever of 100.4 or higher when taken \_\_\_\_\_?
- Have you or your child had any respiratory infection, or have had a sore throat, uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline), diarrhea, vomiting, abdominal pain or new onset of severe headache (especially with fever)? \_\_\_\_\_
- Have you or your child had close contact (within 6 feet of an infected person for at least 15 minutes) with someone with a confirmed diagnosis of COVID-19? \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Temperature:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Temperature:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Temperature:** \_\_\_\_\_

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**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Temperature:** \_\_\_\_\_

## Classroom Cleaning Checklist

**Instructions:** *Initial each time the item is cleaned and disinfected*

ITEM	Monday	Tuesday	Wednesday	Thursday	Friday
Table/Desks Tops					
Door/Cabinet Handles					
Switches					
Chairs					
Electronics: Keyboards, Mice, Remotes, iPads					
Trash: Empty Waste Basket & Clean Container					
Vacuum					
Floor Mopped					
Dust					
Toilet Seats, Faucets and Dispensers					

## Works Cited

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