

**ZLS 2020-2021**

**COVID-19 Return to School Plan**



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August 10, 2020

## ZLS 2020-2021 COVID-19 Return to School Plan

### COVID-19 and Returning to School

At ZLS we give thanks to God for the students and families that He has blessed us with. We are dedicated to providing a safe environment where our students are strengthened in their faith and engaged in both academic and social experiences that result in growth, confidence, and problem solving. ZLS serves children and assists parents so that God's Kingdom may be enlarged and so that our world may be blessed by the influences of our students.

Throughout the trying times of the COVID-19 pandemic, ZLS remains committed to making decisions in the best interest of our students and staff. The following plan explains how ZLS will meet the guidelines set by the Illinois State Board of Education (ISBE).

ISBE strongly encourages the reopening of schools and the return to "in-person" learning. On June 23, 2020, ISBE released guidelines for schools to use to plan for "in-person" learning. These guidelines were updated on July 28, 2020 with a possibility of more updates and changes to take place in the future.

Requirements from ISBE are:

- Face Coverings required for all in the building. Only a doctor's note on file will allow for exemption.
- ZLS will allow no more than 50 people in an area at any given time indoors.
- ZLS will practice social distancing within the school building as much as possible.
- All persons entering the school building will be subject to temperature check and symptom screening.  
\*ISBE/IDPH Part 3 – Transition Joint Guidance p. 9 June 23, 2020\*
- ZLS will incorporate an enhanced cleaning and disinfecting protocol for all areas of the school.

### Health and Safety Protocols

Based from IDPH-ISBE guidelines posted June 4, 2020:

- *Training for employees and students that promote behaviors that reduce the spread of the virus.*
- *Masks will be worn when walking into or out of the building with other students (i.e.: before/after school).*
- *We understand that it will take training and practice for our students to learn to wear masks all day. We will extend grace and patience to our students and will help them to learn mask etiquette and the importance of mask-wearing.*
- *Students will stay in one classroom as much as possible and teachers will move.*

- *Practice proper hand hygiene and respiratory etiquette. (Cover your cough or sneeze with your elbow or a tissue, then throw the tissue in the trash. Wash your hands with soap and water. )*
- *Practice proper handwashing.*
- *If soap and water are not available, use hand sanitizer.*
- *Please let us know if your student(s) are allergic to any sanitizers/wipes.*
- *When entering or exiting the classroom, hand sanitizer will be used.*
- *Promote non-contact methods of greeting.*
- *Practice physical distancing (stay at least 6 feet away from other people).*
- *Teachers will not be using community supplies. Students will use supplies assigned to them.*
- *Students will have assigned desks.*
- *Students will have an alternate place for individual student belongings instead of traditional coat racks to limit exposure.*
- *Parents must relay specific symptoms to the office staff if calling a student in sick. This is necessary for illness tracking as required by IDPH.*
- *Authorized visitors must sign in and wear a mask or face covering while in the building. Non-authorized visitors will not be allowed into the building.*
- *Posted signs throughout the building promoting safe practices.*
- *Proper ventilations and increased air circulation (opening doors and windows where possible).*
- *Food consumption will be in smaller, controlled settings to avoid large groups.*
- *Drinking fountains will be shut off. Bottle refillers will be available when supervision can be provided.*
- *Outdoor activities and classes will be held when possible.*
- *Birthday treats/snacks must be unopened, individually wrapped and store bought (not homemade). Teachers will distribute treats.*
- *Regular cleaning and disinfecting throughout the building (frequently touched objects and surfaces will be cleaned using regular household cleaning sprays or wipes like toys, desks, door handles, counters, etc.).*
- *Per ISBE guidelines, a separate location will be established for any student who becomes ill or exhibits signs and symptoms of illness during the school day. Parents will be required to pick up their child or make necessary arrangements if they become ill.*

### Visitors and Office Procedures

Although we love to have visitors, we will be strictly limiting visitors in our building. Visitors will only be allowed by appointment. Anyone entering the school as a visitor will be required to supply a phone number and address in case of illness tracking is initiated. Parents will be allowed into the foyer one at a time and will communicate with the administrative assistant through an intercom. If a child needs to leave school early, the parent will sign out their student and wait in the foyer.

Please utilize the locked drop boxes for payments and forms. Call or email the office for information about payments and balances that are due (i.e., lunch money). Private financial information cannot be shared over the intercom in the foyer.

## Educational Model

Zion Lutheran School's goal for the 2020-2021 school year is to provide for the instructional needs of all students. This will be accomplished in numerous ways, possibly in numerous settings: on-site instruction or off-site remote instruction. In order to accomplish this goal, students may experience whole group, small group and individual instruction from ZLS teachers. ZLS will continue to focus on the message of the Gospel and sharing Christ's love in any setting possible.

## Drop Off Procedure

Students will be temperature checked and symptom screened before entering the building. To help alleviate large groups in the screening area we will have TWO drop off times.

- If your child is in the 4<sup>th</sup>-8<sup>th</sup> grade, their drop off time is at 7:55. If you have a child in grades Preschool-3<sup>rd</sup> grade, their drop off time is 8:05. If your children are in two different time slots, please drop them off at 7:55.
- Please park following ZLS parking procedures.
- Parents of younger children are encouraged to walk their children to the screening area near the side gym door. If you choose not to walk with your child, please stay parked until you receive an all-clear signal from ZLS staff.

Students will enter the building and move directly to their assigned classroom or if teacher has a designated spot they will go there and walk into the building together as a class (maintaining social distancing). Lunch boxes (no use of cafeteria fridges), backpacks and coats will go with the students to the classroom.

We are requesting that parents and staff members take a daily temperature reading and check for COVID-19 symptoms each morning your child will be present in our building. Students with a fever or any of the symptoms below should stay home and seek medical advice. By sending your child to school, you are certifying the following:

- That your child does not have a fever of 100.4 degrees or above.
- That your child does not have any of the following symptoms related to COVID-19 that cannot otherwise be explained.
- Cough
- Shortness of breath or difficulty breathing
- Extreme fatigue
- Muscle or body aches
- Headaches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### Early Arrivals (7:00-7:55 a.m.)

Early arrivals will still be dropped off in the back of the building. These students will be temperature checked and symptom screened before entering the building following the above stated procedures. Please do not leave until you receive the all-clear signal from staff. Students will have an assigned space in the cafeteria during the early arrival time and will be expected to stay in this space until dismissed for the beginning of the school day.

### Illness

Parents are to notify the **office** by 8:20 a.m. when their child will be absent. Be prepared to explain what is wrong with your child so we can keep a record of all illnesses of our students. For everyone's protection, if your child is sick, please practice common sense and Christian love and keep them at home.

If your child exhibits one or more COVID-19 symptoms, your child must remain home until at least 14 days have passed since the onset of the symptoms, a negative test of COVID-19 is presented, or medical documentation or explanation of another illness or condition is provided.

If your child is running a fever of 100.4 or higher that is caused by an illness not related to COVID-19, your child must remain home 48 hours after the fever broke. This means with no fever reducing medication used in that 48 hours.

### Confirmed Case(s)

If your child tests positive for COVID-19 (or you think they may have it), they may return to school after ALL of these apply:

- 14 days have passed since symptoms first appeared **and** they've been fever free for three days.
- They exhibit no COVID-19 symptoms.
- 10 days since date of positive test results **or** directed by a doctor or the Logan County Health Department.

If there is a confirmed case of COVID -19 at ZLS, a note and email will be sent home notifying anyone that has been in contact with the individual that has tested positive. The school will clean, disinfect, and sanitize the building per the Illinois Department of Public Health (IDPH) guidelines and will work closely with the Logan County Health Department. The school will follow appropriate quarantine procedures established by IDPH. This may include the closing of a classroom or the school for a period of time and shifting quickly to remote learning.

Rooms with a positive case will be completely cleaned, disinfected, and sanitized and unoccupied for an appropriate amount of time as deemed by the IDPH.

Anyone that has been in close contact with someone that has tested positive for COVID-19 should stay home for 14 days from the date they had close contact with the individual that tested positive. **Close contact is defined as anyone who has been within 6 feet of a person that tested positive for COVID-19 for at least 15 minutes without face covering.**

If a COVID-19 symptomatic member of your household is awaiting results from a COVID-19 test, your child should stay home pending test results.

Please exercise extreme caution while traveling.

### Illness Monitoring

ZLS will implement a recording process for tracking student and staff symptoms and illnesses. Any student or individual recording a temperature at or above 100.4 degrees F or currently exhibiting known COVID-19 symptoms, such as fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, may not enter the school building.

ZLS families are encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

ZLS will report to the Logan County Health Department all confirmed cases of COVID-19. ZLS will maintain student and staff privacy rights during this reporting process.

### Social and Emotional Support

Social and emotional support will be provided by ZLS teachers. ZLS students are viewed as precious gifts from God. His love will be shown and given to His children. Prayer will be a big aspect in dealing with this upcoming year. Outside resources may be recommended if needed.

### Schedule

ZLS will adhere to the approved 2020-2021 academic calendar. ZLS will be in session daily from 8:15 to 3:00.

ZLS will begin admittance to school at 7:55 am. All students are expected to be in classroom attendance at 8:15 am.

### Academic

ZLS will teach religion and the core subjects. They will be assessed following the grading system in the Parent Handbook. A fall assessment will be scheduled and given at a time when the teachers feel the students are ready. It is the teachers' goal to ease the students back into the school and learning setting and provide them with knowledge of how to use necessary learning platforms.

### Playground

The playground at ZLS may be used by teachers and students during phase 4 of the Reopening Illinois plan. All social distancing and capacity requirements will be implemented if ZLS classes use the playground. All playground equipment that has been used or touched by a student or staff member will be cleaned after use.

The playground equipment will also be cleaned at the beginning of each school day.

### Chapel

ZLS will conduct Chapel services weekly to share the message of the Gospel with students. Chapel will be arranged to have no more than 50 people in one area at one time while maintaining social distancing and mask-wearing.

### Lunch/Cafeteria

ZLS students will have regular choice of hot or cold lunch during the 2020-2021 school year. Lunch boxes will **not** be stored in the cafeteria refrigerators, but in the student's space in their assigned classroom. Students will **not** be able to use the microwave.

Students will have assigned seats in the cafeteria, classroom or gym which will be appropriately socially distanced.

### Physical Education

Students will not use the locker room to change for P.E.

### Music

ZLS will continue to provide music instruction. This will include appropriate spacing for music classes. Students in instrumental music will continue to be provided individual or small group lessons.

### Remote Learning

Remote learning is not ZLS's preferred method of instruction due to the value of in-person learning and Christian fellowship. If ZLS must be closed due to COVID-19 the students and parents will use Google Classroom to communicate with their teacher(s), and access their classes, lessons, and some homework. Regularly scheduled packet pick-up and drop off will also be used for other assigned work. Students will be introduced to Google Classroom to become familiar with it throughout the school year.

Teachers will use Google Classroom to mirror classroom content as close as possible. Assignments assigned will follow learning standards as normal to a typical classroom assignment.

Connections will be made weekly or more often with parents.

Teachers will be available from 7:30-3:30. Parents and students may email the teacher(s) outside of that time frame, but teachers may not respond until the next day.

Expectations of students:

- Make every effort to be available for assigned virtual meetings.
- Sit at a table or desk so your device is on a flat surface.
- Have a quiet work space where you can work or be online.
- Make sure your camera is on so your teacher and classmates can see you.
- Please do not use the chat box unless you are instructed to.
- Be respectful and kind. Listen to others. Take turns speaking.
- Avoid any distractions (pets, phones, television, etc.)
- Submit completed work on time.
- Check your Google Classroom several times a day.

Virtual meetings will be important to attend each day. Teachers will try to provide recordings in case you cannot attend at the scheduled time.

Grading will be based on the scale listed in the ZLS Parent Handbook.

Attendance will be taken each day using Google Classroom. Your child will be counted absent if they do not respond in the format set up by the teacher for attendance taking.

Five clock hours of instruction will be required according to the Illinois State Superintendent of Schools.

### Facility Use

Facility usage will not be allowed by any unauthorized group or organization until Phase 5.

### Dismissing from School

- PK will dismiss at 2:45
- Kindergarten will dismiss at 2:48
- 1<sup>st</sup> and 2<sup>nd</sup> will dismiss at 2:51
- 3<sup>rd</sup> and 4<sup>th</sup> will dismiss at 2:54
- 5<sup>th</sup> and 6<sup>th</sup> will dismiss at 2:57
- 7<sup>th</sup> and 8<sup>th</sup> will dismiss at 3:00

Students will dismiss at the front door. Please make sure you are parked. All parking lot procedures should be followed. If you are a parent of a younger child, please come to the concrete divider and then cross to pick up your child. Please wear a mask and practice social distancing. It is important that you are prompt in picking up your child after school. The teachers have cleaning, disinfecting, and sanitizing to complete plus their normal paper work and planning.

### Extracurricular Activities

Many activities will be not be held this year due to COVID-19 and the time restraint due to extra cleaning, disinfecting, and sanitizing before or after school.

Several of our Co-op sports have been able to resume.

### Communication will occur through:

- Google Classroom
- Weekly teacher emails
- School emails
- Tuesday Note (via email)
- Website – [www.zls-linc.org](http://www.zls-linc.org)
- ZLS Facebook Pages

At ZLS, we will continue to provide a quality education while sharing the good news of the Gospel of Jesus Christ with the young hearts and minds of our students.

In planning for a year we know will be filled with many changes, we know that the plans that have been set in place may change as we navigate through the year. We find comfort in Hebrews 13:8 “Jesus Christ is the same yesterday and today and forever.” God’s goodness in His gifts of forgiveness and salvation will not change. We rest in the assurance that our God is ever present in our lives. At ZLS we profess that our lives are lived in the hope of God’s grace, mercy, and His salvation for all believers.