

# **COVID-19 PANDEMIC POLICY** version 2, 8-2020

EMANUEL LUTHERAN SCHOOL  
1001 North Capitol Avenue, Lansing, MI 48906  
517-485-4547; principal@emanuelfirst.org; July, 2020

## Table of Contents

Introduction	1
School Plan: Phases 1-3	2
School Plan: Phase 4	3-4
School Plan: Phase 5	5

## **Introduction**

On June 30, Governor Gretchen Whitmer released her “MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap.” Within that document, the Advisory Council lays out requirements and recommendations for providing a view of what a safe and quality learning environment looks like during this pandemic. This government order requires schools to lay out a plan for each phase of the recovery process that our state is or could be in. Below will be the outline of our plans for returning to school for each of these phases. Currently, our area is in Phase 4 of 6. See the graphic below for details of these phases and what they mean in regards to our progress through this pandemic.



There are still many uncertainties both with this virus and even more so in the future. However, at Emanuel, we have the certainty that our Lord is always in control and always guiding us to the fruition of his perfect will. May we now and always keep our Hope in the Lord!

## **School Plan: Phases 1, 2, or 3**

Should the region regress to any Phase from 1-3, Emanuel will be closed for in-person instruction. The following guidelines will also be implemented to foster learning for our students:

### **→ Facilities**

- ◆ The school building and facilities will be closed for students.
- ◆ Teachers and required personnel will be allowed for conducting operations including planning, preparation, and live or recorded instruction online.
- ◆ School cleaning protocols will be executed and maintained in order to prepare for the return of students at any time.

### **→ Athletics/Extracurricular Activities**

- ◆ All events are suspended until in-person instruction resumes and safety implementations are put in place.

### **→ Instruction**

- ◆ Students will be required to participate in online learning activities and lessons.
- ◆ Teachers will provide weekly guides for lessons and activities as well as methods of instruction and submission of homework on either a daily or weekly basis.
- ◆ Online attendance will be tracked on a daily basis for students in all grades
- ◆ Arrangements will be made for pickup of necessary materials and equipment for successful learning
  - Emanuel Faculty will strive to ensure that all families and students have the necessary devices, equipment, and materials to successfully engage and complete the necessary school work

Upon progressing to Phase 4, Emanuel will look to open to in-person learning as soon as possible for our students, families, and staff.

## **School Plan: Phase 4**

Should the region stay in or move ahead to Phase 4, Emanuel will be opened for in-person instruction. The following guidelines will also be implemented to foster learning for our students:

### **→ Personal Protective Equipment**

- ◆ Facial coverings:
  - Faculty and staff will be required to wear masks except for during meals

- Students grades K-8 **will be required** to wear masks provided by their family while in the hallways and any potential common areas (bathrooms, entrances, etc.) and at the teacher's discretion
- Are required for Chapel and Recess when/if multiple classrooms are present.
  - Anyone who cannot medically wear or tolerate a facial covering must NOT wear one

#### → Hygiene/Cleaning

- ◆ Classrooms will be set up with necessary supplies to promote healthy hygiene (hand sanitizer, tissues, paper towels, etc.).
- ◆ Students will be permitted to sanitize and clean as necessary
- ◆ Proper techniques will be taught and reinforced for proper hygiene and handwashing
- ◆ Frequently touched surfaces (doors, light switches, etc.) will be cleaned at least every 4 hours

#### → Facilities

- ◆ The school building and facilities will be opened for students and staff ONLY
- ◆ Pick-Up/Drop Off
  - Drop off will be under the basketball hoop in the parking lot for all students K-8 starting at 7:30 am (Students will NOT be allowed in the entry way.) A temperature check will be done for each student.
  - K-8 will enter school through the west side gym door near the basketball hoop. The grade K-3 students will go through the girls' locker room and then down the north stairs to get to their classroom. The grade 4-8 students will go through the gym doors near the trophy case and then proceed to their classroom. In this way we are seeking to keep the students of the upper and lower levels of the building separated.
  - If a student arrives after 8:00 am and the staff is no longer at the basketball / gym door area, the parent will need to drop the student off at Mrs. Lamrouex's office entrance on Capitol Avenue.
  - Childcare and Preschool will enter at Kilborn St glass doors
  - Pick-Up will be at the west gym door from 3 pm to 3:15 pm (please stay in your car and teachers will direct your children to your vehicle)
  - Drop off and Pick up will take longer than normal, so please plan accordingly.
- ◆ Classrooms will space desks 6 feet apart as much as possible to provide buffers for all of our students.
- ◆ Students will be required to eat lunch in the classrooms without microwave use
- ◆ Chapel will continue, with classrooms sitting together while maintaining social distancing, rather than with Chapel Buddies until we move to Phase 6.
  - Classrooms will move up to the church at staggered times

### → Screening Students and Staff

- ◆ Emanuel encourages daily screening at home of temperatures for its staff and students.
- ◆ If anyone has a temperature of 100.4 or higher, child **MUST** stay home. Child must be fever free for 24 hours without medication in order to return to school
  - The faculty will create a log for screening themselves on a daily basis for record keeping. Families are encouraged to do the same.
- ◆ Should a student show multiple symptoms of covid
  - the individual will be quarantined and then transported by parents or family to have off-site testing take place
  - the individual will remain home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines
  - if a test comes back positive, data from all contacts two days prior to when symptoms occurred will be collected and shared with local public health departments.
  - **The school will use the advice of the local health department to proceed with the necessary steps to protect the rest of the students of the school. Parents will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the class and/or school, while trying to maintain confidentiality. Contact information will be collected and shared with the local health department.**
  - Any student who develops a fever during the school day will be quarantined and will need to be picked up from school

### → Athletics/Extracurricular Activities

- ◆ The MALL (Mid-Michigan Area Lutheran League) will meet to determine the state of Athletics while in Phase 4.
- ◆ Some necessary requirements if participating include:
  - disinfecting equipment before and after use
  - face coverings for spectators and 6 feet of distance at all times unless from the same immediate family
  - Individually marked water bottles which must not be shared
  - no unnecessary contact (handshakes, fist bumps, etc)
  - Large Scale indoor events are suspended and outdoor events limited to 100 people

If returning to in-person learning during Phase 4 is not possible for your family, please contact Mr. Joel Pankow and set up a meeting with him and the classroom teacher to see how we can better suit your needs.

## **School Plan: Phase 5**

Should the region move ahead to Phase 5, Emanuel will be open for in-person instruction. The requirements from Phase 4 will be moved to **recommendations**, and each family can determine which meets their needs:

### **→ Personal Protective Equipment**

- ◆ Facial coverings provided by their own family for staff and students are recommended while in hallways and common areas, except during meals.
  - Anyone who cannot medically wear or tolerate a facial covering must NOT wear one

### **→ Hygiene/Cleaning**

- ◆ Classrooms will be set up with necessary supplies to promote healthy hygiene (hand sanitizer, tissues, paper towels, etc.).
- ◆ Students will be permitted to sanitize and clean as necessary
- ◆ Proper techniques will be taught and reinforced for proper hygiene and handwashing
- ◆ Frequently touched surfaces (doors, light switches, etc.) will be cleaned at least every 4 hours

### **→ Facilities**

- ◆ The school building and facilities will be open for students and staff
- ◆ Pick-Up/Drop Off (same as Phase 4)
- ◆ Classrooms will space desks 6 feet apart as much as possible to provide buffers for all of our students.
- ◆ Chapel will continue with classrooms sitting together while maintaining social distancing.
  - Classrooms will move up to the church at staggered times.

### **→ Screening Students and Staff**

- ◆ Emanuel encourages daily screening of temperatures for its staff and students.
- ◆ If anyone has a temperature of 100.4 or higher, you are asked to stay home.

### **→ Athletics/Extracurricular Activities**

- ◆ The MALL (Mid-Michigan Area Lutheran League) will meet to determine the state of Athletics while in Phase 5.
- ◆ Some recommendations if participating include:
  - disinfecting equipment before and after use
  - face coverings for spectators and 6 feet of distance at all times unless from the same immediate family
  - no unnecessary contact (handshakes, fist bumps, etc.)
  - Large Scale indoor events recommended to 50 people are suspended and outdoor events limited to 250 people

If returning to in-person learning during Phase 5 is not possible for your family, please contact Mr. Joel Pankow and set up a meeting with him and the classroom teacher to see how we can better suit your needs.