

**Zion Lutheran School Covid-19
Grade K-8 Preparedness Plan
August 2020**

ZION LUTHERAN
TIGERS



COLOGNE, MN

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Information from the American Academy of Pediatrics

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Introduction

Zion Lutheran School takes the health and safety of our staff and students very seriously. With the spread of the coronavirus or “COVID-19,” we must remain vigilant in mitigating the outbreak. To be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the School.

The plan was formulated based on information available from the State of Minnesota, the CDC, the American Academy of Pediatrics, and others.

“The AAP strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school. The importance of in-person learning is well-documented, and there is already evidence of the negative impacts on children because of school closures in the spring of 2020.”

“Although children and adolescents play a major role in amplifying influenza outbreaks, to date, this does not appear to be the case with SARS-CoV-2. Although many questions remain, the preponderance of evidence indicates that children and adolescents are less likely to be symptomatic and less likely to have severe disease resulting from SARS-CoV-2 infection. In addition, children may be less likely to become infected and to spread infection. Policies to mitigate the spread of COVID-19 within schools must be balanced with the known harms to children, adolescents, families, and the community by keeping children at home.

Finally, policy makers should acknowledge that COVID-19 policies are intended to mitigate, not eliminate, risk.”

“Schools are fundamental to child and adolescent development and well-being and provide our children and adolescents with academic instruction, social and emotional skills, safety, reliable nutrition, physical/speech and mental health therapy, and opportunities for physical activity, among other benefits. Beyond supporting the educational development of children and adolescents, schools play a critical role in addressing racial and social inequity. As such, it is critical to reflect on the differential impact SARS-CoV-2 and the associated school closures have had on different races, ethnic and vulnerable populations.”

Zion Lutheran School may also amend this plan based on operational needs. It is subject to change based on further information provided by these agencies and public officials. Any future changes to this plan will be communicated via email to all faculty and families.

Responsibilities of Staff

Zion is asking each of our staff to help with our prevention efforts while at work. To minimize the spread of COVID-19 at work, everyone must play their part. As set forth below, the school has instituted various housekeeping, social distancing, and other best practices, which all staff must follow. Staff is required to report to the principal if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask the principal.

The CDC has provided the following control and preventative guidance for all workers, regardless of exposure risk.

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Health and Hygiene

Necessary infection prevention measures are being implemented at Zion Lutheran School.

- **Masks**: In compliance with the governor's executive order, masks or face shields will be worn by students over five years old and staff members when they are in the presence of others not in their class, or when social distancing is not possible. Masks will not be required during times of physical exertion (recess, physical education, etc.) or when wearing a mask would be impracticable (band, lunch, snack time). Any student or staff in pre-school or kindergarten may but will not be required to wear a mask. If masks are problematic for your child, accommodations will be made on a case by case basis.
- **Hand washing**: Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their workday, prior to any mealtimes and after using the toilet. All staff, students, and guests will be required to sanitize their hands upon entering the facility.
- **Cover coughs and sneezes**: As always (not just during times of pandemic) staff, students, and guests should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff, students, and guests.
- **Avoid touching your face and mask**.

Social Distancing

American Academy of Pediatrics

"The Centers for Disease Control and Prevention (CDC) recommends that schools "space seating/desks at least 6 feet apart when feasible." In many school settings, 6 feet between students is not feasible without limiting the number of students. Evidence suggests that spacing as close as 3 feet may approach the benefits of 6 feet of space, particularly if students are wearing face coverings and are asymptomatic. **Schools**

should weigh the benefits of strict adherence to a 6-foot spacing rule between students with the potential downside if remote learning is the only alternative. Strict adherence to a specific size of student groups (eg, 10 per classroom, 15 per classroom, etc) should be discouraged in favor of other risk mitigation strategies. Given what is known about transmission dynamics, adults and adult staff within schools should attempt to maintain a distance of 6 feet from other persons as much as possible, particularly around other adult staff."

Staff, students, and guests should follow social distancing best practices while at Zion facilities. Staff, students, and guests should:

- Adults should stay 6 feet away from others when possible. Students should stay 3-6 feet apart.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid physical contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been affected by others when possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Avoid nonessential gatherings.
- Eat lunches in specified locations that allow for social distancing to occur.
- Avoid using common areas.

Zion may amend our social distancing guidelines.

Cleaning, Disinfection, and Ventilation

Staff and students should do their part to help keep the school as clean as possible by cleaning and disinfecting their classrooms, and common areas. Staff and students should also avoid using materials belonging to others. Additionally, whenever an employee or student uses a common piece of equipment, it should be wiped down prior to and following use. Zion will provide proper cleaning and disinfecting supplies. Staff should wash their hands with water and soap for at least twenty seconds after cleaning or sanitizing a surface.

In addition, staff must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever or chills (fever of 100.4 degrees or higher)
- A new cough
- Shortness of breath or difficulty breathing
- Nausea
- Vomiting
- Diarrhea
- A new sore throat
- New muscle aches
- New loss of taste or smell
- Congestion or runny nose

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT COME TO CAMPUS**. Staff and students should contact the principal or the school office. Likewise, if you come into close contact with someone showing these symptoms, please contact the school office or your principal.

Responsibilities of Parents

Zion is asking each of our families to help with our prevention efforts at school. To minimize the spread of COVID-19 at school, everyone must do their part. As set forth below, the school has instituted the following practices.

- Prior to each school day, parents will assess their child/children for COVID-19 symptoms based on the Zion Lutheran COVID-19 Health Screening Flow Chart.
- Parents will also assess for other contagious illness related symptoms.
- Parents will commit to keeping their student home from all school activities if these symptoms are present based on the detailed symptom guidelines provided in the COVID-19 Health Screening Flow Chart.
- Parents will not send their student to school if they are aware that he/she has been exposed to someone who has a positive COVID-19 diagnosis.
- Parents will contact the school at office@zion-cologne.org if their student is being kept home due to illness or for any other reason.
- If their student were to develop symptoms while at school, parents will ensure that someone is available to promptly pick up their student if contacted by the school to do so.
- If a member of the household has been exposed by or has been diagnosed with COVID-19, a parent will notify the school at office@zion-cologne.org.
- Parents will provide a clean face mask daily.
- Parents are encouraged to use public school transportation only as a “last resort”.
- Parents will acknowledge having read the Zion COVID-19 response plan.

Screening Protocols to Follow When Returning to Campus

Our priority is to keep our school community safe. To accomplish this task, we have created various procedures for screening staff and students who return to campus after dealing with exposure to COVID-19, responding to a confirmed case of COVID-19, and reporting transparency.

Screening Protocols

The Equal Employment Opportunity Commission permits employers to measure staff body temperatures before allowing them to enter the worksite. Any employee screening will be implemented on a nondiscriminatory basis, and all information gleaned should be treated as confidential medical information—specifically, the identity of workers

exhibiting a fever (100.4 degrees +) or other COVID-19 symptoms should only be shared with members of company management with a true need to know. Zion staff, students, and guests may be asked to confirm the status of their health as part of being on campus. The school reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential.

COVID-19 Exposure and Confirmed Illness Protocol

Staff and students who are at home because they are symptomatic, test positive, or are exposed are expected to continue with classwork as they are able.

If an Employee or Student Exhibits COVID-19 Symptoms

If an employee or student exhibits symptoms of COVID-19, the employee or student should stay at home until ALL of the following are true:

- You feel better, and your cough, shortness of breath, or other symptoms are better.
- It has been ten days since you first felt sick.
- You have had no fever for the last three days, without using a medicine that lowers fevers.

Any employee or student who develops symptoms while on campus will be placed in supervised isolation, required to wear a mask, and will be sent home with these same guidelines for return to campus.

If an Employee or Student Tests Positive for COVID-19

Staff and students who test positive may be contacted by MDH or county health services for a case investigation. Staff or students who have tested positive should notify the school office of the positive test as well as the recommendations from the case investigator. The MDH currently recommends the following for those who test positive:

- Remain home in isolation for ten days from the positive COVID-19 test.

If an Employee or Student Has Exposure to Someone Who Has Tested Positive for COVID-19

Staff or students who have had exposure with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Exposure is defined as being within 6 feet of a person for at least 15 minutes starting from 48 hours before the person began feeling sick or tested positive.

Employee Leave Policy and Accommodation

Paid sick leave and expanded family and medical leave is first provided by the Families First Coronavirus Response Act (FFCRA). Information about the FFCRA is posted in the kitchen and the teachers' workroom. If additional time off is needed, please see the school's employee handbook.

Staff with underlying medical conditions or who have household members with underlying medical conditions and have concerns can contact the principal to discuss what, if any, reasonable accommodations can be made to further ensure safety.

Reporting Protocol

Any employee or student who experiences COVID-19 symptoms, has tested positive for COVID-19, or has been exposed to an individual who has tested positive for COVID-19 must notify the principal as soon as possible. The employee and student may be asked to assist with contact tracing.

Depending on the circumstances, Zion will notify impacted staff and families if there is a confirmed case of COVID-19 in the workplace.

Business Protection Measures

Zion has instituted the following protective measures on campus.

- Any employee, student, or guest showing symptoms of COVID-19 will be asked to leave campus.
- Staff and students must avoid physical contact with others and shall direct others (staff, students, and guests) to increase personal space to at least 6 feet, where possible.
- When social distancing is not practical, staff, students, and guests may be asked to wear masks. If a person does not have a mask available, the school will provide one.
- The school will provide cleaning supplies, along with approved hand sanitizers and/or wipes.
- Staff and students should bring their own re-fillable drinking container to school and use the bottle fillers.

Guests

The number of guests on campus will be limited to only those necessary. Guests may be given a health screening. Deliveries will be permitted but should be coordinated with minimal contact and cleaning protocols.

Personal Protective Equipment and Work Practice Controls

In addition to regular personal protective equipment (“PPE”) for workers engaged in various tasks which require protective wear, Zion will provide:

- **Gloves:** staff and students should avoid sharing gloves when used.
- **Masks:** All staff, students, and guests are required to have their own personal mask. It is essential that personal cloth masks be regularly laundered to maintain cleanliness and sanitation. Face shields will be provided to all staff.
- **Hand Sanitizer:** Sanitizer is readily available throughout the school. We encourage all staff and students to carry personal sanitizer as well.

The school has instituted regular housekeeping practices, which include frequent cleaning and disinfecting of equipment and other elements of the work environment, where possible. Staff should regularly do the same in their work areas.

If an employee or student tests positive or has COVID-19 symptoms, there will be a complete cleaning of the area the individual may have contacted.

If staff observe that PPE or hand sanitizer requires restocking or believe an area needs cleaning or disinfecting, they should notify the principal as soon as possible.

Cleaning Procedures

Daily cleaning and sanitizing will occur, including but not limited to, the following:

- Classrooms, hallways, and common areas;
- Trash is regularly removed;
- All doorknobs and handles;
- Counters and desks;
- Table(s) and counters in kitchens and dining areas;
- All refrigerators, including handles;
- Microwave handles and buttons;
- Copy machines;
- Keyboards and mice;
- Toys
- Toilet Seats, toilet handles, sinks and faucets

OSHA Record Keeping

In regards to exposure to COVID-19 and the Zion community, Zion will maintain records as directed by public health officials. The school nurse will be responsible for maintaining and securing those records.

Confidentiality

Except for circumstances in which Zion is legally required to report workplace occurrences of infectious disease, the confidentiality of all medical conditions will be maintained following applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. Zion reserves the right to inform other staff that an unnamed co-worker has been diagnosed with COVID-19 if the other staff might have been exposed to the disease so the team may take measures to protect their own health. Zion also reserves the right to inform sub-contractors, vendors/suppliers, or guests that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their health.

Communications and Training

This COVID-19 Preparedness Plan will be communicated by email and paper copy to all staff. Additional communication and training will be ongoing and provided to all staff.

Instructions will be communicated to students' families about how drop-off will be conducted to ensure social distancing, required hygiene practices, and recommendations that staff, students, and guests use face masks when in the building when social distancing is not possible. Staff, students, and guests will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. The school administrator is to monitor how effective the program has been implemented and scheduling additional meetings as necessary. Administrators and staff are to work through this new program together and make updates as needed.

This COVID-19 Preparedness Plan will be shared with all staff. It may be revised as necessary. Given the fast-developing nature of the COVID-19 outbreak, Zion may modify this plan on a case by case basis. If you have any questions concerning this plan, please contact the principal.

Certified by:
Tom Marcsisak
Principal

Approved by Zion School Board: _____/_____/_____