



Immanuel Lutheran School Student and Family Information for COVID-19 Health and Safety 2020-21 School Year

This document provides an overview of the procedures, expectations, and safety guidelines for Immanuel Lutheran School (ILS) operations in order to stay compliant with New Mexico state COVID-19 regulations and CDC recommendations. **It is subject to change as state guidelines and regulations change.**

Health and Safety

In order to be part of the solution for controlling transmission of COVID-19 for all, ILS has a responsibility to engage in practices that support the health and wellbeing of the larger community. In order to limit transmission risk of COVID-19 within our school, while creating the most effective teaching and learning scenarios, ILS will utilize the health guidelines provided by state and local government.

Teaching and Learning: Our goal is to return to school full time for on-campus learning in the fall. In order to maximize the student learning experience, ILS will provide opportunities for students' academic, spiritual, social, emotional, physical and intellectual growth. **Unless ordered by the state to close, ILS will open on August 19, 2020 and will remain in session full time throughout the 2020-21 school year.**

Social/Emotional Health: In order to promote social/emotional health and wellbeing, ILS will strive to provide flexible, safe and healthy opportunities for ongoing connections for students with peers, faculty and staff.

Family Support and Communication: In order to support parents in the instruction of their children, ILS will provide predictable schedules and clear communication about the services we are able to provide. Parents are expected to remain up-to-date with latest information from ILS. This ongoing communication will be continuous and will reflect any updates given to us from the health department and the governor's office as the school year progresses. Our goal is to work with families and students to ensure the best, most comprehensive education possible.

Cleaning/Sanitizing

ILS has adopted an enhanced cleaning schedule that includes:

- All students and staff will be expected to wash hands or use hand sanitizer upon arrival to campus, any time they enter or a new classroom, before and after lunch, before and after recess, and before leaving campus; as well as any other appropriate times throughout the day.

- Wiping down of all frequently touched surfaces with a disinfectant in between classroom activities.
- Regular cleaning of carpets and floors.

Eating and Water Bottles

Eating and snacking during designated times and in designated areas only, with cleaning of individual spaces afterward. Water bottles will be allowed in classrooms throughout the day. The water bottle refilling stations will be available throughout the day, but the water fountains will not be accessible.

Screening

ILS will provide a health screening for every student, staff, or visitor upon arriving to campus before entering the school. This includes:

- 1) Infrared thermometer temperature check
- 2) Symptom check for signs of illness (flushed cheeks, rapid or difficult breathing, fatigue, cough)

Since we are now temperature-screening everyone who enters our buildings, we ask that only students come into the buildings. Caregivers may say goodbye to students at the outside door during drop off time and meet them at the door during pick up.

Arrival

7:00-8:00 am arrival

- The students will come to the gym for morning care. When they enter the gym the morning care teacher will perform the above-mentioned health screening. At 8:00 am they will be released to go to their classrooms. Kindergarten students will be walked to class by their teacher. 1st-4th grade students will exit the gym and proceed down the hallway to their classroom. 5th-8th Grade students will use the South stairwell (by the library) to go upstairs to their classroom. Once in the room, they will wash their hands or use hand sanitizer before going to their desk.

8:00-8:30 am arrival

- Kindergarten students will enter the early childhood building and have their health screening checked in the lobby. They will then proceed to class. Once in the room, they will wash their hands or use hand sanitizer before going to their desk.
- 1st-4th grade students will enter the building using the doors near the school office. They will have their health screening performed by Ms. Kelly. They will then proceed to their classroom. Once in the room, they will wash their hands or use hand sanitizer before going to their desk.

- 5th-8th Grade students will enter the building using the doors to the Gym. In the Gym the morning care teacher will perform the health screening. They will then use the South stairwell (by the library) to go upstairs to their classroom. Once in the room, they will wash their hands or use hand sanitizer before going to their desk.

Symptoms

As per the school handbook, if your child is running a temperature or showing signs of illness, you will receive a call or text to come back and pick them up from school.

- In order to help us keep everyone as safe as possible, we ask that you do your own health check at home before coming to school. If your child is exhibiting the following symptoms, please keep them home:
 - ◆ A cough
 - ◆ Shortness of breath or difficulty breathing
 - ◆ A fever of 100.4°F or higher (without fever-reducing medications) or a sense of having a fever
 - ◆ A sore throat
 - ◆ Chills
 - ◆ New loss of taste or smell
 - ◆ Muscle or body aches
 - ◆ Nausea/vomiting/diarrhea
 - ◆ Congestion/running nose (Documented allergies provide exception to this rule, but please keep your child home the first day these symptoms appear, just to be certain that they are not ill. **Office staff will need a written note from you stating the symptoms are due to allergy.**)
 - ◆ Unusual fatigue

Caregivers

You may still enter our office area after 8:30 am for needs that come up. Ms. Kelly will be doing a temperature check before you enter the building. **Please call ahead to make sure someone is in the office when you arrive.** We understand that this limits your ability to see and speak to other parents and teachers. Additionally, you may call our office to relay any messages you have to students or teachers during the school day. At this time all meetings with teachers will be scheduled for after-school hours. Parents are also welcome to email the teachers after school with any questions or concerns.

Face Coverings

Facial masks are now required by New Mexico state guidelines. Therefore, facial coverings or face shields must be worn by all students, staff, and visitors while at school; coverings must cover the nose and mouth at all times. We ask that you have enough clean masks for each school day. Cloth masks should be laundered in between each use (handwashing with soap and

hot water is fine). Disposable masks should be thrown away at the end of the school day. For any student with a documented health condition or impairment that prohibits the use of a facial covering, a face shield may be used. **Exemptions must be documented in writing by a health professional.** Short breaks from facial coverings will be given during the school day by allowing individual students to step just outside the classroom door as needed to remove their mask. Facial masks must be in place before they re-enter the classroom. Face coverings are optional during recess, eating of food, P.E. and naptime.

****Should facial coverings become optional in later phases, as directed by the governor's office and health department, we may modify this plan in order to stay in compliance with the current guidelines and recommendations.**

Physical Distancing

ILS is committed to physically distancing students and staff as much as possible. Seats are being rearranged and staggered to allow for 6 feet of distance between each other. However, as a private school we are committed to providing activities that will allow our students to grow socially, emotionally, and academically. Because these types of activities often place children in closer proximity to one another, we will continue to exercise caution by wearing facial coverings. Recesses will be staggered by grade clusters. Grades will be paired with another grade and will only have recess with that grade for the remainder of the school year, or unless conditions improve. Recess equipment will be kept separate by classroom and cleaned at the end of each school day.

Confirmed Case Process

Should a student or staff member be diagnosed with COVID-19, their family should notify ILS immediately. Ms. Kelly's cell number is 505-261-7855. You may call this number or text her. After hours you may not receive an immediate response. In this case the class or classes that were in close contact with the infected individual will need to self-quarantine for 14 days before being able to return to school. We may close the entire school in case of an outbreak depending on what is found during contact tracing, the number of cases, the extent of the exposure, and whether the virus appears to be spreading within the school. During this time, we will offer instruction through our Distance Learning Plan, which varies by student age. The Distance Learning Plan would only apply to those effected by the closure (either a single class or the entire school).

Distance Learning Plan

Grades K-4:

- Daily virtual meeting schedules will be determined by your student's classroom teacher. Learning packets will be distributed each week on a drive-through schedule. When a

new packet is picked up, the one distributed the week before should be dropped off for grading.

Grades 5-8:

- Daily virtual meeting schedules will be determined by the middle school teachers. All work will be submitted through Jupiter Ed.



**Immanuel Lutheran School
Student and Family Information for COVID-19
Health and Safety
2020-21 School Year
Acknowledgement Form**

I/We, **parent(s)/guardian(s)** have read the ILS Student and Family Information for COVID-19 Health and Safety. I/We accept all of the risks associated with my student attending school and, to the maximum extent permitted by law, release Immanuel Lutheran Church and School as well as any students , employees, volunteers, agents, licensees, and other parents/guardians from any and all liability, claims, damages and losses, by tort contract or otherwise arising out of or relating to my student’s time on campus during the 2020-21 school year. I further agree, to the maximum extent permitted by law, to indemnify, defend and hold harmless Immanuel Lutheran Church and School as well as any students , employees, volunteers, agents, licensees, and other parents/guarans from any and all liability, claims, damages and losses, by tort contract or otherwise, brought by myself, third parties, or my student, if any member of my family becomes ill with COVID-19.

Parent(s)/Guardian(s) Signature(s) _____ **Date** _____

_____ **Date** _____

Student(s) Name(s) _____ **Grade** _____

_____ **Grade** _____

_____ **Grade** _____