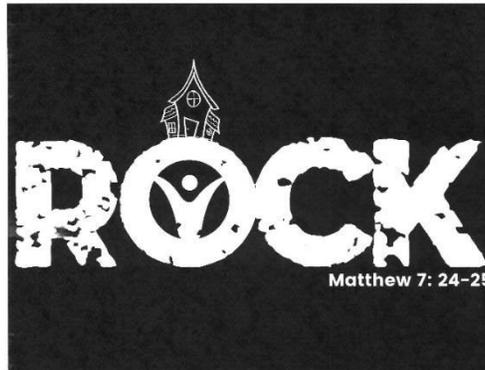




IMMANUEL LUTHERAN

Immanuel Lutheran School 2020-2021 Reopening Plan



In-person instruction that is BUILT on THE ROCK!

Last Updated: 1 July 2020

This document is updated regularly and will be posted to the Immanuelvalpo.org website prior to the start of the academic year.

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Operating Assumptions

Pandemic: "A disease that is prevalent over a whole country or the world."

The coronavirus pandemic remains prevalent and education will likely not return to normal until there is a vaccine or a cure. As such, Immanuel families and staff will need to be understanding, flexible and nimble as the Fall semester of 2020-2021 will be unlike any other. Protecting the health of our students may require changes in these procedures, sometimes with minimal notice. Our priorities for the return to in-person instruction are as follows:

- 1 – A **safe** and healthy school environment will be maintained for every student.
- 2 – Each student will experience a **learning** environment that allows for academic, emotional, social, and spiritual growth. Being in person allows student growth to occur more fully than distance or remote eLearning.
- 3 – Immanuel's commitment to **ministry** ensures that each child grows in their desire for God, love for learning, and service to others.

The Reopening Plan laid out in this document is based on "Moderate / Mild Community Spread" allowing Immanuel to function using a modified traditional structure.

Guiding Principles

(Matthew 10: 24-25) "Everyone then who hears these words of mine and does them will be like a wise man who built his house on the rock. And the rain fell, and the floods came, and the winds blew and beat on that house, but it did not fall, because it had been founded on the rock."

School will look different than it did before March 13, 2020. To best protect the health of and safety of our students, Immanuel will abide by recommendations from the departments of health and other knowledgeable governmental agencies. Whatever the circumstances, we remain committed to providing a loving Christian environment which supports the whole child.

Our goal is to prepare a plan that addresses as many variables as possible, however, no plan is perfect, and may need to be altered based on recommendations from federal, state, and local agencies. Situations may arise where adjustments must be made quickly, so families are asked to regularly monitor Fast Direct for communication.

Leaning on Jesus, The Cornerstone, we are confident that in-person education can be rebuilt at Immanuel in a way that is safe, effective, and allows ministry to continue!



_ Josh Bachman – Principal

_ Tera Lewandowski - Preschool Director

Instructional Models

The table below outlines the model of instruction that will be used, depending on the severity of COVID-19 spread in the Immanuel, Valparaiso, and/or Porter County communities as reported by the CDC or local health departments.

Severity of Spread	Substantial Spread and Risk	Minimal/Moderate Spread and Risk	Low/No Spread and Risk
Instructional Model	<i>Distance eLearning</i>	<i>Modified Traditional</i>	<i>Traditional</i>
Response	Short Term Closure- Facilities closed for 14 days or less. Facility deep cleaning occurs. OR Extended Closure – Facilities closed for 15 days or more. Facility deep cleaning occurs.	Facilities Open- Implement intensive mitigation strategies, enhance social distancing, use flexible and modified scheduling and maximize facility cleaning.	Facilities Open- Implement preventative practices and proactive health and safety protocols.

Our School is addressing these specific items:

- Implementing social distancing strategies.
- Implementing screening procedures for staff and students.
- Intensifying cleaning and disinfecting efforts.
- Adding distance learning days to the calendar following planned school breaks.

Social Distancing Strategies

1. Only Immanuel staff and students will be allowed in the building beyond the gymnasium. Parents or volunteers will not be admitted during school hours without consent of a school administrator.
2. Each group of children will remain in separate rooms as much as possible.
3. Schedules will be staggered to minimize the overlap of grades in common areas such as the gym, playground, or cafeteria.
4. Chapel services and assemblies will be modified so that social distancing is maintained and class cohorts remain together. Preschool chapel services will

continue to be separate from K-8 school chapel. Also being considered is having two or more K-8 chapel services - lowering the number of students congregating at the same time for worship.

5. Desks and seating will be spaced out with all students facing the same direction.
6. As much as possible, teachers will move while students stay in the same location.
7. For contact tracing purposes, the state has issued guidelines for when social distancing has not been followed. The following three criteria must be met in order for social distancing to be deemed not followed.
 - o A) Persons must be within 6 feet of one another. while B) not wearing a face covering, and C) remain in close proximity for a period of time greater than 15 minutes.

Preschool Time Changes

As recommended by the Office of Early Childhood and Out of School Learning (OECOSL), the preschool classes have changed times in order to allow a thorough cleaning between classes. Please note the time changes below.

Class	Start Time	End Time
Morning- Preschool 3s and PreK4s	8:15 AM	10:30 AM
Afternoon- Preschool 3s and PreK4s	12:00 PM	2:15 PM
Morning PreK5s	8:15 AM	10:45 AM
Afternoon PreK5s	12:30 PM	3:00 PM

Face Masks and Cloth Face Covers

The use of face coverings will be dependent on a variety of factors. We understand that face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. The cloth face coverings being recommended are not surgical masks or N-95 masks.

- Face coverings should be worn as much as possible during the school day by staff and students (particularly older students) and are most essential in times when physical distancing is difficult. This includes when in the hallway or bathroom and during pick-up and drop-off times.
- Individuals will be frequently reminded not to touch the face covering and to wash their hands frequently.

- Immanuel will provide information to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.

Note: Cloth face coverings may not be prudent for use by the following persons:

- Children younger than 2 years old
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

Screening Practices

Screening children and staff - All staff will be screened prior to entering Immanuel's facilities. Students must be screened by a parent or guardian at home each day before the child leaves for school (home screening form near the end of this document). Children and staff who have a fever of 100 degrees Fahrenheit or above or exhibit other signs of illness will not be admitted. Parents must help be on alert for signs of illness in their children and must keep them home when they are sick. Even if the child does not have a temperature, but they appear sick (cough, runny nose, etc.) the Principal and Preschool Director (or his/her designees) have the right to deny a child's attendance if he/she appears to be ill. Daily health assessments for staff will include at least two procedures in order to minimize missed infections. Example procedures include self-assessment of symptoms before arrival in the workplace, screening questions upon arrival, and temperature checks.

- Staff will be outside the building and in the gymnasium during pick-up and drop-off times. Kindergarten through 8th grade students should be dropped off between 7:20 and 7:40am, and picked-up between 2:40 and 3:00pm.
- Students will wash hands upon entering the building
- The screening of a child at school may be necessary. Staff will follow proper hand hygiene and put on personal protective equipment (PPE) including a mask and a pair of disposable gloves.
- Staff will make visual inspections of children for signs of illness, which could include flushed cheeks, rapid or difficulty breathing (without recent physical activity), or fatigue, and confirm that the child is not experiencing coughing or shortness of breath.
- All temperatures taken at school will be done using a non-contact, temporal thermometer.
- Students may be asked some or all of the following questions:
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath or difficulty breathing, sore throat?
 - Have you had a fever in the last 48 hours?

- Have you had a recent loss of taste or smell?
- Have you had muscle pain or chills?
- Have you traveled outside Valparaiso or Porter County recently?
- After screening children, staff will remove and discard PPE, and wash hands with soap and water for at least 20 seconds.
- Anyone who exhibits COVID-19 symptoms (e.g. answers yes to any of the screening questions or who is running a fever) will be asked to leave the premises without delay in order to seek medical care and/or COVID-19 testing, per CDC guidelines.
- If Immanuel learns that a staff member or student has tested positive for COVID-19, we will consult CDC guidelines and contact the local health department to discuss the appropriate management of potentially exposed staff and students, and to determine whether school should immediately cease in-person gatherings, close for additional cleaning, or otherwise change protocols.

Preschool Drop Off and Pick Up

Preschool will follow the screening practices during drop off as outlined above.

For preschool pick up, staff will walk students out of the building to their car, which is waiting in the car pick up line. Additionally, parents may meet teachers at the gym door, following social distancing protocols.

Preschool drop off and pick up times are outlined below:

Class	Drop Off Times	Pick Up Times
Morning- Preschool 3s and PreK4s	8:05-8:15 AM	10:30 AM
Afternoon- Preschool 3s and PreK4s	11:50 AM -12:00 PM	2:15 PM
Morning PreK5s	8:05-8:15 AM	10:45 AM
Afternoon PreK5s	12:20-12:30 PM	3:00 PM

Students or Staff who Become Sick at School

If a student becomes ill while at school, Immanuel will immediately contact the local health department for appropriate next steps. Additionally:

- Immanuel will provide an isolated space for the ill student to rest while waiting for the arrival of a parent/guardian.

- Immanuel will contact the student's parent/guardian to pick up the student as soon as possible.
- The School Nurse or other staff person, wearing PPE, will stay with the student while awaiting parent/guardian's arrival.
- Areas used by a sick person will be closed and not used until cleaning and disinfection has occurred.
- The school will notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and Family Education Rights and Privacy Act (FERPA).
- If a COVID-19 infection is confirmed in a staff or student; families of anyone who have been determined to have broken the three parts of social distancing (as described on page 3) will be notified of potential exposure.
- Sick children and staff will not return to school until they have met the criteria to discontinue home isolation.
- Those with fever cannot return to school until they are fever free for 72 hours without using fever reducing medication such as acetaminophen or ibuprofen.
- If a staff person becomes sick and is sent home, a substitute will be available.

Recommendations for Cleaning and Disinfecting

- Cleaning is physically removing dirt, debris, and sticky film by washing, wiping, and rinsing.
- Disinfecting kills nearly all germs on a hard, non-porous surface when applied correctly. Prior to disinfecting, cleaning must be completed. Note: Disinfecting is different from sanitizing.
- Sanitizing is the reduction of bacteria to safe levels as set by public health standards. It is required for any surface that comes in contact with food.

The following will be disinfected at least daily:

- Playground equipment
- Door and cabinet handles
- Sink handles

Immanuel is taking steps to ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. We will not open windows and doors if they pose a safety or health risk (e.g., exacerbating asthma symptoms) to children using the facility.

Cleaning and Disinfecting Materials, Toys, and Manipulatives

- Shared objects (e.g., toys, games, art supplies, chairs and desks) should be cleaned in between uses.
- Toys or other objects that cannot be cleaned and sanitized will not be used.
- Cloth toys will not be used.

- Toys and objects that children have placed in their mouths or that are otherwise contaminated by bodily fluids will be set aside until they are cleaned by hand with water and detergent, rinsed, sanitized with disinfectant, rinsed again, and air-dried.
- Staff will not share toys, manipulatives, or other supplies with other classrooms, unless they are washed and sanitized before being moved to another classroom.
- Children's 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.

Handwashing and Hygiene

Staff will wash hands with soap and water for at least 20 seconds and will assist children in doing the same. Alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available. Children will be supervised if they use hand sanitizer to ensure proper usage. Posters describing effective hand-washing procedures are posted near all sinks.

All children and staff will engage in hand hygiene at the following times:

- Arrival and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- After using the toilet
- After coming in contact with bodily fluid
- Before and after playing outdoors
- After handling garbage

Immanuel will also:

- Teach and reinforce washing hands and sneeze/coughing etiquette among students and staff.
- Practice frequent handwashing and advise students and staff to avoid touching their face.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer, tissues, and no-touch trash cans.
- Install alcohol-based hand-sanitizing stations at entrances, common areas in the school, and classrooms.

Drinking Fountains

Drinking fountains should not be used at this time. Students are encouraged to bring their own water bottles labeled with their name from home, or the school will provide cups that are disposable or labeled with student's names. Immanuel has a number of touchless water bottle filling stations. Use of these filling stations is encouraged.

Clothing

- Staff and children should bring multiple changes of clothes in the event of contamination.
- Any contaminated clothes will be placed in a plastic bag for laundering at home.
- If a student requires borrowed clothing from the school, instructions will be sent home as to whether the clothing should be laundered and returned or (in some cases) kept at home indefinitely.

Limit Sharing

- It is recommended that students keep their personal school supplies and belongings separated and in individually labeled containers and take them home each day to be cleaned.
- Immanuel will provide an adequate number of art supplies, PE/playground equipment, and technology devices to minimize sharing of high touch materials. Additionally, we will limit the use of such supplies to one group of students at a time and clean and disinfect between use.
- Food offered at any event will be individually pre-packaged.
- Sharing of foods and utensils is prohibited.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Families are discouraged from bringing materials/toys from home.

Recommendations for Cafeteria

- All food service workers will wear a face mask or cloth face covering.
- Staff will frequently wash and sanitize all food contact surfaces and utensils.
- Workers practice frequent hand washing and glove changes before and after handling food.
- Serve food using gloves.
- Utensils will be one use and individually wrapped.
- Food bars (for example: salad or baked potato) will not be in use.
- Children should be seated with at least 6 feet of distance between each other.
- Mealtimes will be staggered to provide adequate social distancing. When possible, students and staff will eat in the classroom or outside.

- Encourage staff to sit with and talk to children (from an appropriate distance of six feet), serving as role models and offering support and normalcy.
- All kitchen/cafeteria/dining areas will be cleaned and disinfected after use and prior to a new group of students entering for meals.

Recommendations for Gym and Playground

- Face masks should not be worn while engaged in physical activity.
- Physical distancing will be encouraged with non-contact sports and activities.
- According to Johns Hopkins School of Medicine and other credible health resources, COVID-19 is not spread through sweat.
- Frequently touched surfaces will be cleaned regularly.
- Immanuel will minimize sharing of equipment as much as possible and disinfect shared equipment between uses.

Recommendations for Restrooms

- Immanuel will increase cleaning frequency for restrooms.
- School restrooms do not require opening a door to gain access. Church restrooms that have a door have also had a foot opener installed, so that access can be gained without touching the handle.
- Signs showing proper hand washing techniques are posted near every sink.

Distance Learning After Vacation/Breaks

In order to minimize potential transmission, the school will be scheduling distance learning days after vacations or breaks. In the first semester this includes Fall Break and Thanksgiving Break. If you are traveling during the breaks, we ask that you still arrive home from any travels on the day before distance learning begins in order to allow a short quarantine time for your family. This will help reduce the risk of disease transmission when students return to classrooms. An updated school calendar is at the end of this document. Distance Learning days have been labeled and are shaded in green.

Below is the Home Screening Form and Updated School Calendar for Fall:



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To help provide a safe environment for our families and staff these questions must be answered truthfully each day and signed by a parent or guardian. This form should be filled out and returned to school at the end of each week. Thank you!

Child's Name _____ Date: _____

Grade: _____

Please circle your answers.

- Have you been in close contact with a confirmed case of COVID-19? **Yes** **No**
- Are you experiencing a cough, sore throat, shortness of breath or difficulty breathing? **Yes** **No**
- Have you had a fever in the last 48 hours? **Yes** **No**
- Have you had a recent loss of taste or smell? **Yes** **No**
- Have you had muscle pain or chills? **Yes** **No**
- Have you traveled outside Valparaiso or Porter County recently? **Yes** **No**

Temperature Readings:

Time: _____ Temperature: _____ Date: _____ Initials: _____

I attest that my child's temperature and symptoms report is accurate and true, and that they are healthy to come to school.

Parent's Signature _____



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2020-2021 Immanuel Preschool Calendar



Due to the pandemic, this calendar is subject to change without notice. The school will notify parents of changes through Fast Direct and papers sent home.

August	
24-28	Meet the Teacher and See the Classroom (By appointment. More info to come)
September	
1	Preschool 3s Returns- 1 hour class (No parent meeting. Will be sent virtually)
2	PreK 4s and 5s Returns- 1 hour class (No parent meeting. Will be sent virtually)
7	Labor Day- NO SCHOOL
25	AM Classes Only- Professional Development in Afternoon
October	
1-2	School Pictures
12-13	Fall Break- NO SCHOOL
14-16	Distance Learning Classes
November	
3	Distance Learning Class
5-6	Parent Teacher Conferences Preschools 3s NO SCHOOL- PM on 3 rd or all day on 5 th PreK4s NO SCHOOL - PM on 4 th or all day on 6 th PreK 5s Lewandowski NO SCHOOL - 5 th PreK 5s Wagner NO SCHOOL - 6 th
25-27	Thanksgiving Break- NO SCHOOL
30-Dec. 2	Distance Learning Classes
December	
1-2	Distance Learning Classes
17	½ Day
18	NO SCHOOL or Make Up Day
21- Jan 3	Christmas Break- NO SCHOOL
January	
4	School Resumes

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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27	28	29	30			

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Calendar Color Codes

Start or End of Semester	Distance Learning	Possible Make Up Day
No School	Half Day	



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2020-2021

Immanuel School Calendar

1700 N Monticello Park Drive

Valparaiso, Indiana 46383

Phone: 219-462-8207

www.immanuelvalpo-school.org



July '20						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '20						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '20						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '20						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '20						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '21						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '21						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '21						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '21						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Aug 7** School supply drop-off (by appointment only)
- Aug 12** First Day of School
- Aug 27** PTL Virtual Open House
- Sept 7** Labor Day - No School
- Sept 8-11** 6th Grade Outdoor Education
- Sept 25** Early Dismissal - Professional Development
- Oct 9** End of Quarter #1 (42 Days)
- Oct 12-13** No School - Fall Break
- Oct 14-16** Distance Learning Days
- Oct 22-23** Parent Conferences - Early Dismissal
- Nov 3** Distance Learning Day
- Nov 25-27** Thanksgiving Break - No School
- Nov 30-Dec 2** Distance Learning Days
- Dec 17** Early Dismissal - Christmas sing-a-long
- Dec 17** End of Quarter #2 (44 Days)
- Dec 18** No School OR Make-up Day
- Dec 21-Jan 3** Christmas Break - No School
- Jan 4** School Resumes

"Snow" Days 12/18, 1/18, 2/12, 5/17, 5/28