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# RCLS



Rochester Central Lutheran School  
**PRESCHOOL-GRADE 8**

COVID Risk  
Mitigation and  
Contingency  
Plan for  
In-person  
Learning



*2020-21 SCHOOL YEAR*

August 2020

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# COVID-19 Risk Mitigation and Contingency Plan for In-person Learning

## Introduction

Protocols and procedures outlined in this Contingency Plan are based upon the recommendations and guidelines of [CDC](#) (Center for Disease Control), [WHO](#) (World Health Organization), [AAP](#) (American Academy of Pediatrics), and the [MDH](#) (MN Department of Health) as of July 27, 2020. In the event that new information or guidelines suggest changes to these existing protocols, RCLS reserves the right to deviate from this plan as warranted. Current recommendations and/or health directives will supersede this plan.

The purpose of this *COVID-19 Contingency Plan* is to institute best health practices to help protect against potential exposure and mitigate the impact of COVID-19 to RCLS students, faculty, and staff. While this plan takes its shape from public health officials and organizations, it is not possible to completely mitigate against the potential of COVID-19, no matter how many precautions are in place. This plan reflects our best attempt to integrate and maintain practices which best promote student learning and social, emotional, and spiritual development in the safest manner possible, given the current situation.

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## **School Scheduling**

### **In-person Learning**

It is RCLS's plan to operate following the 2020-2021 school calendar, as published. To the maximum extent possible, learning will occur on campus. Safety precautions, as detailed in this document, will be implemented.

### **Individual Remote Learning**

- We understand that due to medical reasons, some students best may be served via remote learning, possibly until a vaccine is available. For those students or immediate family members with conditions that predispose them to being considered "high risk," a note from their personal medical provider will be required to be submitted to the school for consideration of full-time remote learning. Families in this situation are asked to contact the school office as soon as possible.
- It is not our intention to move to full distance learning, but we are prepared for this possibility if it is necessitated by school community incidences of COVID-19 or mandated by state or community regulations.

### **Morning School Arrival**

- Students are to arrive at school between 7:15 am and 7:30 am.
- Students are to wear masks upon arrival.
- Those dropping student(s) off are asked to drive up to the front sidewalk of the school and remain in their vehicle while student(s) exit the vehicle.
- Only students may enter the school building.

- **Students in preschool or pre-k** will go directly to the ECDC playground entrance where they will be met by ECDC faculty and staff.
- **Students in grades K-5 and 6-8** will go directly to their homeroom classroom, where they will be met by their teachers.

### **Afternoon School Departure**

Those picking up students at the end of the school day may not enter the building to meet their student(s).

- At **2:35 pm**, *all preschool or pre-kindergarten students and their siblings will be dismissed*. Parents of these students are requested to queue in the carline. Your student(s) will be brought to your car.
- At **2:45 pm**, *all bus students and after-school SACC and POST students* will be dismissed.
- At **2:50 pm**, *all remaining students* will be dismissed. Parents of these students are requested to go through the carline. Your student(s) will meet you at your car.
- At **2:55 pm**, students participating in after-school activities may go to their activity.

### **Late Drop-off/Early Pick-up**

- Students arriving or departing to school after 7:40 or before 2:45 must check in or out of the office. Parents must remain in their cars or outside the school entry when dropping off/picking up their child(ren), and they are asked to call the office (289.3267) with the reason for late arrival or early departure.

### **Lunch**

- There will be four designated lunch periods.
- Each classroom cohort will be assigned a group of tables for seating OR they will return to their classrooms with their lunches. Assigned locations are yet to be determined for each grade level.
- For those eating in the cafeteria, seating will be marked off on the tables to allow for appropriate distancing.
- School lunches will be served in styrofoam, box, or bag containers to be carried back to classrooms or assigned eating location.
- Students will wash their hands before and after lunch.

### **Recess**

- Outside recess areas on the south, north, west, and east of the school will be utilized for recess to allow for more distancing while at play.
- Students will wash their hands before and after recess.

### **Specials**

- Spanish, PE, Choir, Music, Band, Bells, and Technology will be taught via grade-level classroom sections in their regular settings or in the cafeteria as space is required.

- To the greatest extent possible, **PE** activities will be no or low contact.
  - ✓ Per the CDC, some high-intensity activities may make it difficult to wear a mask. In that case, high-intensity PE activities will be held outdoors where it is possible to maintain distance.
  - ✓ Low-intensity PE activities may be conducted indoors. In this case, students will wear face coverings for PE.
- In **choir and music classes**, students will wear masks and maintain strict social distance in a large classroom space (in the cafeteria) or outdoors. Additionally,
  - ✓ bell covers will be required for instruments and face coverings for students,
  - ✓ rehearsal time will be limited to approximately 20 minutes, and
  - ✓ music stands and equipment will be thoroughly disinfected between classes.
- Time will be allotted between each group of students to allow for table, equipment, or chair wipe down.

### Chapel

- There will be 19 Chapel Families with approximately 14 students in each. Each Chapel Family will be assigned a classroom within the school. Each Wednesday morning, the students will move to their assigned classroom on a staggered schedule beginning at 7:50 am. Upon entering their classroom, students will wash their hands and move to their assigned spots. Chapel will be conducted, virtually, to all of the classrooms throughout the school beginning at 8:05 am.

### Before- and After-school Care

- **Stepping Stones** (6:30-7:15 am, 2:45-6:00 pm) and **POST Homework Academy** (2:45-5:00pm) will be open as long as RCLS is learning in-person. Spacing will be maintained between students to the maximum extent possible. Masks will be required.
- In the event that RCLS must implement Remote Learning for a time, Stepping Stones will be closed. Instead, **Limited Child Care** will be open for health-care families and limited other students from 7:30 am-5:00 pm. A fee will be assessed.

### After-school Activities

- After-school programming such as Drama, Clubs, and Athletics will be offered in small groupings and for shortened lengths of time. Coaches, directors, and activity leaders will detail specific protocols as appropriate. Masks will be required as appropriate.

### Field Trips

- Field trips will be suspended until further notice.

### Classroom Considerations

Physical distancing is another important practice that helps mitigate transmission of the virus. The CDC and the WHO advocate that physical distancing of three to six feet or more leads to reduced transmission.



## Seating

- In classrooms, to the extent possible, desks will be spaced 3-6 feet apart.
- Students sitting at tables should be facing the same direction to the maximum extent possible—or at least in an alternating pattern so that they are not directly across from each other. In classrooms where tables serve as desks, plexiglass dividers will partition the tables and provide a physical barrier.
- Group instruction on a carpeted area may take place if students have assigned spots with spacing between them. However, carpet time instruction will be rare. Most learning will take place from desk and/or table spaces.
- Floor tape and other markers will be used to indicate walking direction and spacing.

## Classroom Cohorts

- To minimize the number of students who would potentially be exposed in the event of a COVID-19 event, students generally will be kept in the same group throughout the school day.
- **Grades PS-5:** Students will be divided into groups (classes) that remain with each other throughout the day.
- **Grades 6-8:** Students will remain with their homeroom class as much as possible. In most cases, faculty will move to the 6-8 rooms rather than the students moving from room to room.

## Supply Use

- Areas used by multiple students such as the cafeteria, the gym, etc. will be sanitized between each group of students.
- In classrooms, students will use individual supplies and teachers will avoid the use of community supplies as much as possible. Students will be taught not to share supplies without proper sanitation.

## Lining Up, Building Movement and Access

- When lining up in classrooms, 3 feet will be placed between children and maintained while walking in line as much as possible. Masks will be worn in all transitions, even if a class is transitioning to a space where masks will not be required (e.g. lunch).
- Classes will be taught to “stay to the right” in hallways.
- Family members and/or other guests are not allowed in the school building except under extenuating circumstances determined by the school office.

## Daily Proactive Preventative Care

### Hand Washing

- Proper hand washing techniques will be reviewed with all students

- ✓ Wet hands
- ✓ Apply soap
- ✓ Scrub for 20 seconds
  - Highlight most frequently missed locations
- ✓ Rinse and dry
- If soap and water are not available, hand sanitizer with at least 60% alcohol content will be used.
- Hand sanitizer and/or sinks will be in every learning space.
- Hand washing will occur:
  - ✓ upon morning arrival
  - ✓ before and after eating snacks or meals
  - ✓ before and after being on the playground
  - ✓ after blowing nose, coughing, or sneezing

### **Masks / Face Coverings**

As the primary route of transmission for COVID-19 is respiratory, masks or face coverings are among the most critical components of risk mitigation.

- *Face coverings must be worn by all students and staff.* Face coverings may be cloth, disposable, or a transparent facial shield, if a mask is worn, also. Please note: neck gaiters, bandanas, scarves, and valve masks are not considered effective face coverings, so these will not be acceptable for use at RCLS. Students are asked to wear traditional cloth or medical-grade disposable masks. Exceptions to this requirement may be made for those who cannot wear a face covering due to medical conditions. In that case, formal documentation from a child's primary medical provider must be submitted to the office.
- Face coverings will not be required in some contexts at RCLS. These include:
  - ✓ Lunch
  - ✓ Recess (students may be required to wear masks until social distancing is sufficiently practiced)
  - ✓ Physical education, when outdoors for high-intensity activities that allow for distancing. *Masks will be required for PE classes conducted indoors.* Activity level will be adjusted accordingly, and spaces will be marked for mask breaks as necessary.
- Masks will be worn for all transitions, even en route to contexts (as above) where masks are not required.
- *Masks/face coverings are to be provided by the student, faculty, and staff.* RCLS's school supply list includes a mask. An emergency supply of masks will be available if faculty, staff, or students forget a mask.
- Students will be taught the correct method for removing masks (pulling from the sides, not the center), and lanyards will be provided to students for face mask management.

- Face masks must be worn as students enter and exit the building—to and from parent vehicles. Families are asked to launder masks regularly.

### **Sanitizing**

The following high-touch areas will be cleaned with a disinfectant a minimum of three times each day:

- Tables, desks, chairs
- Doorknobs
- Light switches
- Drinking fountains (these will only be used to fill water bottles).
- Sink faucets
- Cabinet handles
- Locker handles
- Playground equipment

### **Soft Surface Items**

- Most soft surface items will be removed from classrooms.
- Remaining soft surface items should be able to be run through a washer with disinfectant cleaner on a regular basis or able to be sprayed with disinfecting fabric spray.

### **Classroom Items and Supplies**

- Toys and manipulatives will not be shared with other classrooms unless they are sanitized before being moved.
- Books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfecting procedures.

### **Library**

- RCLS library books will be available for check-out.

### **Personal Items**

- Students will not drink from water fountains. *Instead, they should bring personal water bottles to refill at water stations.*
- Students are discouraged from bringing unnecessary personal items to school.

### **Technology Devices**

- Students in grade K-5 will be assigned an individual school chrome book for use at school.
- Students in grades 6-8 will bring their own device to and from school.



## Screening

Parents are asked to check their children for symptoms each morning before bringing them to school. This is necessarily RCLS's primary screening mechanism and is a critical practice for preventing the spread of COVID-19.

- Each student/parent, faculty, and staff member shall be personally responsible to complete the [MN Department of Health's self-screening tool](#) each day before leaving home for school. This screening test is posted in the school entry and on the RCLS website. Families are encouraged to download and post their own copy of the screening tool.
- At this time, state and local authorities have not issued a quarantine order for those who have traveled to COVID-19 hot spots. If such a quarantine order is made at any time, RCLS will make the same requirement and, if a student travels to one of those locations, will not admit that student for in-person learning for the length of the required quarantine.

## Air quality

In September 2020, a bi-polar ionization technology will be integrated into RCLS's HVAC system. This technology improves air quality by deactivating airborne mold, bacteria, allergens, and viruses, and by mitigating the risk of breath droplets and dust particles that transport viruses. This is an active process that exchanges air in a space several times an hour, thereby improving air quality and mitigating risk throughout the school building.

## COVID-19 Response Procedures

### Illness or COVID-19 Symptoms at School

If a student, faculty, or staff member attends school and thereafter appears to be showing signs of illness—temperature +100.4 degrees Fahrenheit, new onset of cough or worsening cough, difficulty breathing, or new loss of taste or smell—they should report to the school nurse, who shall assess the symptoms according to the [COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#). As appropriate, the nurse will quarantine the student and contact the parent or guardian to pick up the student or send the faculty or staff person home. Once a student or employee is removed from the school environment, they will be permitted to return if they satisfy the following guidelines, as outlined by the [Minnesota Department of Health](#).

### Returning After Exhibiting Symptoms

- If an **ill student or staff member tests positive for COVID-19**, they may return to school if:
  - ✓ They have not had a fever for at least 24 hours without the use of medication to reduce fever **and**

- ✓ other symptoms such as coughing, or shortness of breath have improved **and**
- ✓ at least 10 calendar days have passed since symptoms first appeared.

In some cases of severe illness, it is advised to isolate for longer. An ill student or staff member is asked to consult with their physician in this case.

- If an **ill student or staff member tests negative for COVID-19**, they may return to school if:
  - ✓ They have not had a fever for at least 24 hours without the use of medication to reduce fever **and**
  - ✓ other symptoms such as coughing or shortness of breath have improved.
- If an **ill student or staff member does not get tested for COVID-19**, they may return to school if:
  - ✓ They have not had a fever for at least 24 hours without the use of medication to reduce fever **and**
  - ✓ other symptoms such as coughing, or shortness of breath have improved **and**
  - ✓ at least 10 calendar days have passed since symptoms first appeared.
  - ✓ If an ill student or staff member confirms that symptoms can be explained by another diagnosis (e.g. strep throat) or a pre-existing condition, they may return to school when symptoms improve.

### **School Response to Confirmed Cases**

After it is confirmed that a person infected with COVID-19 was on the school campus, the following steps will be taken:

- ✓ Notification to the Olmsted County Public Health Department, who is responsible for contact tracing.
  - ✓ Notification to the Minnesota Department of Health
  - ✓ Implementation of sanitization efforts in areas where the infected person was engaged on the campus.
- As appropriate for the protection of the school community and upon the recommendation of the Minnesota Department of Health, the administration may shut down a classroom(s) or the building.
  - In the event that a staff member or child in attendance tests positive for COVID-19, letters home and/or email notifications will be used to share information with parents, guardians, staff. Notification will be made in accordance with HIPAA guidelines and according to the Health Department's recommendations after they have completed contact tracing.

## Potential Exposure to COVID-19

The school office is to be notified immediately if a student, faculty, or staff member has been exposed to COVID-19. Per the [MN Department of Health COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#), a student is required to quarantine at home for 14 days.

Typical examples that would require notification of potential exposure include:

- Student visited/was in a business, public location, church, etc. that has had a confirmed COVID-19 case, and your family has received guidance to isolate and/or be tested due to potentially being in contact with COVID-19.
- Student was in direct contact with someone—family member or otherwise—who has tested positive for COVID-19.

## Campus Closure Decisions

- RCLS will refer to the [CDC School Decision Tree](#) for guidance.
- RCLS will comply with any direction provided by the county/state health department regarding recommended or required closure.
- If campus is closed, RCLS will implement a full Remote Learning plan with digital platforms (See Saw, Google Meet, Google Classroom, Flipgrid) already familiar to students. Class times and expectations will be detailed for each grade level.
- Levels of Campus Closure:
  - Complete: No admittance for ANY individual until cleared by administration in combination with other health authorities.
  - Essential Only: No admittance for ANY individual other than administrative or custodial staff as well as Limited Child Care staff and students.
  - Faculty and Staff Only: No admittance for any non-faculty or non-staff member.

## Communication with School Community

Communication regarding closure or other important health updates will be provided through:

- All-school email
- RCLS school website

## Covid-19-related Travel Policy

RCLS asks families to follow [current CDC guidelines](#) with regard to travel and recommended quarantines.

## Agreement

Families will receive a COVID-19 family/student agreement to sign and return to the school. This agreement will be required to confirm enrollment for the 2020-21 school and will signify students' and a family's agreement to comply with RCLS's COVID-19 Mitigation and Contingency Plan.

### **RCLS COVID-19 Advisory Committee**

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This plan has been approved by the **RCLS Board of Directors**.

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Questions may be directed to Suzanne Lagerwaard, Principal.