



## **School Reopening Plan**

Updated: October 9, 2020

*Central Lutheran School is a Caring, Loving, Sharing family of Christians dedicated to a Christ centered education, cultivating lifelong learning for joyful service to the church, community, and the world.*

Dear CLS Families,

Since schools were forced into lockdowns back in March, there has been much speculation concerning what the 2020-21 school year would look like. Several agencies have provided opinions on what schools and districts should do in the new school year. In June, the Governor and the Superintendent of Instruction released a document to guide schools in their planning. In late June, the Allen County Department of Health provided further guidance to schools and planning tools to aid in their planning. Fundamental in these documents are:

- A desire to keep students and families safe.
- A desire to keep schools in session, on site as much as possible.
- Flexibility to health departments, school districts, and individual schools in responding to COVID reports and in procedures regarding day to day operations.

Additionally, CLS received support locally from the Indiana District (LCMS) office and The Lutheran Schools Partnership and globally from the Synodical office and its auxiliaries. Final input was given to us through surveys of our staff and school families.

The result of this planning and preparation is this document, which outlines our procedures for dealing with the COVID situation. While we have tried to plan for a wide variety of scenarios, there are still many variables for which we cannot plan. First, there is the possibility of a state-wide, regional, or country-wide closure as we saw in the Spring. While it is clear that no one wants this to happen, we know from last semester that it is a possibility. Second, the variability in the virus itself is out of our control. There may be new findings that dictate changes to this plan.

In conclusion, I think it is wise for us to consider four terms with regard to this plan:

- **Diligence.** CLS has been diligent in seeking guidance from a wide variety of sources. We have been diligent in vetting resources to ensure that we are getting data and guidance that are current and valid, without showing bias toward any given approach to reopening school. We must remain diligent in this course moving forward. Our pledge to our CLS families remains unchanged. We will provide a Christ-centered education for your child; we will provide a safe environment for your child; and, finally, we will find the balance between prudence and practicality in order to be in session as much as leaders and officials allow it. Again, I believe it bears mentioning that leadership on all levels from the Governor down wish to see schools remain in session as much as possible.
- **Vigilance.** Our plan heading into this school year will require a balance of preparation on the part of CLS and also from our families. We both must be committed to certain changes in our routine and procedures in order to provide that delicate balance of safety for the families and staff of CLS, along with the practicality of what we can expect students, teachers, and our families to do. Failure to follow procedures and safety guidelines may result in risks that take decision-making out of our hands, and put us at the mercy of the Department of Health or other governing authorities. We believe that our protocols strike a balance of safety without fear; of prudence with practicality. This plan requires us all to be vigilant in monitoring our health--including the health of students, family members, faculty, staff, and their families. It requires us to make the difficult decision of staying home when ill and of keeping

children home when they show symptoms of illness. A famous quote that has long been mis-attributed to Thomas Jefferson sums this point up well: “Eternal vigilance is the price of freedom.”

- **Discretion.** One variable that we as a community can help control is in the transmission rates of the virus. Although there have been many claims regarding the spread of COVID-19, unfortunately, many of those claims later have turned out to be false. One thing has shown--over time--to be quite helpful in avoiding contracting COVID and that is to self-quarantine. Thus, we can affect transmission rates by using discretion in our interactions with one another. We can use discretion to pick and choose appropriate gatherings to attend--finding a balance between discretion and freedom. In his first letter to the Corinthians (chapter six, verse 12a,) Paul wrote, “All things are lawful for me’ - but not all things are helpful” (ESV). Here, Paul was quoting a saying that must have been well-known at the time or perhaps was something that was preached by the church at Corinth. He used this phrase to explain that as believers in Jesus, we are now free! Free from the bonds of sin! But that freedom does not mean that we are free to indulge in sin--in fact, we are no longer slaves to our sinful nature, but instead slaves to Christ. And so, we must use discretion and discernment in our Christian lives. This same principle holds true in our current situation. While our society continues to open up, we must use discretion in our interactions with one another. In doing so, we continue to keep Indiana and Allen County on a good trajectory (keeping the “curve flattened” to use a phrase from a few months ago) and continue to be open.
- **Fidelity.** The final word I would have you consider is fidelity. Remain faithful in your worship; faithful in your devotional lives; faithful in your prayer; faithful in your witness and sharing of your faith with your children. While we move forward cautiously--with discretion, vigilance, and diligence--we do not do so fearfully. We do so confidently and boldly, trusting in the sound advice and counsel of our leaders and medical experts, yes, but even more, trusting in the sovereignty and grace of our Lord Jesus Christ.

I hope to convey to you the degree of seriousness with which we have approached this situation. Our School Reopening Plan has been reviewed by the Allen County Department of Health and approved by the CLS School Board. Should you have any questions or concerns, please reach out to Amanda Sorg (asorg@cluth.org).

May God bless you as we head into the school year!



John Weber, Principal  
CLS Teachers  
CLS School Board

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# GENERAL GUIDELINES

## ATTENDANCE

1. It is the goal of CLS to have as many students as possible in attendance daily. We will operate school on a 'normal' schedule Monday through Friday for all students.
2. CLS understands and respects that there may be fear in returning to school. We will offer counseling to students at the request of parents or guardians.
3. We will not use attendance awards or perfect attendance as incentives to students.

## SCREENING

1. The success of minimizing COVID-19 at CLS relies upon consistent and effective self-screening.
2. All students and staff are required to self-screen before coming to school. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately. Parents are encouraged to perform daily temperature checks prior to arrival at school. [Click here](#) to see the guidelines from the CDC. Symptoms listed by Indiana State Department of Health to monitor for:
  - a. Temperature of 100.4 degrees Fahrenheit or greater,
  - b. Sore throat,
  - c. New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in the cough from baseline),
  - d. Diarrhea, vomiting, or abdominal pain,
  - e. New onset of severe headache, especially with a fever,
  - f. Loss of taste or smell

## USE OF MASKS

1. The use of masks is not meant to be a preventive measure for the mask wearer, but instead is meant to reduce the amount of droplets that person expels--not breathes in. This is the basis for the statement "I wear my mask for you; you wear your mask for me." The wearing of a mask reduces droplets that are expelled from sneezing, coughing, singing, or close talking. The wearing of masks allows CLS to be in session as much as possible with as many students as possible.
2. All students and staff must have a face covering for use at school for times when face coverings are required. (See below)
3. CLS does not require a certain type of mask for face covering (e.g. n95 respirator masks.) However, masks should follow the CLS dress code by not containing offensive sayings or images that run contrary to the mission and vision of CLS.
4. CLS students, teachers, and aides are expected to wear a face mask when in the hallway, bathrooms, arrival/dismissal and other times when social distances may not be maintained.
5. CLS students in preschool through second grade are not required to wear masks or coverings in the course of instruction within their classroom when social distancing can reasonably be maintained. However, when working in small groups masks are strongly encouraged but not required.
6. Pursuant to Executive Order 20-37, students in grades 3-8 will be required to wear masks in their classrooms when they are unable to distance themselves (examples: sharpening pencils, getting things

from lockers, walking around the classroom). While seated for instruction and classwork students may remove their masks.

7. Teachers and aides are required to wear masks when they cannot maintain 6' of distance from others.
8. Group work should be limited to 15 minutes or less before students take a brief break.

## VISITORS

1. During the school day (7:20am - 2:45pm) visitors are restricted to the school office until such a time that COVID measures can be lifted. This includes, but is not limited to, parents, relatives, and guest speakers.
2. Vendor access to the school will be restricted, when possible, to times when students are not present.
3. Exceptions will be made for any delivery, emergency, or repair situation.
4. After school (no earlier than 2:45pm), visitors may come into the building for the purpose of meeting with a teacher or staff member.
5. Accurate records of people entering the building will be kept including purpose and locations in the building to which they had access.
6. Individuals who are 65 years of age or older or those in high-risk categories are especially encouraged to take precaution if at school. They are encouraged, when possible, to attend events, meetings, and activity digitally if possible.

## CALENDAR

1. The CLS calendar for the 2020-21 school year can be found on the school website. We will plan to be in full attendance on the days set on the calendar.
2. In the event that we are mandated to move to school-wide Remote Learning, we will still observe any holidays and vacation days on the calendar that fall during that period of Remote Learning.

## DRILLS

1. In accordance with IC 20-34-3-20 Emergency preparedness drills: Sec. 20. (a) The governing body of a school corporation shall require each school in the governing body's jurisdiction to conduct periodic emergency preparedness drills during the school year in compliance with rules adopted under IC 4-22-2 by the state board:
  - CLS will continue with safety measures such as monthly safety drills. Communication and timing may be adapted to help promote social distancing when possible.

## PERSONAL ITEMS FROM HOME

1. Students are expected to arrive at school each day with a mask, school supplies, water bottle, and lunch (if needed). Personal toys or other items from home are prohibited for students in preschool through 8th grade. Student cell phones must remain turned off and in backpacks while in the school building.

## SUBSTITUTE TEACHERS

1. In the event that a classroom teacher is unable to be present at school, CLS will utilize the use of substitutes.
2. A substitute list of eligible adults will be kept in the office.

3. Substitute teachers will be provided a copy of the CLS School Reopening Plan prior to their first day.

## RIGHTS AND OBLIGATIONS

1. Maintaining the health, safety, and well-being of our students and the CLS community must be a team effort between CLS and families.
2. CLS is committed to taking action to prevent the spread of COVID - 19; however, nothing contained in this document is a promise or guarantee nor does it create a right to any legal cause of action against CLS, its staff, school board, or the CLS association churches.



# ENHANCING THE ABILITY OF FACULTY, STAFF, AND VOLUNTEERS TO WASH AND/OR SANITIZE

## CLEANING AND DISINFECTING

1. CLS uses hospital-grade cleaning products that comply with Federal and State regulations concerning safety and sanitation. A list of the cleaning products used is available in the school office.
2. Staff will be trained on effective methods of cleaning and disinfecting work areas and time schedules for cleaning.
3. Custodial staff will increase daily disinfection of restrooms and communal areas.
4. CLS is in the process of purchasing and installing hand sanitizer stations in the hallways. Classrooms and restrooms have hand sanitizer available.
5. Students will be taught proper handwashing technique and proper application and use of hand sanitizer.
6. Posters and flyers will be posted in restrooms and common areas promoting hand washing.
7. Students and staff will be encouraged to wash hands often with soap and water for 20 seconds.
8. Additional key times to encourage hand washing:
  - immediately after removing gloves,
  - after contact with someone who may be sick,
  - after blowing one's nose, coughing or sneezing,
  - before and after using shared resources,
  - and before and after preparing food.
9. Classes will have scheduled breaks for the purpose of handwashing and use of sanitizer.
10. There will be intense, daily cleaning of common-use spaces (doorknobs, rails, common areas, etc.) and shared classroom items.
11. Classrooms/work areas will be cleaned after each use. Students will wipe down their areas as they are able, and teachers/staff will be responsible for cleaning their work areas.
12. The glass window at the main office will remain closed as much as possible.

# SOCIAL DISTANCING IN THE SCHOOL ENVIRONMENT

## DISTANCING

1. Desks/workspaces will be arranged to allow for increased space between students. Students will face the same direction when seated.
2. Assigned seating charts will be kept when possible.
3. Whole staff gatherings/meetings will be minimized or eliminated. When necessary to meet, staff is strongly encouraged to practice social distancing and/or wear a mask when 6' of space cannot be maintained.

## CLASS SCHEDULES

1. Class schedules will vary and be staggered in order to minimize the number of people in the hallways throughout the day.
2. For Junior High, teachers will move from room to room rather than have students move to new classrooms. The exception for this will be science class, which is held in the science lab. Classes that are traditionally mixed by grade level will not be permitted to mix.
3. As much as possible specials will be held in homerooms with cleaning of supplies between classes. This will be reevaluated each quarter.

## DOCUMENTATION

1. Teachers are encouraged to document their activities and interactions each day.
2. If students work in groups, teachers should assign and keep track of the groups.
3. Rosters and seating charts must be maintained and shared with office staff. Rosters and seating charts will be shared with the Department of Health for tracing efforts if necessary.

## SHARING OF SUPPLIES

1. Sharing of supplies will be strongly discouraged.
2. Supplies that are unable to be sanitized, or difficult to sanitize, will be eliminated; or be required to be set aside for a period of 3 days prior to continued use.
3. Teachers will limit classroom procedures that may promote the spread of germs. For example trade and grade, passing papers through rows.
4. If students bring snacks from home, no sharing of food is permitted.
5. Birthday treats are permitted but limited to store bought food items. Treats may not be shared by passing to others outside of the classroom. Treats are to be passed out using gloves while masks are worn.

## HALLWAYS/PASSING PERIODS

1. CLS will seek to greatly reduce the number of students in the hallway throughout the day through the use of staggered scheduling.
2. Students may not work in the hallway--either alone or in groups.
3. Students may not touch items in the hallway (e.g. No sight words or signs posted in the hallways.)

4. Traffic in the hallways should always stay on the right side of the hallway.

## RECESS

1. Recess times will be assigned by grades. Masks will not be required during recess but may be encouraged for students who are standing in close proximity to others.
2. When possible, the playground equipment may be sanitized using a fogger and/or sanitizing agent between classes.

# NUTRITION SERVICES

## PREPARATIONS

1. PPE will be utilized by all food service staff preparing and serving food.
2. Self-serve items will be eliminated.
3. Food sharing will be strongly discouraged.
4. Access to the kitchen and serving will be restricted to include only kitchen staff.
5. Medically at risk students may opt to eat in the school office if requested.

## LUNCH

1. Students will eat lunch in their classrooms until COVID restrictions can be lifted.
2. Each class will go through the lunch line separately to maintain distance and allow for cleaning between serving.
3. Individual classes will be called to the cafeteria to pick up their lunches.
4. Students will sanitize their hands at the sanitizing station upon entering the cafeteria.
5. Students will remain socially distanced while in line.
6. After picking up their food students will return to class.

## WATER FOUNTAINS

1. Drinking directly from water fountains is prohibited.
2. Students, staff, and visitors should have their own water bottles to use while on campus. Bottle refill stations are available near Door 2, Door 10, and Door 15.
3. The sharing of water bottles is prohibited.

## STRATEGIES USED TO LIMIT STUDENTS/STAFF FROM CONGREGATING IN ONE AREA

### VISITORS

1. In accordance with recommendations from the IDOE and the Department of Health, visitors to the building will be restricted to reduce potential risk to students, teachers, and staff.
2. Only visitors that are essential to the education and well-being of the students and building will be permitted during the school day. Visitors must be approved by school administration.
3. See visitor details on page 6.

### VOLUNTEERS

1. As with prior years, any volunteer in the building must submit a background check in the school office prior to volunteering.
2. Volunteers must check in at the office and are restricted to using the office area, the conference room, secluded areas of the classroom, and/or the preschool reception area and activity room.
3. Volunteers must wear a mask in hallways, common areas, or when social distancing isn't possible.
4. Volunteers may work with students for brief periods including, but not limited to, sight words, reading practice, and memory as long as masks are worn and sanitization happens between students.

### MEETINGS

1. Meetings will occur virtually when possible.

### USE OF FACILITIES

1. Use of the building will be restricted to school and existing church functions until such times as COVID restrictions can be lifted.

# SPECIAL EDUCATION OVERVIEW

## SPECIAL EDUCATION PLANS

1. All timelines required by Article VII will be followed.
2. Annual Case Reviews will be held via video, teleconference, or in a socially distanced manner as arranged with East Allen County Schools. Parents will be informed via prior written notice of a case conference as is our typical procedure.
3. Case Conference Committee Meetings will be held via video, teleconference, or in a socially distanced manner as arranged with East Allen County Schools. Parents will be informed via prior written notice of a case conference as is our typical procedure.
4. Transition ISPs/IEPs will be held via video, teleconference or in a socially distanced manner as arranged with East Allen County Schools. Parents will be informed via prior notice of a case conference from East Allen County Schools, as is our typical procedure.
5. Individual student services through LSEM and EACS will continue as stated in the child's service plans.
6. EACS Special Education staff and the CLS Lutheran Special Education teacher will have increased communication with general education teachers and parents to ensure student success.
7. When possible grade levels will be kept separate from each other.
8. Students will wash hands prior to and after working with LSEM and EACS teachers. Hand sanitizer will be available to students before, during, and after learning.
9. Teachers will be responsible for sanitizing desks and supplies before and after each group.
10. When face to face instruction occurs, masks will be required when social distancing cannot be maintained.

# ILLNESS REPORTING, MITIGATION STRATEGIES, AND RE-ADMITTANCE

## ISOLATION AREA FOR POSSIBLE COVID CASES

1. Students and employees will [receive training](#) to recognize the following COVID-19-related symptoms:
  - Temperature of 100.4 degrees Fahrenheit or greater,
  - Sore throat,
  - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in the cough from baseline),
  - Diarrhea, vomiting, or abdominal pain,
  - New onset of severe headache, especially with a fever,
  - Loss of taste or smell
2. In the event a staff member observes a student with COVID symptoms that cannot be explained by other conditions (allergies), the student will be required to remain masked and be removed from the class. They will immediately be sent to the office. Office staff will escort the student to the isolation area where their temperature will be taken and, if necessary, parents will be contacted to pick up the student.
3. Indiana Department of Education recommends having a separate area for students who are exhibiting symptoms of COVID.
  - An isolation area will be established by door 17 using curtains to separate students. Parents will pick up students from door 17 to eliminate using the main school entrance.
4. It is the duty of the school administrator(s) to act as the point of contact for COVID-19 concerns. Additionally the school administrator must act as a liaison between the Allen County Department of Health and CLS school staff, families, school board members, and churches.
  - In the event that the school administrator(s) are unable to act as a point of contact authority will be passed to the school safety advisor and 8th grade teacher to make decisions regarding school administration and student health.

## EXCLUSION

1. General illness - All children/staff are to be excluded from school for a communicable disease of a condition that is readily transmitted to others until a written permit from the doctor is provided.
  - If a child/staff member has an acute respiratory infection, sore throat, earache, upset stomach, or an elevated temperature of 100.4 degrees or more, the student/staff member should be kept home or will be sent home.
2. Students and employees should be excluded from school if they test positive for COVID-19 or exhibit symptoms of COVID-19 (see above).
3. Those who have documented COVID-19 are to remain out of the building until able to satisfy the current CDC recommendations for return (see below).
4. Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a "hot spot" by the CDC, the school may exclude the student or employee from the school building and recommend that they self-quarantine for

14 calendar days. Individuals who are known to have been exposed or suspected to have been exposed directly to COVID-19 are to remain home and satisfy the current CDC recommendations for return.

## HOW ILL EMPLOYEES OR STUDENTS RETURN AFTER EXCLUSION

1. Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:
2. Untested
  - Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms must remain home for at least 10 days since the first symptom AND be fever free without the use of fever reducing medications for 24 hours AND with improvement of symptoms.
    - Siblings and household members are also recommended to remain home.
  - Individuals not tested for COVID-19, with alternative explanations such as strep, influenza, etc. (proven through medical testing), may return to school after 24 hours resolution of fever and a note from a healthcare provider states the individual has an alternative diagnosis, and the provider believes it is appropriate for the patient to return to school.
3. Tested Negative for COVID-19
  - Persons who have tested negative for COVID-19 may return when they have been fever free for 24 hours without the use of medicine that reduces fevers, unless advised otherwise by a healthcare provider.
4. Tested Positive for COVID-19 - Symptomatic
  - Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
    - The individual no longer has a fever (without the use of medicines that reduce fevers); and other symptoms have improved (for example, when your cough or shortness of breath have improved); **and**
    - at least 10 calendar days have passed since symptoms first appeared; or the individual has received two negative tests at least 24 hours apart.
5. Tested Positive - Asymptomatic
  - Persons who have not had symptoms but test positive for COVID-19 may return when:
    - They have gone 10 calendar days past their test without symptoms and have preferably been released by a healthcare provider.
6. The state [website](#) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.



# ARRIVAL, DISMISSAL, TRANSPORTATION

## ARRIVAL

1. Due to visitor restrictions, parents/guardians will no longer be permitted to walk students to their classrooms. Parents are able to walk students to the main school entrance to say goodbye.
2. Parents dropping off students who are not utilizing our Chargers Beyond the Bell before care program will drop off students at Door #14 no earlier than 7:20am. The doors will be locked until this time.
  - Students will be required to wear masks upon entry to the building to reduce the spread of germs.
  - Students and staff will wash and/or sanitize their hands upon entering the cafeteria and will proceed directly to the classroom to prepare for the beginning of the school day
  - Note - In the past students congregated in the cafeteria until being dismissed to class at 7:35. This will not be permitted this year.
3. Bus Arrival will occur at Door 1.
  - Upon arrival students will exit the bus from front to back under the direction of the bus driver.
  - Students will be required to wear masks upon entry to the building to reduce the spread of germs.
  - Students and staff will wash and/or sanitize their hands upon entering the building and will proceed to their classroom.

## DISMISSAL

1. During dismissal everyone will be required to wear masks.
2. Bus riders using EACS bussing to Heritage and Woodlan will be dismissed from their classrooms at 2:20. Early bus riders will exit through door 1 and will be expected to follow EACS transportation guidelines.
3. Carline will begin at 2:30. Grades K and 1 will socially distance in the auxiliary gym. Grades 2 and 3 will socially distance in the main gym. Other classes will remain in their homerooms until their carline number is called.
  - a. Teachers will assist students to remain socially distanced while waiting for cars.
4. Walkers will be dismissed at 2:45 from classrooms. Walkers will meet at door 1. A teacher will be responsible for checking students off as they exit the building. Staff will stop traffic on Green Street for walkers to cross.
5. Students using EACS transportation to New Haven High School will remain in their classroom until the New Haven bus arrives. An announcement will be made to dismiss students to door 1. Students will be expected to follow EACS transportation guidelines.
6. Students staying after school for sports will wait in their classrooms until their coach arrives. An announcement will be made over the loudspeaker to dismiss players.
7. Beyond the Bell students will be called by grades to the cafeteria to check in for after care.

## EACS BUS RIDERS

1. Students riding the East Allen County buses will at all times follow the protocols and recommendations as set forth by East Allen County Schools.

# PROGRAM SPECIFIC NOTES

## CHAPEL

1. Chapel will remain a weekly part of building faith at CLS. CLS strongly believes that chapel is a critical part of creating Christ-like leaders in our churches, schools, and community.
2. Chapel will take part with 50% capacity in the church. Two subsequent chapel services will occur with time for proper sanitization between services.
3. Students and staff will wear masks to, from, and during chapel since social distancing may not be maintained.
4. Classes will enter and exit the church one class at a time through the main doors.
5. Classes will be seated together with additional space between students and empty pews between rows.
6. If bulletins are necessary, the classroom teacher will distribute to students. Bulletins will not be shared between chapel services.
7. The church pews will be sanitized immediately following chapel.

## FIELD TRIPS/ASSEMBLIES

1. Field trips will be eliminated in the first quarter and the continued elimination of such trips will be reevaluated at the end of each quarter. Some field trips, such as Camp Lutherhaven, may be postponed to a time when restrictions are lifted and such dates can be arranged.
  - CLS may pursue virtual activities and events in lieu of field trips, student assemblies, special performances, and parent meetings, as possible.
2. Due to limitations with size, school wide assemblies will be cancelled/postponed until a time when assemblies can meet social distancing guidelines.

## PREVENTION MEASURES FOR PHYSICAL EDUCATION CLASSES

1. Students and staff will wash and/or sanitize hands before and after class.
2. Teachers may plan for outdoor lessons when possible.
3. Any equipment will be sanitized before and after use.
4. Equipment that cannot be sanitized will be removed from use.
5. When social distancing is not possible, masks may be required if safe to use during the activity, following the guidelines set above. (see "Use of Masks")
6. Games and activities that promote social distancing are encouraged.
7. Due to spacing and sanitizing restraints, Junior High students will not change into gym uniforms during the first quarter. This will be reevaluated each quarter.

## CHARGERS BEYOND THE BELL (BEFORE/AFTER CARE)

1. Before Care
  - Students arriving between 6:30 and 7:20 must enter through Door 2 (preschool wing). Parents of students enrolled in Preschool-2nd grade must park and escort them to the school doors, but may not enter the building. Before care workers will sign students in and out.
  - Students and staff will wash and/or sanitize their hands upon entering the building and will proceed to the activity room.

- Family groups will be required to sit together and be social distanced from other family groups.
- Supplies will be limited to small games and coloring that can be easily sanitized and stored to prevent the spread of germs. Sharing of supplies between family groups without sanitization is prohibited.

## 2. After Care

- After carline pickup is over (approximately 20 minutes after dismissal) teachers will escort remaining students to aftercare.
- Students and staff will wash and/or sanitize their hands upon entering the cafeteria.
- When social distancing is not possible, masks may be required following the guidelines set above (see “Use of Masks”).
- Each grade will have a designated area of the cafeteria assigned to them; students will be required to sit with their grades to eliminate cross exposure between grades.
- Aftercare is encouraged to utilize outside spaces as possible. The playground and/or gym may be further divided into play areas designated to each grade (mulch, blacktop, grass) to promote social distancing.
- Play equipment will be sanitized between use.
- Supplies will be limited to small games and coloring that can be easily sanitized and stored to prevent the spread of germs.

## TECHNOLOGY USE

1. Laptop carts and iPad carts may be designated to specific grades or groups to minimize exposure.
2. Students will wash or sanitize their hands before and after use of technology.
3. Devices will be sanitized after use.
4. During use, if social distancing cannot be maintained, masks may be required.

## BAND

1. During band, students and staff may be socially distanced at 6ft or greater. When possible larger rooms such as the auxiliary gym may be used to increase space between students/grades.
2. Assigned seating will be utilized and will remain as stagnant as possible. When possible students will be seated by grade instead of by instrument.
3. Seating and music stands will be sanitized prior to and after use.
4. Students and staff will be required to wash and/or sanitize hands before and after class.

## ART/MUSIC

1. During class, students may be socially distanced at 6ft or as much as possible.
2. When 6ft or greater of social distancing is not possible, students and staff may be required to wear masks.
3. During the first quarter of instruction, the teacher, in most cases, will visit the homeroom of the class for instruction rather than the students traveling.
4. Students will be required to wash and/or sanitize hands before and after class.
5. The sharing of communal materials will be discouraged. Students are encouraged to bring student owned and labeled materials/art supplies to class when possible.

## CHOIR

1. Due to the high risk of germs spreading while singing, choir has been cancelled until a time when restrictions are lifted.
2. Classroom teachers are encouraged to incorporate traditional hymns and Christian music into their religion classes and throughout the day.
3. Churches are encouraged, when able, to promote opportunities for youth to sing as a part of their worship services.

## LIBRARY

1. During library, students shall practice social distancing of 6ft or greater when possible.
2. Volunteers may be utilized to provide opportunities for smaller groups to access the library.
3. Students, staff, and volunteers shall be masked.
4. Students will be required to wash and/or sanitize hands before and after use
5. Returned library books will be boxed and isolated for 3-5 days between use to reduce disease transmission.

## SPORTS/EXTRA CURRICULAR

1. CLS will follow guidance and recommendations that are set forth by the Lutheran Schools Athletic Association regarding safety procedures during practices and games. Spectators may be eliminated/limited and masks may be required.
2. CLS will work to find flexible ways to continue with our drama programs.
  - Practices may limit mixing of students in different grades as much as possible.
  - Students and staff will wash and/or sanitize hands before and after rehearsals.
  - When social distancing is not possible, masks may be required following the guidelines set above (see "Use of Masks").
  - Props will be sanitized before and after each use.
  - Performances may be broadcast live in place of spectators, or limited seating may be available using social distancing guidelines.
3. Clubs
  - Clubs that meet will be limited to one grade level per meeting to avoid exposure between grades.
  - When social distancing is not possible, masks may be required following the guidelines set above (see "Use of Masks").
  - Seats, tables, and supplies will be sanitized before and after each use.

# REMOTE LEARNING

**The goal of the CLS administration, staff, school board, and supporting congregations is to maintain in-class teaching as the preferable and most efficient way to educate. However,**

1. Remote learning will be implemented if a positive COVID case is determined. The Allen County Department of Health will be notified immediately and may recommend closing for a period of time for 2-5 days to trace students likely affected and needing a longer period of quarantine.
2. It is possible that only a portion of the school will need an extended period of time in quarantine due to close contact with a COVID positive case. Classes affected will transition to remote learning while the remainder of the school will continue with in-person classes.
3. It is important to note that remote learning this year will be different than it was in the spring of 2020. Teachers and students will be expected to continue teaching/learning inline with the Indiana Academic Standards.

## REMOTE LEARNING EXPECTATIONS

If continuous in-person instruction is not possible or if authorities recommend being out of the building, continuous Remote Learning daily Monday through Friday will be utilized.

1. The goal of remote learning is to continue classroom instruction until such time as students can return to class, as such it is imperative that learning continue through participation in remote learning activities.
2. Instruction will follow Central Lutheran School's instructional framework, and may include whole group instruction, small group lessons, and independent work.
3. Access to and delivery of instruction will take place utilizing Seesaw (K-3) or Google Classroom (4-8) platform.
4. Daily participation in learning sessions via video conferencing or recordings with videos being provided via Seesaw/Google Classroom
  - Attendance will be taken through completion of assignments. Daily contact with the teacher is encouraged through participation in live lessons, email, and homework.
  - Live learning sessions will include direct instruction from a Central teacher.
  - Recorded sessions will be available for those unable to make it to live sessions.
5. Assignments from Monday and Tuesday will be due on Wednesday night. Assignments from Wednesday-Friday will be due Sunday night. Late assignments will be accepted at a reduced grade for up to two weeks.
6. Students/families in need of devices will be able to check out devices from school after signing a CLS device agreement.
7. CLS Remote Learning Week at a glance for K-8 Students:

K-1	2-5	6-8
Mon., Tues., Thurs., Fri. <ul style="list-style-type: none"> <li>• Prerecorded Video lessons for Math and ELA blocks</li> <li>• Daily live class meeting to review, practice and assess</li> <li>• Live class meetings will include religion instruction</li> </ul>	Mon., Tues., Thurs., Fri. <ul style="list-style-type: none"> <li>• Prerecorded video lesson for math along with live class session to practice, remediate, challenge, and assess</li> <li>• Prerecorded video for ELA</li> </ul>	Mon., Tues., Thurs., Fri. <ul style="list-style-type: none"> <li>• Lessons from 4 curricular areas (Math, ELA, Social Studies, and Science)</li> <li>• Two prerecorded video lessons provided by alternating subjects.</li> </ul>

<p>Wed.</p> <ul style="list-style-type: none"> <li>• Assignments from specials classes</li> <li>• Class social zoom (social and emotional learning)</li> </ul>	<p>block along with a live class session to focus on instruction, fluency, practice, and assessment.</p> <ul style="list-style-type: none"> <li>• Teachers will incorporate science and social studies as able to ELA block.</li> <li>• Live ELA class meetings will include religion instruction.</li> </ul> <p>Wed.</p> <ul style="list-style-type: none"> <li>• Assignments from specials classes</li> <li>• Class social zoom (social and emotional learning)</li> </ul>	<ul style="list-style-type: none"> <li>• Two live class meetings alternating between four subjects. Will focus on discussion, practice, review, and assess</li> <li>• Daily devotions and religion instruction</li> <li>• Daily study hall/office hours with teachers</li> </ul> <p>Wed.</p> <ul style="list-style-type: none"> <li>• Assignments from specials classes</li> <li>• Class social zoom (social and emotional learning)</li> </ul>
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## DISCIPLINE STEPS

### DISCIPLINARY ACTIONS FOR NON-COMPLIANCE WITH THE SAFETY MEASURES

1. Students and employees will receive a reminder if not wearing a face covering or maintaining requested safety procedures.
2. If a student or staff member does not have a face covering one will be provided to them for use for the day.
3. If the student's behavior becomes defiant towards the safety procedures, they will receive a verbal warning and parents/guardians will be contacted.
4. If the student's behavior continues over multiple days, they may be removed from instruction/activity for the day to a separate location and parents/guardians will be contacted



# PRESCHOOL SPECIFIC DETAILS

## ARRIVAL & DISMISSAL

### Arrival:

1. All preschool classes should arrive between 7:40-7:50. All classes will enter through Door 2. 4-5's classes will be greeted at the door by a staff member and the student will walk to their classroom. This will help with keeping the students moving and not contained in the hallway in large groups. The 3s classroom will continue to wait in the hallway with their teachers until their students have arrived.
2. Parents should park and walk students to designated doors. Parents are encouraged to wear masks and practice social distancing for drop off.
3. Teachers will meet parents and students at the designated entrances to begin the day. In accordance with the IDOE recommendations visitors to the building are limited and parents will not be permitted to enter the building.
4. Teachers and students are required to wear masks in hallways and common areas. Students will wash and/or sanitize hands upon arrival.

### Dismissal:

1. Parents will meet classes as the designated areas below. Parents are encouraged to wear masks and practice social distancing guidelines for pickup.
2. Teachers will escort classes to exits at designated times to dismiss students to parents.
  - 10:30 - 3s door 2
  - 10:45 - 4s (Bolt) door 2; 4s (Vaudt) door 2
  - 11:00 - 5s door 2

## PRESCHOOL AFTERNOON CARE (LUNCH BUNCH)

- Personal items for students in Lunch Bunch will be stored in hallway cubbies. Cubbies will be assigned to maintain distancing between morning preschool classes.
- To help ensure social distancing between preschool classes, students will eat lunch in their classroom with their morning teacher.
- Lunches will be prepared by trained kitchen staff (see "nutrition services") and be delivered to classrooms at lunch time.
- When possible, staff will group students by age and preschool class.
- Rooms for rest time will be assigned and remain stagnant.
  - Cots will be sanitized before and after each use.
  - Cots will be spaced as much as possible. Additionally, extra care will be given to ensure that morning preschool classes are intentionally separated.
- Dismissal will occur from 2:30-3:00 at door 2. Staff will utilize walkie talkies to communicate with classroom teachers. Students will be escorted to door 2 to meet parents.
- Students staying for the Beyond the Bell program will use the music room to maintain distance from K-8 students.
- Beyond the Bell will maintain social groups and utilize the use of stations.
- Workspaces, toys, and supplies will be sanitized before and after use.

## MASKS AND SOCIAL DISTANCING FOR YOUNG STUDENTS

- Desks/workspaces will be arranged to allow for increased space between students. Students will face the same direction when seated.
- Assigned seat/spots will be utilized at workspaces and rug time as much as possible.
- Students and staff will be required to wear a mask in common areas (hallways and shared bathrooms); however, while in classrooms, masks are permitted, but not required due to the difficulty of young children being able to understand 'social distance.'

## PRESCHOOL RECESS

- Recess times will be staggered to diminish germ transmission.
- Students will wash and/or sanitize hands prior to and after recess times.
- Recess for Lunch Bunch will utilize groupings in line with morning preschool classes.
- Preschool classes and Lunch Bunch are encouraged to utilize the soccer field to increase social distancing.
- When possible, the playground equipment may be sanitized using a fogger and/or sanitizing agent between classes.

## FREQUENTLY ASKED QUESTIONS

### **How was the CLS plan developed?**

This plan was developed with guidance from INPEA, the State, and the Allen County Department of Health. Additionally, CLS attended scenario planning meetings with the LCMS and Indiana District. Input was also sought from our school families and from our staff. With that information, a group met to draft our plan. Once completed, we had our insurance company and the Indiana District legal counsel review the plan. After this round of revision and change, we then submitted our plan to the Department of Health for review and approval.

### **Will these guidelines change?**

Yes, the guidelines will change as we get more information and direction from the State and Department of Health. All details and plans are subject to be reevaluated and reviewed at the end of each quarter in accordance with CDC, IDOE, and Allen County Department of Health guidelines. The most updated version of this plan will be available on our website.

### **Who will be responsible for any contact tracing if CLS has a confirmed COVID case?**

If any member of our school community contracts COVID, the Allen County Department of Health will assume control of any contact tracing to make sure that we can work together to contact anyone who may need to quarantine according to Department of Health guidelines.

### **Will CLS be able to have waiver days like last year if we have to go to remote learning?**

The intent is to avoid school-wide remote learning if at all possible. If something were to occur that requires school-wide remote learning, we would not necessarily have to apply for waiver days. At this time, the Department of Education is not planning on issuing instructional day waivers. However, like most things in the past few months, this situation may change.

### **What happens if there is a COVID case at CLS or within a CLS family?**

Each case is handled differently, on a case-by-case basis. Fundamentally, these things will happen and/or are assumed in each case:

1. The person who became ill is considered contagious for the two days prior to onset of symptoms.
2. If someone is asymptomatic, but had a COVID test that came back positive, they are considered contagious for 10 days after the positive test result.
3. The Department of Health assumes control of the situation and will handle contact tracing and protocols for quarantine. Likely, individuals who came in close contact with the infected individual would be required to quarantine.
4. The objective is to quarantine the smallest group necessary to control spread.
5. Quarantine period typically lasts for 2 weeks.

### **Is it possible that the first half of the year would look different from the second half?**

Yes, it is important that we are prepared for changes that are mandated by the state, which could happen at any time. Our plan is to provide in-person instruction until such a time as we are told that we cannot do so--whether that is a result of school-wide quarantining, or if the Department of Health would determine that individual classes would have to quarantine.

**If we go remote, will there be more virtual teaching?**

Yes, we will have more virtual teaching in the event that we have to move to remote learning. This is outlined elsewhere in this document.

**What would have to happen for students to go to total or even partial remote learning?**

The decision to go to remote learning could come from the Allen County Department of Health or could come from state level through executive order.

**What about the parents that don't agree with the options that the school provides?**

CLS families and staff are expected to adhere to the re-entry plan. This plan has gone through meticulous scrutiny and reflects input gleaned from all CLS constituencies. Failure to abide by these procedures will result in forfeiting the right to attend CLS.

**What happens if my kid has a snotty nose but no other symptoms?**

Students should be kept home if they show signs of illness. If you suspect that the symptoms are related to seasonal allergies, we encourage you to have your child seen by a health care provider. The goal is to prevent quarantining of classes or of the school. It is important that we all do our part to keep students home and for CLS staff to stay home if they have possible COVID symptoms.

**What happens if someone in school is positive?**

If there is a positive case at school, the Allen County Department of Health will work with us on trying to isolate the smallest population feasible to quarantine. The Department of Health will treat each case on an individual basis.

**If my child is 6 feet away from another child, will he be allowed to remove his mask from covering his nose to get fresh air?**

Masking will only be required during specific times such as walking the hallway or in common areas. While in class, students will not be required to wear a mask.

**What are we doing for Confirmation and religion classes?**

The junior high religion/confirmation classes will continue much in the way they have in the past. Martini and St. Paul's religion classes will utilize larger spaces like the cafeteria and auxiliary gym where students will be assigned seats allowing for more social distancing between students and grades.