

Health and Safety Plan of St. Luke Lutheran School (revised 7/31/20; 2nd revision 8/4/20; 3rd revision 8/7/20; 4th revision 10/5/2020; 5th revision 11/15/2020; 6th revision 12/9/2020; 7th revision 2/8/2021; 8th revision 3/5/2021)

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirements	Low Transmission Risk	Moderate Transmission Risk	Substantial Transmission Risk
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students. (I.e. restrooms, drinking fountains hallways)	<ul style="list-style-type: none"> • Entire facility will be cleaned and disinfected daily. • "High touch areas" will be sanitized. (bathrooms, fountains, etc.) • Classroom surfaces will be cleaned before and after eating snack/lunch and between classes. (desks, door handles, etc.) • Facility and classrooms will be ventilated with open windows and doors. • UV-C lights will be used for sanitization of air and surfaces. • Hand sanitizer stations will be in each classroom, entrance, and high traffic areas. 	(same as Low Transmission Risk)	(same as Moderate Transmission Risk)

Social Distancing and Other Safety Protocols

Requirements	Low Transmission Risk	Moderate Transmission Risk	Substantial Transmission Risk
Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day to the maximum extent feasible	<ul style="list-style-type: none"> • Maximum class size of 20 students (K-8), 16 (PK) and 14 (PS) to provide for social distancing. • Desks/Tables will be spaced in the classroom to maximize distance. • Unnecessary furniture will be removed from classrooms to maximize spacing of students. 	(same as Low Transmission Risk) <u>Changes:</u> <ul style="list-style-type: none"> • Teachers will maintain seating charts for Chapel 	(same as Moderate Transmission Risk)
Restricting the use of cafeterias and other congregate settings and serving meals in alternate settings such as classrooms.	<ul style="list-style-type: none"> • Lunch will continue to be eaten in classrooms at desks • Aides will deliver school lunches to the classrooms. • Class birthday treats, or food for school activities must be commercially packaged and not homemade. Teachers/Staff will distribute any such items. • Library times will be assigned to individual classes. Face coverings required. • Chapel will maintain social distancing as feasible. Face coverings required. 	(same as Low Transmission Risk)	(same as Moderate Transmission Risk)

	<ul style="list-style-type: none"> • Bus/Car lines will be monitored for distancing among students. Face coverings required. 		
Hygiene practices for students and staff including the manner and frequency of handwashing and other best practices.	<ul style="list-style-type: none"> • Hand washing will occur upon entering a classroom and at scheduled times throughout the day. (i.e. before/after lunch, recess, changing classes) Face coverings required when entering restrooms and moving in hallways. • Hand sanitizers will be available in all classrooms and high traffic areas. • Students will receive instruction on proper handwashing, coughing/sneezing etiquette. • Touchless dispensers of soap, hand sanitizers, and towels will be used throughout the building. • No direct fountain usage except for filling of water bottles. • Disposable gloves and masks are available for staff in the school office. Disposable masks are available for students as needed. 	(same as Low Transmission Risk)	(same as Moderate Transmission Risk)
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	<ul style="list-style-type: none"> • Signage will be posted in highly visible locations that promote everyday protective measures, and the prevention of spreading germs. 	(same as Low Transmission Risk)	(same as Moderate Transmission Risk)
Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes.	<ul style="list-style-type: none"> • Outside recess times will be staggered among classes. Face coverings may be required. • Indoor recess (when necessary) will be monitored for distancing. Face coverings may be required. • P.E. classes will be outside when possible. Face coverings are not required. • P.E. classes in the gym will limit student contact and sharing of equipment. Face coverings are not required. • Equipment used for recess/P.E./sports activities will be sanitized after student use. 	<p>(same as Low Transmission Risk)</p> <p><i>Changes:</i></p> <ul style="list-style-type: none"> • Outside recess times may change to accommodate social distancing. Face coverings may be required • Face coverings required for indoor recess. • Face coverings may be required for indoor P.E. classes. 	(same as Moderate Transmission Risk)

	<ul style="list-style-type: none"> • GAGA Ball will be restricted. • Students will sanitize hands upon entering/leaving P.E. or recess. • Pennsylvania Department of Education guidelines for athletics will be considered and implemented as feasible. • Face coverings will be required in sport activities when not actively participating in conditioning or skill development drills. 		
Limit the sharing of materials among students	<ul style="list-style-type: none"> • Limit sharing when possible. • Any materials shared among students will be cleaned and/or quarantined between users. (i.e. iPads, computers, books, manipulatives, toys, etc.) • Students will be supplied with art boxes containing many of their own supplies to limit sharing. • Students' belongings will be separated and labeled to minimize sharing. 	(same as Low Transmission Risk)	(same as Moderate Transmission Risk)
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> • Hallway flow will be minimized and staggered. • Movement to classes (i.e. art, music, science lab...) will be scheduled to minimize opportunities for student exchange of illness. • Shared classrooms will be sanitized between classes. 	(same as Low Transmission Risk) <u>Changes:</u> Students will not change classrooms for art or music	(same as Moderate Transmission Risk)
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> • Bus companies are responsible for the safe transportation of all students. • Bus companies will communicate their rules/regulations to the office and families. • All students (including Preschool/Pre-K) will be dropped off/picked up at the door. • Students will wash hands/hand sanitize upon entering the classroom and leaving the classroom for pickup. • Face coverings required for entering and exiting the school. 		

Limiting the number or individuals in classrooms and other learning spaces, and interactions between groups of students.	<ul style="list-style-type: none"> • Maximum class size of 20 students (K-8), 16 (PK), 14 (PS). • Small groups (i.e. Title 1, reading resource...) meeting will maintain recommended social distancing and wear face coverings. • Hand washing/hand sanitizing will be required prior to meeting in these small groups. 	(same as Low Transmission Risk)	(same as Moderate Transmission Risk)
--	--	---------------------------------	--------------------------------------

Monitoring Student and Staff Health

Requirements	Low Transmission Risk	Moderate Transmission Risk	Substantial Transmission Risk
Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> • Staff/Volunteers will engage in a “no touch” temperature check upon entering the building. • PS-8 students will have temperature checked upon entering the school with “no touch thermometers.” • K-8 classroom teachers will temperature check students in the afternoon prior to exiting the building. • Students or staff with an elevated temperature (100.4 F/38 C or higher) will be sent to the office where additional screenings will take place. Face covering required. • Student with elevated temperature or COVID-19 symptoms will not be allowed to ride the bus. • Staff and families will be provided a daily self-health checklist to monitor for COVID-19 symptoms. It is the responsibility of staff and parents/guardians of students to check daily for fever and COVID-19 symptoms • For return to school process, refer to page 8, “COVID-19 Symptomatic K-12 Student or Staff Process Flow”. 	(same as Low Transmission Risk)	(same as Moderate Transmission Risk)
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure.	<ul style="list-style-type: none"> • A designated spot will be assigned to individuals needing an isolation space due to COVID-19 symptoms. 	(same as Low Transmission Risk)	(same as Moderate Transmission Risk)

	<ul style="list-style-type: none"> • If staff/student has close contact exposure with an individual who has tested positive for COVID-19, he/she will follow the current guidelines of the DOH (Department of Health) or CDC. • If staff/student tests positive for COVID-19, he/she will follow the current guidelines of the DOH/CDC. • Exposed COVID-19 students, staff or visitors must notify the school office. School office will notify staff while maintaining confidentiality. • Positive COVID-19 students, staff or visitors must notify the school office. School office will notify families, staff and local health officials while maintaining confidentiality. • Technology will be readily available for students to borrow for distance learning, if needed. • Student will begin distance learning, arranged by classroom teacher and parents. 		
Returning isolated or quarantined staff, students, or visitors to school	<ul style="list-style-type: none"> • Staff/students may return to school upon following DOH/CDC guidelines. • 	(same as Low Transmission Risk)	(same as Moderate Transmission Risk)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols.	<ul style="list-style-type: none"> • Website will be updated and notify of any changes. • Email, social media, and various other means will also be utilized to share important information. • If required by the P.D.E. (Pennsylvania Department of Education) or if St. Luke deems necessary, school will be closed, and distance learning will commence. 	(same as Low Transmission Risk)	(same as Moderate Transmission Risk)

Other Considerations for Students and Staff

Requirements	Low Transmission Risk	Moderate Transmission Risk	Substantial Transmission Risk
Protecting students and staff at higher risk for severe illness	<ul style="list-style-type: none"> • Students and staff at higher risk will be encouraged to wear face coverings throughout the day. 	(same as Low Transmission Risk) <u>Change:</u> <ul style="list-style-type: none"> • Students and staff at higher risk are required to wear 	(same as Moderate Transmission Risk)

		face coverings throughout the day.	
Use of face coverings (masks or face shields) by all staff and visitors.	<ul style="list-style-type: none"> • Staff will have a personal face covering readily available. • Face coverings will also be available in the school office. • Staff will be required to wear face covering when working in close proximity of others (within 6 feet) or moving throughout the school building. • Any staff with COVID-19 symptoms will be required to wear face covering until he/she leaves the building. • Staff wears face covering when working with students who have any COVID-19 symptoms. • Staff wears face covering when preparing food or serving food. • Staff/employees wear face covering when cleaning classrooms, hallways, etc. 	<p>(same as Low Transmission Risk)</p> <p><u>Change:</u></p> <ul style="list-style-type: none"> • A doctor's excuse is required when wearing a face shield (without a mask) by staff and visitors. 	(same as Moderate Transmission Risk)
Use of face coverings (masks or face shields) by students.	<ul style="list-style-type: none"> • P.D.E. requirements for schools will be followed. • Students will have a personal face covering readily available. Additional face coverings are available in the office. • Students with COVID-19 symptoms will be required to wear face covering until he/she leaves the building. 	<p>(same as Low Transmission Risk)</p> <p><u>Change:</u></p> <ul style="list-style-type: none"> • A doctor's excuse is required when wearing a face shield (without a mask) by students. 	(same as Moderate Transmission Risk)

In the event of a student/staff waiting on a COVID-19 test result

- Student/staff will remain home until test results are received, symptoms have improved, and DOH guidelines are followed.

In the event of a student/staff testing positive with COVID-19

- Infected person will notify DOH (Department of Health), and school office of positive test result.
- School office will notify DOH, families and staff while maintaining confidentiality.
- Infected person is to remain home following the DOH/CDC's recommendations before returning to school.
- School work will be sent home with student.
- Teacher may offer video conferencing sessions with additional instruction for student at their discretion.
- All cleaning and disinfecting protocol for the school will be followed.
- Follow the official DOH and PDE updates pertaining to the "Recommendations for Small (<500 students) Pre-K to 12 School Buildings Following Identification of a Case(s) of COVID-19". (See recommendations at <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/SchoolClosureRecommendations.aspx>)

In the event of a student/staff having *close contact exposure with an individual who has tested positive for COVID-19

- Exposed person will notify the school office
- School will notify staff while maintaining confidentiality.
- Exposed person will follow DOH/CDC guidelines.
- Exposed person may return to school upon following the DOH/CDC guidelines.
- School work will be sent home with student.
- Teacher may offer video conferencing sessions for additional instruction for student at their discretion.

In the event of someone other than the student/staff in the household is exposed to someone outside their home who has tested positive for COVID-19

- Student/staff may report to school because they have not been in close contact with the positive COVID-19 case.
- Households should monitor for symptoms.

In the event of a student/staff showing COVID-19 symptoms during the day (persistent cough, fever, etc.)

- Student/staff will be screened in the office using the *School Symptom Screening Tool*.
- Student/staff with symptoms consistent with COVID-19 will be isolated and sent home.
- Student/staff will adhere to the *COVID-19 Symptomatic K-12 Student or Staff Process Flow*.
- Student/staff will return to school after guidelines have been followed.

In the event of a student/staff traveling

Current DOH/CDC recommendations should be followed. To assist in keeping our school open and staff and students healthy, we ask that families and staff remember that the following are considered higher risk activities and that extra caution is used when returning from trips that include:

- Traveling out of state
- Using airplanes, buses or trains
- Visiting crowded places where maintaining 6 ft. of distance is difficult, including day trips
- Staying at hotels, motels, or resorts or with non-household members
- Not wearing a mask when frequenting indoor settings, including bars, restaurants, or shops
- Travel that involves large in-person meetings or social gatherings of more than 25 people closer than 6 ft. of distancing

*Close contact as defined by CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

Individual who previously tested positive and is exposed within 90 days of their positive test/onset of symptoms, do not need to quarantine. If it has been longer than the 90 days since they tested positive/onset of symptoms, they will need to quarantine. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html#Annex>



COVID-19 Symptomatic K-12 Student or Staff Process Flow

To be referenced with the [Public Health Guidance for School Communities During COVID-19](#)

Student or staff present with symptoms*

Symptoms **are** consistent with COVID-19
(see *Example Symptom Screening Tool*)

Isolate from non-symptomatic students/staff – separate room or separate space in nurse’s office

Send home with referral to healthcare provider

Evaluation by healthcare provider/investigation and notification by Public Health**

Positive COVID-19 test (case) or person is a close contact to person with COVID-19 – isolate case for 10 days/quarantine contact for 14 days

PA Dept. of Health (DOH)/County-Municipal Health Departments (CMHD) staff contacts individual or parent/ guardian and school entity to provide guidance and recommendations, including isolation for the case and quarantine for close contacts

Return to school***

Symptoms **are not** consistent with COVID-19

Assess using normal school policies

Return to school

****** Notifying DOH or CMHD staff is not necessary for symptomatic students, staff, and faculty as other non-COVID-19 illnesses may present with similar symptoms. School nurses should contact DOH CMHD staff for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.

****** For staff and students, who are not currently a close contact or quarantined, presenting with symptoms that may be associated with COVID-19 may return to school when any one of the following applies:

- Symptomatic individual/child not tested: exclude for 10 days from symptom onset AND at least 24 hours after fever resolution (if present) AND improved respiratory symptoms; or
- Symptomatic individual/child clinically cleared by primary medical doctor, certified school nurse or other health care provider: exclude until afebrile for 24 hours (if fever present) and symptoms improving; or
- Symptomatic individual/child with test negative: exclude until afebrile for 24 hours (if fever present) AND improved respiratory symptoms.

******* There is no need for a “negative test” for student or staff diagnosed with COVID-19 to return to school. Follow public health isolation guidance.



School Symptom Screening Tool

(as recommended by the PA Departments of Health & Education 08/17/2020)

Complete Daily Prior to School/Work*

- Temperature
- Are you/is the student taking any medication to treat or reduce a fever such as Ibuprofen (i.e. Advil, Motrin) or Acetaminophen (Tylenol)?
- Are you/is the student experiencing any of the following?

Group A 1 or more symptoms	Group B 2 or more symptoms
Cough Shortness of breath Difficulty breathing New olfactory disorder New taste disorder	Fever (measured or subjective) Chills Rigors Myalgia Headache Sore throat Nausea or vomiting Diarrhea Fatigue Congestion or runny nose

Stay home if, you or the student:

- Have one or more symptoms in Group A **OR**
- Have two or more symptoms in Group B **OR**
- Are taking fever reducing medication.

**May be utilized as a screening tool for both at home and on-site screening practices.*

A complete list of symptoms may be found on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

HEALTH AND SAFETY PLAN AGREEMENT

Parents/guardians are asked to read the following statements carefully and review them with your child. Then sign below to indicate your agreement.

I hereby affirm that I have read the Health and Safety Plan and have discussed the included **safety measures** with my student(s). I understand that as the Covid-19 pandemic progresses and best practices change, the St. Luke Health and Safety Plan may also change. I certify that I consent to the safety measures adopted by St. Luke Lutheran School and the governing policies of the school.

Signature of Parent/Guardian_____ Date_____

Signature of Parent/Guardian_____ Date_____

Child's Name(s)_____

Grade(s)_____