



# King of Kings Lutheran School

## COVID-19 Return to Campus Plan 2020-2021

This document, and the procedures enclosed, will continue to be revised as information and understanding of COVID-19 evolves.

This document will be considered an Addendum to the 2020-2021 School Handbook and enforcement will be monitored by the Principal, faculty, and the School Administration Team (aka Board of Education.)

*As of Wednesday, September 2nd, 2020*



### COVID-19 Student Return to Campus Plan Overview

King of Kings Lutheran School exists to educate, equip, and encourage children for this life and eternity. We are blessed to be able to continue this mission, even as we make accommodations to fit the needs of those we serve.

King of Kings Lutheran Elementary School's 2020-21 academic year begins on August 25th online, according to current state regulations. Classes will return to face-to-face instruction on campus when the waiver is approved or when the mandate is lifted, whichever comes first. Distance learning options are available to any students and family who prefer not to return to campus for the 2020-21 academic year due to COVID-19 concerns. The Principal, in conjunction with the faculty, will determine a course of action to provide online schooling in a way that is able to educate and serve our entire student body.

We value our student body and its extension into the homes of our school family. We appreciate those with whom we live and work. Therefore, we choose to take steps to limit the spread of COVID-19 as an expression of love and putting the needs of others as a top priority. This guide, as created by our King of Kings Coronavirus Task Force, promotes your safe return to campus and will continue to be revised as information and understanding of COVID-19 evolves.

After several long weeks of planning, we are prepared to present to you our plan for re-opening school for in-person instruction.



## Disease Prevention & Good Health Practices

Established good health practices have been put in place to help prevent the mitigation and spread of the Coronavirus. While on the campus of King of Kings Lutheran School the following basic tenets will be followed:

### Frequent Cleaning and Disinfecting:

All areas frequented by students will be on an updated rigorous schedule to provide for regular cleaning. A professional cleaning service will clean and disinfect classrooms and bathrooms daily, and a deep clean of the school will occur every Friday. Disinfecting supplies will be provided to the staff and teachers for frequent and regular disinfecting of high-touch surfaces such as doorknobs, light switches, sink handles, bathroom surfaces, tables, desks, and chairs.

Each student will have their own set of classroom materials to minimize the amount of shared materials in the classroom. If materials need to be shared, students will be required to wash their hands after use.

### Cohorts

In order to minimize contact with a large number of students, each classroom will be viewed as a cohort of fixed membership. Each cohort will remain together for the entirety of the school year. Cohorts will have their own separate schedule of classes, recesses, lunch period, etc. No two cohorts will have any activities together. Chapel services and other all-school assemblies will be held virtually.

### Entrance, Egress, and Movement Within the School:

Since each classroom has two doorways, one will be used as “Entrance Only” and the other will be used as “Exit Only” with signs depicting the use of each door. This will minimize crossing paths between students and faculty. Classrooms will also have directions for classroom flow to minimize crossing paths inside the room in the event a student needs to move within the room.

### Face Coverings and Other Essential Protective Gear:

King of Kings will follow the face covering recommendations provided by the California Department of Public Health (CDPH). Children 2 years- 2nd grade are strongly encouraged to wear a mask if they can be worn properly, and children in 3rd



grade and above are required to wear masks unless they are exempt. These exemptions can be found in the [CDPH face covering guidelines](#). Below is the chart pulled directly from the [CDPH School Reopening Guidelines](#). Should a student forget their face mask, one will be provided for them by the school.

<b>STUDENTS</b>	
<b>Age</b>	<b>Face Covering Requirement</b>
<b>Under 2 years old</b>	<b>No</b>
<b>2 years old – 2<sup>nd</sup> grade</b>	<b>Strongly encouraged**</b>
<b>3<sup>rd</sup> grade – High School</b>	<b>Yes, unless exempt</b>

\*\*Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

Again, following the recommendations and guidelines provided by the CDPH, all staff and faculty must wear face coverings at all times. Where a face covering cannot be used for pedagogical or developmental reasons, a face shield can be used instead of a cloth face covering as long as physical distance is maintained.

<b>STAFF</b>
<ul style="list-style-type: none"><li>• All staff must use face coverings in accordance with <a href="#">CDPH guidelines</a> unless Cal/OSHA standards require respiratory protection.</li><li>• In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.</li></ul>

The only time masks or face shields are allowed to be removed are when faculty, staff or students are eating or drinking, or when they are outside and 6ft apart from others.



## Health Screening for Students and Staff:

A daily temperature check and health and wellness screen will be conducted each day. Any student or faculty member who has a temperature of 100.3 or greater will be sent home. Other questions will assess if the student or faculty member is experiencing any COVID-19 symptoms including cough, shortness of breath, chills, fatigue, muscle pain, headache, sore throat, runny nose nausea or vomiting, diarrhea, loss of taste or smell.

If a student or faculty member exhibits any of these symptoms they should stay at home and attend school remotely. The school strongly recommends and encourages that parents consult a physician to determine if a test for COVID-19 is necessary. If a student or faculty member develops any of these symptoms throughout the school day, they will be isolated from their cohort and sent home as soon as possible. More specific details on COVID-19 cases within the school body are outlined at the end of this document.

## Healthy Hygiene Practices:

All students, faculty, staff, and visitors will be required to use hand sanitizer upon entry into the building. Hand sanitizers will be placed in every classroom and office. Each classroom is also equipped with a sink, and students, faculty, and staff will be encouraged to wash hands frequently. Proper hand-washing and respiratory etiquette will be reinforced by the teachers as well.

## Identification and Tracing of Contacts:

If a student, staff or faculty member tests positive for COVID-19, they will be asked to stay at home and self-isolate. All families will be contacted via email if a student, staff or faculty member tests positive for COVID-19. As required by the county, the Principal will contact our Local Health Officer (LHO) to report a positive case and include a list of all students, faculty, and staff that have been exposed. The Below is what you can expect regarding contact tracing requirements:

- Your name **will not** be revealed to those you may have exposed, even if they ask.
- Self-isolation means staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible.



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- Self-isolation helps slow the spread of COVID-19 and can help keep your family, friends, neighbors, and others you may come in contact with healthy.
- If you need support or assistance while self-isolating, your health department or community organizations may be able to provide assistance.

### Physical Distancing:

With assistance from faculty and staff, students will be encouraged and instructed to maintain a physical distance of at least 6-feet when in classrooms and other public spaces. Physical distancing in classroom seating arrangements will be practiced, and desks will be placed 3 to 6-feet apart. If this is not possible, staggered seating will be arranged. Clear protective barriers have also been constructed and placed between student desks in the classrooms. Students will remain at their desks with their masks on. Students will only be allowed to remove masks in the classroom when eating lunch or drinking water.

Chapel services and other all-school assemblies will be held virtually.

### Staff Training and Family Education:

All families, faculty and staff each are asked to review current information from the [WHO](#), the [CDC](#), the [CDPH](#), and other respected healthcare sources. Parents will receive an email containing education documents on COVID-19 and receive regular updates via the weekly school newsletter. Information provided covers campus infection control practices including social distancing, how to protect yourself and others through hand hygiene and respiratory etiquette, personal protective equipment, and cleaning/disinfecting practices.

[Click here](#) to view the King of Kings COVID-19 information one-sheet.

[Click here](#) to view the Orange County COVID-19 Community Toolkit for educational resources and information for families.



### Testing of Students and Staff:

The staff and faculty at King of Kings will be tested on a rotating monthly basis for asymptomatic infections to ensure the health and safety of both staff and students and their families.

Should any student, faculty, or staff member show symptoms of COVID-19, they will be asked to see a physician to determine if they should be tested for COVID-19. If their symptoms improve, they are able to return to school. Should a staff, faculty, or student contract COVID-19, contact tracing and consultation with the county health department will be used to determine who needs to quarantine. The following section details the on campus case response and protocols.

[Click here](#) for a current list of COVID19 testing locations in Orange County.

### Triggers for Switching to Distance Learning:

Should a staff/faculty member, or a student contract COVID-19, the Principal will report the positive case and consult with the county health department to determine who should quarantine, or if the school needs to be closed.

If the county health department determines that school needs to be closed, we will switch to remote learning within 24-hours. Teachers will send students home with the necessary materials, and email parents within 24-hrs with an online schedule and any necessary links for their children.

### **COVID-19 On Campus Case Response**

Should a student develop symptoms of COVID-19 during the day the following actions will take place:

1. The student will be moved to a designated isolation area, where they will be isolated from peers and teachers in order to prevent the spread of germs.
2. The office manager will contact the student's parents for immediate pick-up of their child.
3. The student's classroom will be deep cleaned that day, focusing on areas the student frequented.
4. Parents should consult with a physician to determine if testing is necessary. If no test is required, the student may return after symptoms improve. If a test is



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required, the student must test negative for COVID-19 before they may return to campus for in-person instruction.

- a. If the student tests negative, they may return to campus after their symptoms improve.
5. If the student tests positive for COVID-19, the school will use contact tracing and consult the county health department to determine who needs to quarantine.
  - a. All affected school families will be notified of possible exposure, and encouraged to quarantine for two weeks. Specific names of student(s) who test positive for COVID19 will not be shared to protect their privacy.
6. If the county health department determines a school closure is necessary, the school will switch to remote learning within 24-hrs.
  - a. During the closure, the entire school will be deep cleaned.

Should a faculty or staff member develop symptoms of COVID-19 during the school day the following actions will take place:

1. The Principal will see if a substitute teacher is available to relieve the teacher of their duties, and the teacher will leave for the day.
  - a. If a substitute teacher is not available, the teacher's classroom will go home and the rest of the school will finish the day with in-person learning.
2. The faculty/staff member should consult with a physician to determine if testing is necessary. If no test is required, the faculty/staff member may return after symptoms improve. If a test is required, the faculty/staff member must test negative for COVID-19 before they return.
  - a. If the faculty or staff member tests negative they may return to work after their symptoms improve.
3. If a faculty/staff member tests positive for COVID-19 the school will use contact tracing and consult the county health department to determine who needs to quarantine.
  - a. All affected school families will be notified of a possible exposure, and will be encouraged to quarantine for two weeks.
  - b. A substitute teacher will be hired to take over student instruction until the classroom teacher returns with a negative test result for COVID-19.
4. If the county health department determines a school closure is necessary, the school will switch to remote learning within 24-hrs.
  - a. During the closure, the entire school will be deep cleaned.





5. A long-term substitute teacher will be hired to take over student instruction until the teacher who contracted COVID-19 returns healthy and with a negative test result.

In the event that there are cases among multiple classrooms or if 5% of the school body contracts COVID-19 within a 14-day period, the entire school will be closed until it is safe to reopen. The school will be cleaned and disinfected, and will consult with our local public health department prior to reopening.

#### Communication Plans:

Information about this and other school business will continue to be regularly communicated via the weekly e-newsletter. Special announcements will be sent in separate emails to all school families as needed. Information will also be posted on the school website at [www.kingofkingselementary.org](http://www.kingofkingselementary.org) and on our social media pages ([Facebook](#) and [Instagram](#)) as appropriate.

Our Senior Pastor, Principal, and classroom teachers will continue to be available to families for questions and concerns. Teachers may communicate directly with families as needed. Should an emergency situation arise, the established protocol for calling parents/guardians will be implemented.

#### **Drop-off and Pick-up**

For drop-off and pick-up, protocols established in Disease Prevention and Good Health Practices will be in effect. Upon arrival, all passengers will have their masks on, and be given a temperature check and health and wellness screen. Once cleared, the student(s) may exit the car and walk to their classroom. Upon entrance to the classroom, each student will use hand sanitizer before heading to their desk. Adults are asked to remain in their vehicles. Additional details for drop-off and pick-up procedures will be distributed to parents prior to returning to in-person instruction.

#### **Acknowledgement of Risk**

All parents sending their child to campus for in-person instruction will be asked to sign an Assumption of Risk Waiver of Liability Relating to Coronavirus/COVID-19.



### Additional Health Resources for Families

[Click here](#) for a current list of COVID19 testing location in Orange County

[Click here](#) to view the Orange County COVID19 Community Toolkit

[Click here](#) to view the Garden Grove Coronavirus Community Resources

[Click here](#) to connect with a Christian mental health professional as part of Christian Family Solutions's tele-health and video counseling services.

For those in Orange County who need help or someone to talk to, below are professional resources:

- NAMI Warm Line: (877) 910-9276
- New Hope Crisis Hotline: (715) NEW HOPE (715-639-4672)
- Teen Line is open from 6:00 pm - 10:00 pm Pacific at (310) 855-4673 or text 839863. The app can be downloaded at: <http://teenonline.org>