

July 28, 2020



Love thy neighbor. Matthew 22:37-39

As a school staff, Day School Commission and administration, Holy Cross is making plans for educational choices for 2020-21. First and foremost, we are making decisions and providing choices in accordance with our school mission statement:

We, through God's grace, nurture spiritual, academic, physical, emotional, and social growth in children by guiding them to become responsible citizens and members of the body of Christ.

Please note the following information provides a framework from which Holy Cross will use to begin the 2020-21 school year, and we will make changes in accordance with applicable city, county, and state guidelines as those occur. This plan is fluid in nature and may be subject to change.

Start Date

In order to provide ample planning time as well as logistics planning, **school will begin on Wednesday, September 2, 2020, for all grades.**

There will be no Sixth Grade Orientation, Back to School Bash event, or large group school supply drop off gathering. However, a Sign-Up Genius will be distributed with specific time slots for students to bring their supplies to their individual classrooms on Monday, August 31, or Tuesday morning, September 1, 2020.

Teacher Visits

Teacher Visits will be scheduled in August and will occur outside on the curbside, driveway, or front porch. Teachers will contact families individually to schedule these visits.

Learning Environments

Holy Cross will offer three learning environments. Families must indicate their preferred learning environment for the start of school by **Tuesday, August 4, 2020** by emailing Mrs. Boettcher at hcprincipal@holycrosslutheran.net. Families will have the flexibility to move from onsite learning to blended learning to remote learning and vice versa. The number of students in individual classrooms will not exceed the school maximums. Communication and timing for changes between the learning environments **MUST** be communicated to the Principal AND Teacher by Parents/Guardians in writing.

***Note:** Regardless of learning environment choice, each grade/class will have a centralized list/web-accessible location to find all assignments and due dates of each.*

On-site Learning Option

Students and teachers will be in the school building adhering to social distancing and other guidelines stated below.

Blended Learning Option

Students will spend part of the time in the classroom and part of the time at home learning virtually using the same curriculum and expectations as on-site learning. Art, PE, and Music may be available, though optional and modified. Art materials may be available for pick up at the school building as needed and coordinated with Mrs. Walterscheid.

Remote Learning Option

Students will do all their learning from home. Using Microsoft TEAMS, core subject lessons may be recorded or watched live, and assignments will be listed and turned in electronically and/or in packets. Art, PE, and Music may be available, though optional and modified. Art materials may be available for pick up at the school building as needed and coordinated with Mrs. Walterscheid.

On-Site Learning Guidelines will include social distancing and the following:

Arrival/Dismissal

- Students will have staggered arrival and dismissal schedules.
- Families will be assigned a specific door to enter the building. Final details on timing and which door to enter will come closer to the start of school.
- All adult visitors will have limited access to the school building at all times, including arrival and dismissal.

- During the first week of school, Preschool, Junior Kindergarten, Kindergarten, and Grade One may have special arrival and dismissal plans. Those plans, for those grades only, will come closer to the start of school.

Temperatures

Student, staff and administration temperatures will be taken daily at building entrances.

In the event a student has a temperature of 100.4°F or above, the student will wait for five minutes in a separate, designated area and then have the temperature re-checked. If the temperature remains elevated, protocol from the Sedgwick County Health Department (SCHD) and Kansas State Department of Education (KSDE) Guidelines will be adhered to, and **the student will not be allowed to attend school that day.**

Parents are asked to wait on the school grounds until their child (children) has gone through the temperature check and entered the building.

Specific details are available in the KSDE “Navigating Change: Kansas’ Guide to Learning and School Safety Operations” document. The most important elements to note in the details of the State’s guidelines are the following (found on page 1007 of the document):

Any student or employee exhibiting one or more of the following symptoms SHOULD NOT come to school:

- Fever 100.4° F or higher (**unmedicated- reminder DO NOT give your child fever reducing medication to lower their temperature for the school temperature check. Students must be fever free for 24 hours, without medication, to return to school ANYTIME**),
- Chills, Rigors, Muscle or body aches,
- Fatigue, Headache, Sore throat,
- Lower respiratory illness such as cough, shortness of breath or difficulty breathing,
- New loss of taste or smell
- Diarrhea

Note: *Students who come to school with any of the above symptoms or begin exhibiting any of the above symptoms during school day hours will be isolated until they can be picked up by a parent and sent home.*

Face Coverings

There will be times throughout the day when children will need to wear a face covering and times when they will not. Multiple opportunities for removing face coverings will be given during recesses, frequent breaks, outdoor learning, PE, and lunch in cooperation with physical distancing. In addition, a child may briefly remove their face covering if experiencing discomfort.

- All students will be required to wear face coverings when entering and exiting the school and while walking throughout the building.
- Neither Preschool nor Pre-Kindergarten students will be required to wear face coverings in accordance with KSDE guidelines.
- All adults will wear face coverings when inside the school building.

Note: *Those who have a doctor's note specifying a medical condition that keeps them from wearing a face covering will be exempt.*

Sanitizing

- Extra cleaning of the restrooms will occur throughout the day.
- The custodians will sanitize and clean all restrooms, doorknobs, desks, and classroom equipment nightly.
- Two commercial sprayers have been purchased to improve sanitizing.
- Each classroom will have a hand sanitizer station installed.
- Students will wash hands upon arrival at the school in the morning, before leaving the classroom, before and after each recess, and before and after lunch in addition to any other times teachers deem necessary.
- Middle school students will change classrooms for subject changes and all desks/workspaces will be sanitized between movement of students.

Lunch

- Students will maintain social distancing per table.
- Extra tables will be set up and lunch times may be staggered to minimize the number of students.
- Some classes may eat in their classroom or outside (weather permitting).
- Guests will not be allowed to eat in the lunchroom.
- Hot Lunch details will come closer to the start of school.

Other Classroom Changes

All classes: Students will maintain social distancing between all desks.

Recess: Students will have outdoor recess, weather permitting, with fewer students outside at one time and staggered exit/return to the building.

Water fountains: Students will be required to bring their own water bottles. Fountains will not be available, only the bottle filling option.

Art: Students will have their own art boxes containing supplies that will not be shared. Any supplies that may be shared will be sanitized between student use. The art classroom will be sanitized between classes.

PE: Masks will not be required. Outdoor activities will be prioritized and will occur as often as possible, weather permitting. Middle school students will not change into PE clothes.

Computer Lab: Plastic guards have been installed as well as more distance between student computers.

Music/Band: Classes will be held outside as often as possible, weather permitting. In the case of inclement weather, classes will be held in large spaces with ample space between students. All common equipment will be sanitized between movement of students.

Middle School Lockers: Students will have access to lockers. Usage will be staggered for space allowances.

Latch Key: Face coverings will be worn during indoor Latch Key but may be removed for outside time. Social distancing will be enforced during Latch Key and all staff will adhere to school guidelines including hand washing and sanitizing. Parent drop-off and pick-up will be revamped for less interaction and school building access. Specific details will come closer to the start of school.

In Case of a Positive Test

- Holy Cross Lutheran School Administration will immediately contact the SCHD for directions on contact tracing, impact to the class and school, and, if necessary, school-wide hiatus from On-site learning.
- The custodial staff will immediately disinfect the spaces used by the infected person.
- The infected person will remain out of the building for as long as deemed necessary by the SCHD guidelines.
- Please contact the school administration if someone in your family has had a positive test for COVID-19 or has been in close contact with someone who tested positive. The SCHD will direct all actions.
- Remote Learning will be available for students during any out-of-the-building quarantine.
- If a person is suspected of having COVID-19, it will be recommended that the person in question be tested for the infection via an approved test. This can be done through the SCHD, their physician's office, or at the hospital/emergency room. Test results, whether positive or negative, will help clarify student and faculty ability to return to school.

Note: Per Kansas Department of Health and Environment (KDHE) guidelines and recommendations, if a parent calls the school to inform Holy Cross staff of their child being ill, staff is allowed to (and should) ask if the child is exhibiting potential COVID-19 related symptoms and if they have been exposed to any known or suspected cases of COVID-19.

- A student or staff/faculty member is considered to have COVID-19 if they have tested positive for the SARS-CoV-2 virus with a diagnostic test (PCR or antigen test; nasopharyngeal or saliva test; rapid or standard). Given current data, a person with a confirmed case is considered to have been infectious 2-4 days prior to the onset of symptoms through at least ten days after symptom onset. The same time periods apply to asymptomatic cases that test positive, with the pivotal date utilizing test date substituted for symptom onset.
- Persons with confirmed cases should be isolated (quarantined) from the school population until they are no longer considered infectious.

Close Contact Definitions:

- A person is considered a close contact of a confirmed case if they were within 6 feet of the person with known COVID-19 for at least ten minutes. Additionally, if they were in contact with secretions (cough, sneeze, spit, or other bodily fluid), that person would be considered a close contact. Close contacts also will be quarantined for the same period as confirmed cases. Return to school timing is addressed below.
- If a case in a classroom is confirmed, all parents of the children in this classroom will be informed of the development of a positive case. In the case of a confirmed case within the Middle School (Grades 6-8), all parents of Middle School students will be informed.

Return to School:

A student or staff member may return to school if they meet the following criteria:

Untested (suspected case with symptoms or a close contact)

- Ten days have elapsed since symptom onset, **AND**
- Fever free for 72 hours (without the use of antipyretics) and all symptoms have improved

Note: Whichever criteria followed, the longer of the two will be followed; meaning, a minimum of ten days will have elapsed.

Tested, with pending results

- Those who have had a concerning clinical picture and have been tested for SARS-CoV-2 will remain home until test results are received.

Positive test

Symptomatic, positive test

- Ten days have elapsed since symptom onset, AND
- Fever free for 72 hours (without the use of antipyretics) and all symptoms have improved

Asymptomatic, positive test (for instance, in the case of a close contact that tests positive without symptoms)

- Ten days since test date, AND
- Symptoms have not developed
- Alternatively, if symptoms develop during the 10-day period, then this person will remain quarantined until ten days after symptom onset and they have remained fever free for 72 hours

Negative test

- Per KDHE guidelines, known exposure/close contact with a confirmed case of COVID-19 must still remain in quarantine for the same 10-day period as described above. This safeguard will remain in place due to the possibility of false negative testing for the virus.
- If a student or staff member has no known contacts with confirmed cases and has tested negative for SARS-CoV-2, they may return to school. (However, if they are ill with another type of communicable illness they should remain home until symptoms resolve as they would in any other school year.)

School Planning in the Event of a Confirmed Case

In the event of a positive case within the school (student body or faculty staff), one of two options may be employed:

- Option 1: The Health Department will be notified of a positive case within the school. In addition, closure of the school will be done for 2-5 days to allow for thorough disinfection procedures, full identification of all close contacts, and appropriate testing for those identified. Close contact procedures as defined above will be followed. All interscholastic activities (athletic/academic competitions with other schools, field trips, etc.) will need to be suspended during this time in order to mitigate spread to other schools and communities. All parents will be notified of a positive case within the school in order for them to make plans for their own families.
- Option 2: The Health Department will be notified of a positive case within the school. School will remain open, however, all close contacts will be identified quickly and recommended for quarantine and testing. The area of the school (i.e. the classroom) involved will be closed and disinfected thoroughly. All interscholastic activities (athletic/academic competitions with other schools, field trips, etc.) will need to be suspended during this time in order to mitigate spread to other schools and communities. All parents will be notified of a positive case within the school in order for them to make plans for their own families.

See State Guidelines for additional resources:

<https://www.ksde.org/Teaching-Learning/Resources/Navigating-Change-Kansas-Guide-to-Learning-and-School-Safety-Operations> p.1008-1010.

Thank you for your cooperation in striving to keep our entire Holy Cross Lutheran School community safe.