



**SJE 20-21 Reopening Plan  
For Parents**

**July 2020**

School Board approved 7/21/2020

**"The SJE Reopen plan will continue to evolve as new information becomes available. St. John-Emmanuel Lutheran School will adopt and modify this plan in accordance to federal, state, and local guidelines as needed."**

## **Symptoms Impacting Consideration for Exclusion from School**

Students and employees should be trained to recognize the following COVID-19-related symptoms:

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Gastro-Intestinal (GI) symptoms
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Students and employees should be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained.

### **Symptom Onset and/or a Positive Case of COVID-19 Infection**

[Indiana State Department of Health Materials](#)

Anyone testing positive for COVID-19 or experiencing an onset of multiple symptoms of COVID-19 during the school year must report that to the administration of SJE.

Schools and local health departments are encouraged to keep schools open and operating as much as possible. If someone experiences symptoms or has been tested and is positive for COVID-19, that student and potentially those in recent close contact may be required to stay home for several days for the purposes of health assessment and contact tracing.

### **Preventative Measures**

The priority for preventing the spread of disease at SJE is to insist that sick employees and students stay home. Additionally, students and employees should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19.

### **In the event of a documented case of Covid - 19**

- The Allen County Health Department (ACHD) department will be notified by the school as required. The ACHD will determine what, if any, action is to be taken by St. John-Emmanuel Lutheran School.
- If/When a student quarantine is required, they will be asked to go into a remote learning environment while under quarantine. This is true whether this is a single student, entire class of students, or in the event the entire school is required to go into quarantine.  
**Please be advised that this may be an ACHD decision - not a school administration decision. However, there may be times that the school administration may make that decision based on local circumstances.**
- If a student does not attend or complete work for these designated remote learning days they will be marked with an unexcused absence.
- If a student or staff member tests positive for Covid-19 they will be asked to seek medical advice and remain away from school until all symptoms are gone and they are no longer deemed contagious.

### **Staff/Student home due to COVID-19 Case**

- If the staff member is able they will conduct their usual work expectations from home as much as physically able. If needed a replacement or substitute teacher will fill in for this individual while they are quarantined.
- If the symptoms are too severe at any given time, preventing the student from completing their work, the student will be allowed relief from work for that day with the expectation that it will be made up when they are healthy and again physically able.

Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. It is also unknown how contagious people are the day or two before they begin to exhibit illness symptoms. Thus, these employees or students may be present at school, will show no signs of illness, but be capable of transmitting the disease to others. In these situations, the three most important mitigation strategies are social distancing, frequent handwashing, and appropriate PPE.

**Social distancing** can be accomplished in many different ways and it is up to St. John-Emmanuel Lutheran School to determine which strategies would work best in our unique situation. Suggestions and guidance regarding social distancing can be found in the **Social Distancing at SJE** section below..

**Handwashing** and avoiding touching your face, eyes, nose, or mouth are also important steps we can take to avoid becoming sick or spreading germs to others. SJE insists that employees and students wash their hands often and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. SJE will incorporate key times into the school day when all persons will wash their hands. Reinforcing healthy habits regarding handwashing is expected. These key times should

be done in a staggered class pattern to maintain social distancing between students and include:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

### **Appropriate PPE**

ISDH recommends everyone wears masks, including students. The school will have a supply of disposable masks available for visitors and/or teachers/students in the school office. Parents are expected to provide masks for the students and ensure they come to school with it daily.

At this time PPE (masks) are not required in the SJE buildings unless you are unable to maintain 6 feet social distancing for more than 15 minutes at a time. Faculty, staff, and students are required to wear masks in the hallway and public places of the school building.

Water fountains will not be utilized in schools until further notice. The students will have their own personal water bottle that goes to and from school everyday. The bottle is filled at home and brought to school. Bottled water will also be made available at school on an as needed basis.

### **Exchange of Resources to and From School**

Every effort will be made to reduce the amount of materials, supplies, and personal belongings going to and from school. The same consideration will be given to reducing student exposure to high-touch, shared resources at school.

## **Social Distancing at SJE**

The following are measures that St. John-Emmanuel Lutheran School will take to increase social distancing while still maintaining a level of face-to-face instruction.

### **Educational programming for alternatives that meet the needs of all students**

At SJE our focus is to deliver safe instruction for all students. Our first priority is to deliver instruction onsite in classrooms with a teacher. However, due to the fluid nature of the pandemic, we may need to employ one or all of the other options below:

- Schedule specified groups of students to attend in-person school on alternate days or half days to minimize the number of students in the building. Those students not attending in-person should be expected to engage in remote/continuous or blended learning.

- Provide in-person instruction to elementary students and increase remote learning opportunities for middle grade levels.
- Offer both in-person and remote instruction based on student need and parent concerns.

### **Classrooms:**

- SJE will use a homeroom stay-in-place system where teachers rotate, as opposed to the students changing classrooms for all classrooms including middle school and music. There will be no chimes, choir or band at this time and will be re-evaluated at the end of the semester.
- Rearrange desks to increase space up to 6' when possible between students.
- Students are to remain seated in the classroom and in assigned seats.
- SJE will eliminate and/or reorganize assemblies, field trips, and any other large gatherings to allow for social distancing.
- Alternate recess by grade level group to minimize the number of students on the playground.
- No activities that combine classes or grade levels including PE/recess.
- A mask will be worn when you are unable to maintain 6' social distance for less than 15 minutes or the teacher is not comfortable with no masks. Individual classrooms can deviate from this rule and require masks part or all of the time.
- ***No Perfect Attendance award this year.***

### **Chapel and Baptismal Remembrance chapel**

- For the first semester there will be no baptismal remembrance chapel all together at Flatrock.
- Baptismal Remembrance chapel will be held at each campus as scheduled by the pastors. Pastors will also rotate churches as well.

### **Hot Lunch program:**

**Lunch program is suspended for the first quarter of the school year and will be re-evaluated each quarter.**

### **Volunteers**

- Do temperature checks on all volunteers to the building and complete the [SJE COVID Checklist](#)
- Volunteers must wear a mask in public places of either building. They can have one of their own or we provide a disposable one.

### **Daily Cleaning Procedure**

- All classrooms and bathrooms will be cleaned and sanitized daily using a spray bottle that contains a chlorinated disinfectant. This will be sprayed on desks and high touch surfaces and dries within about 15 minutes.

- Each classroom will be equipped with disinfectant wipes for students to wipe down desks and other areas daily.

### **Remote Learning Implementation**

The DOE is requiring 180 instructional days for the 20-21 school year. They have also indicated that there should be a minimum of 5 hours of instructional time for K-5th grade and 6 hours for grades 6-8.

Remote learning may not just be used for days when a building or classroom is closed. There are two situations where that may occur.

#### **Device Checkout for Remote Learning**

Just as we did during remote learning for the 19-20 school year, for the 20-21 school year we will provide Chromebooks to those students who need one to complete remote learning.

If students do take one home, they will need to check one out by filling out the check out form as they did last school year.

If we have a case or we need to close the school building(s) or classroom(s) due to a case from a student or a teacher/staff member, below is what would occur.

#### **Remote Learning Plan**

- PK
  - Paper packets that would cover approximately one week of instruction
- K-3rd
  - All subjects including PE, music, religion
  - Google Meet instruction
  - K-3rd- SeeSaw
  - Some paper packets that would cover approximately one week of instruction
- 4-8
  - All subjects including PE, music, religion
  - Google Classroom
  - Google Meet instruction and/or video posts of instruction
  - Little to no paper packets. Learning all delivered via Google Meet or Google Classroom.