



St. Peter's Lutheran School  
Sanborn, New York



# COVID-19 Reopening Plan

2020-2021

July 29, 2020

The St. Peter's Lutheran School's COVID-19 reopening plan states and explains the policies, practices and conditions that are necessary in order to meet the guidelines established by the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH), and the New York State Education Department. Separate reopening guidance was given to Religious and Independent schools within New York State.

Our reopening committee consists of staff members and Board of Parish Education members. Information was gathered through current information from the CDC and Niagara County Department of Health, health professionals within our school community, other schools in our area, and parent suggestions. The cleaning and disinfecting of our school building was discussed and verified with our cleaning company. Sanitizing practices have been developed to meet the needs of each business they service. As per their new baseline cleaning guidelines they will be using a viracide product. Extra attention will be given to common areas and high touch surfaces on a daily basis.

The health and safety of our students and staff is of utmost importance. This plan is divided into sections as outlined on the Summary Page. Each section contains guidance, procedures and other measures that explain what needs to be implemented in order to keep our students and staff safe and healthy.

The St. Peter's Lutheran School Principal is the "Responsible Party" for the COVID-19 safety plan. However, the health and safety of our students and staff is everyone's responsibility. Any questions or concerns should follow our normal chain of command. Students and/or parents/legal guardians should first contact the homeroom teacher or principal with any questions or concerns. Staff should direct their questions and concerns to the principal. The Parish Board of Education can be reached (as outlined in our family handbook) with any additional concerns.

We are blessed to have the opportunity to reopen our school. Our staff recognizes the importance and benefits of our students having in-school instruction, not only academically but emotionally as well. The social well being of our school families is extremely important. As with any plan, the following is subject to change based on new information that is received during this pandemic.

# Summary of Sections

## **Communication/Family and Community Engagement**

This section describes the forms of communication the school will use to communicate with students, parents/legal guardians, staff, and the St. Peter's community regarding information on COVID-19 and other health related topics.

## **Health and Safety**

This section focuses on the importance of health and safety considerations within our school. Included in this section is information regarding healthy hygiene practices, use of face coverings (masks), social distancing, health checks, as well as plans for when someone becomes sick and readmission to school.

## **Facilities**

Included in this section is the day to day operation of our school. Areas addressed are cleaning and disinfecting procedures along with ventilation and classroom layout. Rules for common shared space including hallways, gym, playground and bathrooms are stated.

## **Child Nutrition**

This section focuses on the times within the school day where students will be eating which includes snacks, lunch, and any treats/parties that may be given.

## **Transportation**

Information addressed in this section includes bus transportation for those whose districts provide it as well as parent/guardian drop off and pick up.

## **Social Emotional Well-Being**

We are all facing unprecedented challenges during this global pandemic. The stress created is different for each individual within our school community. This section focuses on the importance of being a support for each other and where students and families may receive any assistance as needed.

## **Religious and Independent School Schedules**

Explained in this section is the restructure of class schedules to meet social distancing guidelines. It will include flexible learning schedules for in-school, remote and hybrid models.

## **Attendance**

Described in this section is the policy and procedure for taking attendance whether it is for in-school or remote instruction.

## **Teaching and Learning**

This section will address specific plans based on grade levels within our school. We want all students to feel safe, engaged, and excited about learning whether it is in school or remote. We realize the importance of relationships between students and staff. We feel it is important for students to return to their routines and we will continuously work to create a sense of normalcy.

## **Athletics and Extracurricular Activities**

Athletics and other activities play an important role in the lives of our students. This section focuses on how we will be able to implement some of these programs when allowed by the state.

## **Bilingual Education and World Languages**

This section recognizes the importance of all students receiving an education in their primary language.

# **St. Peter's Lutheran School Contact Information**

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# **Communication/Family and Community Engagement**

St. Peter's Lutheran School has and will involve our community of stakeholders (students, parents/guardians, staff, Parish Board of Education and others who have a vested interest) in the continuity of learning while maintaining a healthy and safe environment. The forms of communications that will be used will be our weekly newsletter (The KEYS), our REMIND messaging center, texts, emails, school Facebook page and our website, [www.discoverstpeters.org](http://www.discoverstpeters.org).

Our staff will be trained on the new COVID-19 protocols by a health professional. We will update these procedures as given by the CDC, NYSDOH, and Niagara County Department of Health. All students will be taught how to follow these protocols safely and correctly at the start of the school year and reminded regularly. Hand hygiene, the proper way to wear face covering, social distancing, and respiratory hygiene will be some of the main areas of focus.

Reminders will be in our weekly KEYS and on signage throughout our school stating that everyone is to follow the CDC and DOH guidance regarding the use of personal protective equipment such as face coverings.

Signs will be placed throughout the building including on the floor when it is necessary to show proper social distance spacing and flow of traffic patterns.

## **Health and Safety**

Parents/guardians will be updated regularly about any health and safety notices as well as schedule changes within our school. These updates will be given through the means stated previously. As the Responsible party, the Principal is the point of contact person for any questions regarding the COVID-19 public health emergency and all the plans implemented by the school.

Our staff knows the importance of communicating to students and their parents/guardians the everyday preventative actions they can take to prevent the spread of COVID-19. Reminders will be given and signage displayed regarding: health checks, healthy hygiene practices, social distancing, personal protective equipment, face coverings, management of ill persons and cleaning and disinfection. Face coverings are to be worn at all times when outside the classroom and when social distancing isn't possible. Social distancing, as defined by the CDC, means keeping space between yourself and other people outside your home. To practice social distancing, stay at least six feet apart from other people. Our school has created protocols to ensure proper social distancing whenever possible unless safety requires a shorter distance

All staff and students will have their temperature checked each day. Staff will have a daily screening questionnaire and students may be questioned periodically. If an individual presents with a temperature of greater than 100 degrees F, they will be sent to the designated isolation room within the school office. Parents/Guardians will be notified immediately that the student is to be picked up within one hour. They should follow up with their primary physician. We will have two entrances for daily screening. PK students and our Staff will enter through the Old entrance (gym side) of the school building. Students in grades K-8 will enter through the New Entrance (Office side) of our school. Specific directions will be given during Orientation Week.

Staff will be given the PPE equipment needed to conduct their daily responsibilities: masks, face shields, gloves, etc., depending on the task at hand.

**Symptoms of COVID -19:** If a student or staff member is exhibiting COVID-19 symptoms upon arrival, they will be immediately removed from the entry area and taken to the designated isolation room within the school office. At that time, parents/guardians will be contacted for pick-up and the situation documented. Parents/guardians should immediately contact their healthcare provider. The student may return to school only under the conditions outlined in the school's return to school policy as stated in our Family Handbook. (The Family handbook will be given orientation week prior to the start of school).

The alternate entrance area will be used while the initial area is ventilated and disinfected per CDC guidelines. If a student or staff members shows signs of illness during the course of the day, similar protocol will be followed and all persons who were in the classroom with that person will be relocated until the area is sufficiently sanitized and the space will not be occupied for 24 hours.

Any student or staff member who may have been in contact with a suspected case will be notified of the contact while maintaining confidentiality and providing communication on further developments. Their health should be monitored. School policy for positive results will be followed. (See Family Handbook). State and local health officials will be immediately notified of a confirmed case.

We will refer to the CDC guidance on "Symptoms of Coronavirus" for the most up to date information on symptoms associated with COVID-19.

Emergency drills will be conducted as required by Education Law and Regulation and the Fire Code. We will maintain Fire Safety, Evacuation, and Lockdown Plans with adjustments as needed based on the guidelines we have been given.

# Facilities

During the planning of our reopening, our committee consulted with the cleaning company we use to verify what needs to be done to reopen our school. Our school will be professionally cleaned daily. All cleaning and disinfecting will be conducted per DOH guidelines.

Students in grades PK-5<sup>th</sup> will be placed in classrooms with their “cohorts” based on their grade level. A cohort is described as a group of students who remain together within one classroom. The cohorts will stay within their classrooms for the majority of the day. If tables will be used then recommended social distance spacing will be followed or clear partitions will be in place when social distancing isn’t possible. If desks are used they will be spaced six feet apart. Face coverings are to be worn when social distancing isn’t possible. If desks or students at tables are six feet apart, face coverings may be removed during that instruction time. Mask breaks will be given throughout the day when social distancing can be maintained. Students in grades 6-8 will have their schedule in “block time” to reduce the amount of switching classrooms. There will be a staggered schedule when using the hallway and locker area to promote social distancing. Teachers will clean and disinfect all desks, tables, and other common items before students enter the classroom. Should two groups of cohorts need to be together, the gym, lunchroom, or outside will be used so that proper distancing can occur. Hand sanitizer will be placed within each area of the building and students and staff are to use when switching classrooms.

Ventilation within the building will be monitored. Doors within the building will remain open as well as windows when possible, to increase fresh air ventilation, while maintaining health and safety. High efficiency filters will be used within our HVAC system.

The number of students in the bathroom at one time will be limited based on social distancing. Teachers will monitor this and also remind students about proper hand washing before exiting the bathroom. Teachers will clean and disinfect areas after use: handles, doors, faucet, soap dispensers, etc.

All water fountains within the school will be closed until further notice. Students are to bring a water bottle to school each day. They will be able to refill this using the sinks within the classroom. Teachers will clean faucets between each use.

The playground will be open for student use. Teachers will schedule a time for their class to use the playground so that it is being used by only one cohort at a time.

## **Child Nutrition**

St. Peter's Lutheran School does not have a hot lunch program. Students will continue to bring a lunch, from home, each day. Lunches are not to be shared. Students will eat in their classroom and/or in the lunchroom when social distancing is possible. If a student chooses to buy milk or water it will be brought to them. Ice Cream and Snack Box items will be sold. Orders will be taken at the beginning of lunch and brought to the student. Any treats that are brought to be shared with cohorts (birthday or holiday parties) **MUST** be commercially packaged. If classes choose to use the lunchroom the amount of students will be limited based on the amount that can safely social distance.

## **Transportation**

St. Peter's Lutheran School students who receive transportation from their district will continue to do so as long as that district is in school. Students are required to follow the bus guidelines including wearing a mask at all times. Bus drop off and pick up will take place at the New Entrance. (Office Side.) Students will be dismissed from their classrooms to go directly to the bus. Masks must be worn whenever students leave the classroom.

Many of our students are picked up daily by a parent or other adult. The school needs to be notified (preferably by written note) if someone other than the adult who normally picks the child up. Parent pick up will take place at the Old Entrance (gym side.) Students who will be picked up will wait in the gym. Signage will be placed on the floor so students know where they may sit while waiting. Siblings may sit together. Parents are to come to the outside door and alert the door monitor that they are there. Students will be dismissed at staggered intervals to promote social distancing.

## **Social Emotional Well-Being**

As stated previously we are all facing unprecedented challenges during this global pandemic. The stress created is different for each individual within our school community. Our faith reminds us of the importance of being a support to each other. As a Christian Day School we are blessed to be an extension of the church. Our Pastor is available to meet with and counsel any of our students, parents/guardians, and staff should the need arise. Staff members will be trained in recognizing any areas of concern and have the resources at hand to recommend further counseling.



## **Religious and Independent School Schedules**

St. Peter's Lutheran School's plan is to have in school instruction when possible as stated by Niagara County Department of Health and/or New York State via the Governor's direction. However, if a family decides that they are unable to attend in school or the direction given states we cannot be open, remote instruction will be made available. Each type of instruction, In-School and Remote will be addressed in the Teaching and Learning section.

The most important thing to remember with scheduling is that we have to be flexible. We have learned that information regarding this pandemic changes daily as do the guidelines. Communication between all of our community stakeholders is vital.

People other than staff and students will be extremely limited from entering the school building. Please refer to our Family Handbook for new and detailed rules regarding tardy arrivals and drop off of student items. Parents will not be entering the building during these times. Staff Monitors will be in place at temperature check points and the student waiting areas. Masks are required on our school grounds. Students may begin arriving at 7:45 am; PK at the Old Entrance and K-8 at the New Entrance. Once a student has passed through our daily health check they will be sent to a designated area, where masks and social distancing will be required. At 8:00 am, the staff monitor will dismiss these students directly to their classrooms. Teachers will allow students to go to their lockers on a staggered schedule. Dismissal for our PK will begin at 2:30 pm. All adults will go to the Old Entrance (gym side). They must wear a mask and should not enter the building. Students will be released to them there. If a PK parent has a child in K-8, arrangements can be made for that child to be dismissed at the earlier time. K-8 dismissal will begin at 2:45 pm. Students who are parent pick up will be released to the gym where they will be socially distanced, until an adult arrives to pick them up. Adults will go to the Old Entrance, wearing a mask. The staff monitor will call students to meet the adult outside. As a reminder adults waiting for students should maintain social distancing while outside. Our After School Care Program begins at 3:00 pm. Please refer to our After School Guidelines when signing your child up for this program. Any students not picked up by a parent by 3:00 pm will be placed in the After School Care Program with emergency fee rates in place. The After School Care Program will follow similar guidelines for social distancing and face coverings. Our outside space will be utilized as much as possible. Adults picking students up from After School will go to the Old Entrance (gym side). The student will meet the parent there.

As stated previously, students in grades PK-5 will stay in their classrooms throughout most of the day. If they leave the classroom for, lockers, bathrooms, gym, recess, to another classroom, Chapel, etc., schedules will be staggered so that a limited amount of students are in the hallway or same area at the same time.

At this time, all meetings will be conducted using virtual means: Google Meet, Zoom, Phone, etc. If a parent or teacher feels they need to meet in person an appointment needs to be made and a location within the school designated to allow social distancing guidelines to be met. The office needs to be aware of all meetings taking place within the building as these will be extremely limited.

## **Attendance**

Attendance will be taken daily whether the student is learning in school or remotely. Because we are asking students and staff to stay home when they are sick, we will no longer be giving perfect or excellent attendance awards. It is extremely important that you communicate with the office when your child is home because of illness. In the instance where a child or staff member is out for an extended amount of time, a doctor's note may be required and staff will be proactive in monitoring chronic absenteeism. In the instance that a student or staff member has tested positive for COVID-19, they will need clearance from their primary care physician along with a negative COVID-19 test result in order to return to in school learning.

## **Teaching and Learning**

St. Peter's will offer in school learning whenever possible with remote learning available when unable to attend school in person. Each teacher will set up a communication system with each family in their class. This will allow questions and answers to be delivered in a timely manner. Whether learning in school or remotely, our students will receive a quality Christian education by a teacher who enthusiastically prepares lessons that will keep them engaged. We base our curriculum on the standard set by NYSED.

### **In-School Instruction**

We would all agree as to the importance of students being in school. As previously stated, students grades PK-5 will be placed in classrooms with their "cohorts" based on their grade level. The cohorts will stay within their classrooms for the majority of the day. Face coverings are to be worn when social distancing isn't possible. Students in grades 6-8 will have their schedule in "block time" to reduce the amount of switching classrooms. There will be a staggered schedule when using the hallway and locker area to promote social distancing. Mask breaks will be given when possible.

Chapel is an important part of our school. We will continue to have our weekly Chapel Service for students in grades K-8. St. Peter's Church has made adjustments within their sanctuary to promote social distancing. Cohorts will sit together and we will follow the guidelines as stated by the DOH.

We will be flexible in how we worship. If we need to adjust the amount of students in the church at one time, we can adapt so that we have more than one service time. The gym can also be utilized as social distancing allows.

Our Music classes will take on a new look. Our hope is to continue not only vocal but instrumental music lessons. The guidelines are specific on how this is to be done. We will utilize larger common areas- gym, lunchroom, etc. so that the 12 ft. spacing guideline can be met.

Physical Education is vital to the health of our students. We do not have a PE teacher on our staff who is dedicated to that class specifically. Much of the responsibility will fall on the homeroom teachers as we normally have done in the past. They will be instructed as to the types of activities that may be done utilizing areas as available depending on the activity: gym, outside, classroom.

Art is a favorite part of the day for many students. We will adjust our curriculum so that instruction can be brought to the students within their classrooms. Students will be using their own equipment (pencils, markers, crayons, etc.) as much as possible. Students will not be sharing these items. When other items are used, such as paint brushes, the teacher will clean between each use.

### **Remote Learning**

Should the need arise, St. Peter's will provide remote learning for all of our students.

Communication will be given to parents, as soon as possible, should remote learning be put in place. Our teachers are being trained to use Google Classroom. This will be our main source for providing instruction and taking attendance. However, for those families without technology access, teachers will make arrangements to drop off, email, or have parents/guardians pick up work. A plan will be put in place to take daily attendance via text or email. Unlike this past spring, grading will be done while learning remotely. We will not be using the Pass/Fail system for our core subjects: ELA, Math, Social Studies, Science, Spanish (5-8) and Bible Studies. Assignments will be given for Music, PE, and Art that can easily be done at home based on availability of space and equipment and an effort grade will be given once completed. The teacher will communicate with the parent/guardian regarding these specials. Further information on remote learning will be communicated during our Orientation Week.

Because of the number of students we have, we do not feel a hybrid leaning situation is needed at this time. Should situations change, we will develop a plan that meets the guidelines in place.

## **Athletics and Extracurricular Activities**

Athletics has always been an important part of our school. We offer soccer, basketball and volleyball to many of our students. At the time of this printing it is unclear as to whether we will be able to have sports during the 2020-2021 school year. We are awaiting guidance and will follow all protocol when holding practices and games including social distancing for players and family members who watch the games.

Field trips are an extension of our class time. Until further notice field trips will be done virtually within our classes. Should this be able to be changed, parents/guardians will be notified.

Some activities we have enjoyed in the past will be put “on hold” until further notice. We will communicate with parents/guardians which activities we will be able to have. Our goal is to create new ways to have fun while staying healthy and safe!

## **Bilingual Education and World Languages**

St. Peter’s Lutheran School recognizes the importance of each of our families to have access to the Reopening Plan in the primary language to them. At this time we do not have any ELLs (English Language Learners) within our school. If this should change, we would meet their needs accordingly.

**For Reopening Guidelines and Current COVID- 19 Information go to the following:**

**New York State Department of Health Interim Guidance:**

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)

**New York State Guidance for Independent and Religious Schools:**

<http://www.p12.nysed.gov/nonpub/reopening.html>

**Centers for Disease Control and Prevention**

<https://www.cdc.gov/coronavirus>

**Niagara County Department of Health**

<https://www.niagaracounty.com/Health>