



OUR SAVIOR LUTHERAN SCHOOL

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LIVERMORE CA 94550

925-447-1246

RE-OPENING DATE: OCTOBER 13, 2020

PRIVATE SCHOOL

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School Reopening Plan

Our Savior Lutheran School has been working on how to safely reopen our school campus on October 13, 2020. Given the ongoing global COVID-19 pandemic, the school has developed an overall plan for teaching and learning at Our Savior Lutheran School.

A reopening committee of faculty, staff and medical personnel have developed a plan on how to conduct school in a safe manner. This document highlights the key needs and responsibilities. Likewise, the Centers for Disease Control promoted its [Considerations for Schools](#), the California Public Health Office shared its [Industry Guidance for Schools](#), Alameda County Office of Education [COVID-19 Response](#). As a school, we have studied these documents and are incorporating the guidelines into our plan. Of these, the Industry Guidance for Schools from California Public Health seems to be the most useful for safe practice and planning purposes.

General Statement:

It is clear from parent and staff feedback that there are a wide variety of ideas and opinions about how we address the needs of students and the opening of our campus, when we are given clearance by State and County to do so. Our Savior wants to meet those needs as much as we can, but we also need to make sure that we are moving forward with an approach to learning that is safe and utilizing public health guidance and the direction of local authorities. We want to balance the need to have students on campus in person with their teachers and classmates as much as possible while at the same time ensuring a healthy environment.

For Our Savior, we have classified our return in this option by the use of 3 phases (to take an idea from the state). **Phase 1** Distance Learning with no students on campus for in class instruction, which at this point is what we are planning as of 7.17.2020, per Governor Newsom's orders. **Phase 2** would be a hybrid or blended learning model where half of the students would be on campus at a time with any required or necessary safety measures (starting 10.13.2020). **Phase 3** would involve having the full student body on campus with any required or necessary safety measures.

Our Savior Lutheran School is a Tk-8th grade private school and has 225 students enrolled for the 2020-2021 school year. OSLM currently has 41 staff members, which serve in various positions, ranging from teachers, teacher aides, Ministry, and office staff. Grades TK- 6th will begin in-person hybrid instruction on October 13th, 2020. Grades 7th-8th will begin in person hybrid instruction on November 9th, 2020.

Section 1: General Measures for Safety

Item for Consideration	Phase 1 (Distance Learning)	Phase 2 (Hybrid Learning)	Phase 3 (In Person On Site Learning)	Responsible parties
Health hygiene practices	Reinforce best hygiene practices at home to support school practices	Reinforce best hygiene practices at school Teach students to use tissue to wipe their nose and cough/sneeze into their elbow. Wash hands hourly. Handwashing station to be made available in pods for each separate classroom. Installation of touchless soap dispensers and ethyl alcohol based hand sanitizers throughout campus.	Reinforce best hygiene practices at school Teach students to use tissue to wipe their nose and cough/sneeze into their elbow. Wash hands hourly. Handwashing station to be made available in pods for each separate classroom. Installation of touchless soap dispensers and ethyl alcohol based hand sanitizers throughout campus.	Facility Director Facility Staff Executive Director Principal
Bathrooms	Reinforce best hygiene practices at home to support school practices	Every other urinal will be closed. One person at the sink at a time. Each cohort will be assigned a stall.	Every other urinal will be closed. One person at the sink at a time. Each cohort will be assigned a stall	Facility Director Facility Staff Aides/playground staff
Masks (this will be continuously mentored as CDC, County Public Health update guidelines)	Since educators and students will be learning from home, we still encourage students and staff to follow local ordinances and guidelines.	All students and staff must wear a mask, cloth face covering and/or face shield until otherwise stated in all buildings when more than one person is present. Teachers, aides, school staff are required to use face shields and masks. Grades TK-2 nd will be asked to wear face masks while temperature and health screening is complete and cleared, while in the classroom students may remove the mask while sitting at their assigned desk. Face masks will be required all day for grades 3 rd -8 th . Masks must be worn for all grades while traveling to the bathroom, office or anywhere else on campus.	All students and staff must wear a mask, cloth face covering and/or face shield until otherwise stated in all buildings when more than one person is present. Teachers, aides, school staff are required to use face shields and masks. Grades TK-2 nd will be asked to wear face masks while temperature and health screening is complete and cleared, while in the classroom students may remove the mask while sitting at their assigned desk. Face masks will be required all day for grades 3 rd -8 th . Masks must be worn for all grades while traveling to the bathroom, office or anywhere else on campus.	All families will provide their own PPE, although extra masks will be available. Teachers, school staff will be provided PPE (Jen Burrus Terri Bush Julie Knight)
Temperature checks and health screening		All students and staff must have their temperature checked upon entry of campus along with verbal/non-verbal (survey) health screen. If a staff member and or student become ill. He/she will be removed from the cohort and placed in supervised isolation in the	All students and staff must have their temperature checked upon entry of campus along with verbal/non-verbal (survey) health screen. If a staff member and or student become ill. He/she will be removed from the cohort and placed in supervised isolation in the health room until picked up	Office Staff Classroom Aides Principal Pastor Executive Director

		health room until picked up by parent/guardian. Staff member will be asked to leave, and his/her emergency contacts will be notified immediately.	by parent/guardian. Staff member will be asked to leave, and his/her emergency contacts will be notified immediately.	
Sanitizing school		Top of the hour cleaning- all high traffic surfaces cleaned and sanitized hourly. (Ex. countertops, work tables, faucet handles, toilet flush handles, doorknobs, light switches). Play structures will be sanitized between groups. Janitorial staff will clean and sanitize at night. Staff members will help sanitize during the day with a sanitization machine, in addition to the use of Clorox and Lysol products, and EPA approved disinfectants.	Top of the hour cleaning- all high traffic surfaces cleaned and sanitized hourly. (Ex. countertops, work tables, faucet handles, toilet flush handles, doorknobs, light switches). Play structures will be sanitized between groups. Janitorial staff will clean and sanitize at night. Staff members will help sanitize during the day with a sanitization machine, in addition to the use of Clorox and Lysol products, and EPA approved disinfectants.	Executive Director Facility Director Facility Staff Janitorial Staff
Campus movement Staff, students and parents	Visitors are not allowed on campus, unless coming to a scheduled appointment	Students will have a staggered drop off and pick up TK-8:15am-1pm K- 5 th grade-8:15am-3pm 6 th -8 th grade 8:15am-3:15pm Visitors are not allowed on campus, unless coming to a scheduled appointment. All visitors will be required to wear a mask and screened, and accessed in the school office. Students will have separate play/recess/lunch areas on campus. There will be no shared spaces/tables/play areas of the cohorts. If a student needs medical attention, the staff member will call the office to notify first. Social distancing protocols will apply in all ways surrounding campus traffic. Signs, and floor signs will be posted through campus indicating walking movement/traffic flow.	Students will have a staggered drop off and pick up TK-8:15am-1pm K- 5 th grade-8:15am-3pm 6 th -8 th grade 8:15am-3:15pm Visitors are not allowed on campus, unless coming to a scheduled appointment. All visitors will be required to wear a mask and screened, and accessed in the school office. Students will have separate play/recess/lunch areas on campus. There will be no shared spaces/tables/play areas of the cohorts. If a student needs medical attention, the staff member will call the office to notify first. Social distancing protocols will apply in all ways surrounding campus traffic. Signs, and floor signs will be posted through campus indicating walking movement/traffic flow.	Admissions Director Office Staff (Teri Bush, Jennifer Burrus) Teachers Aides Principal
Cohorts		Classroom cohorts will be assigned based on the last name of the student in alphabetical order. Family accommodations/requests will be considered. Classroom cohorts will be assigned designated play areas for recess/outdoor	Classroom cohorts will be assigned based on the last name of the student in alphabetical. Classroom cohorts will be assigned designated play areas for recess/outdoor	Principal Facility Director Teachers Aides

		activity/lunch, so that cohorts do not intermingle. Students will remain in the same space and in the same cohorts, with minimal movement of teachers and staff members. Bathroom stalls will be assigned to each cohort. Student belongs will be separated within the cohort and individually labeled. If supplies are shared within the cohort, the equipment will be cleaned and disinfected. Electronic devices will never be shared. Lunch will be eaten outside in the designated cohort area and or classroom. (The gym is not to be used for eating lunch this year).	activity/lunch, so that cohorts do not intermingle. Students will remain in the same space and in the same cohorts, with minimal movement of teachers and staff members. Bathroom stalls will be assigned to each cohort. Student belongs will be separated within the cohort and individually labeled. If supplies are shared within the cohort, the equipment will be cleaned and disinfected. Electronic devices will never be shared. Lunch will be eaten outside in the designated cohort area and or classroom. (The gym is not to be used for eating lunch this year).	
Protocol signs	School protocols will be posted	School protocols will be posted around campus and reinforced in person.	School protocols will be posted around campus and reinforced in person.	Principal Facility Director Executive Director
Entering the Campus (visitors)	Please come to campus with a mask on . Office will be holding normal school hours.	Please come to campus with a mask on. Temperature checks/health screening will take place at the entrance of the school grounds or classroom.	Please come to campus with a mask on. Temperature checks will take place at the entrance of the school grounds or classroom.	Office Staff Aides Teachers Principal
Classroom set-up		Desks will be socially distanced and separated as much as possible. Desks will have PPE shields. Walkways will be marked on ground for traffic control. No shared rugs, or tables. Desks will face forward in a row. Each classroom will have an <i>EnviroKlenz</i> air filtration system.	Desks will be socially distanced and separated as much as possible. Desks will have PPE shields. Walkways will be marked on ground for traffic control. No shared rugs, or tables. Desks will face forward in a row. Each classroom will have an <i>EnviroKlenz</i> air filtration system.	Teachers Aides Facility Director Principal
Desk sanitations Shared work spaces		Students will wipe their desk before and after school. Teachers, aides, janitorial staff will also monitor and be proactive in cleaning desks hourly/daily	Students will wipe their desk before and after school. Teachers, aides, janitorial staff will also monitor and be proactive in cleaning desks hourly/daily	Teachers Facility Director Janitorial Staff Aides students
Food service		Students will be required to bring their own sack lunch. No heating of food.	Students will be required to bring their own sack lunch. No heating of food.	Teachers Aides

Section 2: Curriculum, Education, and Schedule

Item for Consideration	Phase 1 (Distance Learning)	Phase 2 (Hybrid Learning)	Phase 3 (In Person On Site Learning)	Responsible parties
Essential education	Please refer to distant learning policy and procedure 2020-2021	Given the complexities involved, faculty members should prepare lessons that can be given in person or online in line with our WASC Accredited Scope and Sequences OSLS projects.	OSLS WASC Accredited Scope and Sequences projections in person.	Principal Faculty Staff
Professional Development	All professional development will be online or local. No traveling will be approved beyond a 60-mile radius	All professional development will be online or local. No traveling will be approved beyond a 60 mile radius	All professional development will be online or local. No traveling will be approved beyond a 60 mile radius	Principal Pastor
Family Education & Development	OSLM Children's & Youth Ministry provides Parent Cue Social, emotionally and spiritual support. Monthly town hall (virtually over zoom) with the Principal for updates, feedback and support.	OSLM Children's & Youth Ministry provides Parent Cue Social, emotionally and spiritual support. Monthly town hall (virtually over zoom) with the Principal for updates, feedback and support.	OSLM Children's & Youth Ministry provides Parent Cue Social, emotionally and spiritual support. Monthly town hall (virtually over zoom) with the Principal for updates, feedback and support.	Director of Launch & Online Ministry Principal
Daily schedule	Refer to OSLS 2020-2021 school calendar/schedule	Refer to OSLS 2020-2021 school calendar/schedule Students will have a staggered drop off and pick up TK-8:15am-1pm K- 5thgrade-8:15am-3pm 6 th - 8 th grade 8:15am-3:15pm	Refer to OSLS 2020-2021 school calendar/schedule TBD	Principal
Technology Devices for students	Each child will be issued a chrome book (TK-5 th) BYOD (6 th -8 th) which will be used to access the internet (via Go Guardian security portal) and the tools needed for communicating with the teacher and complete assigned work.	Each child will be issued a chrome book (TK-5 th) BYOD (6 th -8 th) which will be used to access the internet (via Go Guardian security portal) and the tools needed for communicating with the teacher and complete assigned work	Each child will be issued a chrome book (TK-5 th) BYOD (6 th -8 th) which will be used to access the internet (via Go Guardian security portal) and the tools needed for communicating with the teacher and complete assigned work	Principal IT director Executive Director Teachers
Technology Platforms for instruction	Teachers will use Zoom, Google Classroom and presentation applications such as Owl (live Cam) for in class and record lessons for students at home.	Teachers will use Zoom, Google Classroom and presentation applications such as Owl (live Cam) for in class and record lessons for students at home.	Teachers will use Google Suite/Google classroom	IT Support Principal Teachers

Section 3: Student Life

Item for Consideration	Phase 1 (Distance Learning)	Phase 2 (Hybrid Learning)	Phase 3 (In Person On Site Learning)	Responsible Parties
Athletics	Postpone Athletics until 2021-22 school year	Postpone Athletics until 2021-22 school year	Postpone Athletics until 2021-22 school year	Athletic Director (Julie Knight)

Band	The music program will be postponed or cancelled.	The Music program may only run if it is accordance to county health guidance.	The Music program may only run if it is accordance to county health guidance..	Amanda Newman
ECC- Before and After school Care	ECC will operate with adherence to county health guidance	ECC will operate with adherence to county health guidance	ECC will operate with adherence to county health guidance	ECC Director (Ryann Ness) Principal

Section 4: Protocols and Procedures for staff and students –COVID-19

Health Screening of suspicion of COVID-19 for students and staff:

1. If a student and/or staff begin to show symptoms while under our care, we will take steps to isolate your child from the other students in a designated area that we have set up to monitor a sick child and keep them comfortable until someone arrives to pick them up.
2. We will place a call to the person listed on the emergency contact list to pick up your child as soon as possible (please make sure it is updated at all times).
3. A call will be placed to the Alameda County Health Department, and they will work with us to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
4. Our administrative team will be asked to help identify adults or children who may have had contact within 6 feet of the ill individual for more than 10 minutes during the time period between two days prior to when the individual’s symptoms appeared and the last time the child or staff attended school. Regardless of how long the facility remains closed, you should home- quarantine for 14 days from the last date of close contact. If any of them develop a fever, cough or shortness of breath while in quarantine, they should contact their health care provider and follow the return to work/childcare program guidance outlined above.
5. Depending on findings, families in the community will be notified.
6. If it is determined that the community has been exposed to COVID-19, we will display notification on-site for 30 days.

COVID-19 symptoms to be aware of:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

How Our Savior School will handle if a community member tests positive for COVID-19

- It is Alameda County Public Health who will take the lead in determining what steps our school will need to take. From the [California Industry Guidance document for schools](#) OSLS will implement the state approved measures when a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school:
- In consultation with the local public health department, OSLS may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.

- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
- Additional close contacts at school outside of a classroom should also isolate at home.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- Implement communication plans for school closure to include outreach to students, parents, teachers, staff and the community. OSLS created a template for COVID-19 communication.
- OSLS task force members; Jennifer Burrus (Admission Director, School Admin.); Don Young (Executive Director of OSLM); Julie Knight (OSLS Principal) will assess, communicate and notify ACPHD of exposed person (s), in addition to the exposed parties
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local public health department.

Testing on Our Savior Lutheran School Campus:

Our Savior Lutheran School staff members will be frequently screened (verbally) every Monday morning before school and have their temperate read daily.

Our Savior Lutheran School will host COVID-19 testing on-site with *HM Laboratories* when a school community (staff, parent, student, and or church member are positive for COVID-19). Staff members will be encouraged monthly to test for free at the Alameda COVID testing site at the Alameda County Fairgrounds. Students are not required to be included in the testing. (Alameda County Fairgrounds Gate 12 located off Valley Avenue).