



Ramona Lutheran Christian School Reopening Plan August 31, 2020

SCHOOL GOAL

The goal of Ramona Lutheran (also known as Ramona Lutheran Christian School, RLCS) is to allow for a full return to in-person instruction while minimizing the risk for students and staff by implementing all local and state mandates, and health and safety guidelines.

RATIONALE

Ramona Lutheran closed for the remainder of the school calendar beginning on March 17, 2020 by order of San Diego County Health and Human Service Agency (HHS) in response to the COVID-19 pandemic. Ramona Lutheran plans to open for in-person instruction to students on August 31, 2020 and will follow a revised calendar for the 2020-2021 school year. This change was made to accommodate the process of request for the in-person instruction waiver.

The reopening plan below was prepared by the Ramona Lutheran Board of Education in collaboration with the Pacific Southwest District of The Lutheran Church – Missouri Synod, Ramona Lutheran Church, the staff of Ramona Lutheran School, and the families of our entire student body. In addition to the above collaborations, Ramona Lutheran continues to receive planning support and clarification provided by the San Diego County Office of Education and the County of San Diego HHS through weekly telebriefing, email communication, and the multiple resources available for K-12 Sector Support.

Ramona Lutheran's plan takes into consideration the health and safety of our students and families, our staff, and the needs of those in our community. While providing effective teaching and student learning, the goal is to also support our students' social, emotional, physical, and behavioral health needs. The benefits associated with reopening to in-person

instruction outweigh the risks of a continued closure. Keeping students off campus could result in long-term academic, social, and emotional consequences. The American Academy of Pediatrics has indicated that the “dangers of social isolation outweighs the risks of in-person classes for most children.” While Ramona Lutheran will increase precautions to minimize transmission of infection with enhanced hygiene, cleaning, and safety protocols, being in a class setting produces a certain level of risk that cannot be eliminated. Any student who attends school will incur some level of risk.

OUR PROMISES TO OUR FAMILIES

1. Employees will implement recommended safety protocols to the highest degree possible.
2. The Board of Education will continue to review and implement the most current mandates and guidelines to promote safety in our school.
3. We will take all necessary steps to ensure the continuation of quality teaching and student learning should short-term or extended school closures become necessary.

I. PUBLISHING OF PLAN

The reopening plan for Ramona Lutheran Christian School can be found at <https://www.ramonalutheran.org/elementary>.

II. MAIN SAFETY PROTOCOLS

- Ramona Lutheran will follow the most current state and local public health orders on the usage of facial coverings.
 - Face coverings be worn by all staff and students in grades 3-6 (unless exempt) and strongly encourages the use of face coverings for students in grades K-2. (see section III)
- A distance of six feet will be kept whenever possible
 - student chairs are spaced 6 feet from each other and from teacher’s desk and work space
 - markings outside entrance will show 6 feet spacing for families at arrival and pick up
 - a location to wait outside of restrooms will be marked to show 6 feet distance
 - students will be instructed how to keep distance while outside of the classroom and on the playground
 - daily routines that maintain physical distancing (included in this reopening plan) will be arranged and practiced by each cohort/classroom so that students will feel comfortable with skills necessary to implement these routines effectively
 - restrooms have partitions to separate toilets and sinks
- Routine cleaning of facilities will occur on an increased schedule.
- Touchless soap/hand sanitizing dispensers have been installed in each classroom and at the entrance to the school.
- Students and staff will wash/sanitize hands regularly.

- Additional hand washing will be required if the student sneezes or coughs.
- All students will be given instruction on best hygiene practices in these instances.
- Students will avoid sharing supplies with other students. In circumstances where sharing of supplies is necessary, supplies will be cleaned after each use.
- Water fountains will be disabled due to the risk of infection. Students are asked to bring water bottles and water stations will be available to the staff to ensure student water bottles can be refilled as needed.

III. FACE COVERINGS AND OTHER PROTECTIVE GEAR

Face covering requirements per CDPH guidelines are as listed:

<u>Age</u>	<u>Face Covering Requirement</u>
under 2 years old	no requirement
2 years old - 2nd grade	strongly encouraged**
3rd grade - high school	required, unless exempt (see below)

**Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

IV. ARRIVAL AND DISMISSAL PROCEDURES

- Arrival requirements for entry onto RLCS Campus
 - Daily Health Check
 - As your child prepares for his/her day at school:
 - Parents will be required to conduct a self-check of their student and family prior to departing for school. If anyone is exhibiting any of the symptoms listed below, please remain at home and let school staff know your status.
 - Fever or chills
 - Cough

- Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- If a self-check has been conducted and no symptoms are present, proceed to school under the following guidelines:
 - Face coverings will be required upon entry to the school campus.
 - If any individual approaches entry without a face covering they will be offered one by the attending staff.
 - All staff will be given a temperature check and a visual check for symptoms of COVID-19 prior to the arrival of students.
 - The results will be recorded each day.
 - Before entering the campus each student is required to be screened for COVID-19. Screening includes a visual health check, answering questions regarding COVID-19 symptoms, and a temperature check by pre-screened staff.
 - To speed the process of entry, daily health check forms will be provided for each student. Forms are to be completed, sign, and return with the student each day. Students without forms will be required to complete the full health screen.
 - If cleared by staff, the student will be escorted to their assigned classroom at the beginning of each day by a designated escort who has been prescreened for symptoms of COVID-19.
 - No one but staff and students will be allowed on campus until further notice to ensure the campus remains disinfected and monitored for cleanliness.
 - Those dropping off students shall maintain safe social distancing with face coverings near the front gate until child has been screened
 - markings outside entrance will show 6 feet for families at arrival and pickup
 - A stand-alone hand sanitizing station is located in the entryway of the school.
 - Everyone is strongly encouraged to utilize this station when dropping off or picking up children to minimize the risk of spreading germs to others.
- Dismissal
 - At the end of each day each student will be dismissed and supervised separately to the front pickup up area. Face masks will be required during this transition.
 - Those picking up the student shall maintain safe social distancing with face coverings near the front gate.
 - markings outside entrance will show 6 feet for families at arrival and pick up

V. HEALTHY HYGIENE PRACTICES

- Staff will instruct and monitor proper hygiene practices of the students
- Touchless soap / hand sanitizer dispensers are installed in each classroom and restroom
- All children and staff should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food
 - After using the toilet
 - After coming in contact with bodily fluid
 - After playing outdoors or in sand
 - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Staff will supervise children when they use hand sanitizer to prevent ingestion
- Signage is posted near sinks describing handwashing steps

VI. IN THE CLASSROOM

- Staff Expectations
 - School staff must wear a facial covering unless
 - not advisable for health reasons
 - working alone in an assigned work area (no other staff or students present)
 - Teaching in front of the class while maintaining at minimum 6 ft physical distance from all students.
 - Ensure classroom set-up of desks provides at minimum 6 feet physical distancing between students with all desks facing the front of the classroom
 - Create assigned seats for every student
 - Ensure students maintain physical distancing whenever possible
 - Eliminate shared classroom materials to the greatest extent possible
 - to ensure maximum ventilation in each classroom whenever possible windows will be opened
 - Sanitize/wash hands upon entering and exiting the classroom
 - Teachers will use recommended supplies to sanitize small tables/chairs, countertops, teacher desk/chair, pencil sharpener, door handles, and any high touch surfaces at scheduled times throughout the day (e.g. recess and lunch breaks when students are not present).
 - Prioritize the use and maximization of outdoor space for activities where practicable.
 - Ensure that all activities that involve singing only take place outdoors.
- Student Expectations
 - Sanitize/wash hands upon entering and exiting the classroom.

- Wear masks (unless exempt) in the classroom unless seated at their desk.
- Bring a water bottle daily as water fountains will be disabled. Water stations will be available to the teachers for the refilling of bottles.
- Students report immediately to their class.
- Scheduled restroom breaks will be provided to limit contact between cohorts.
 - No more than two children will be allowed in each restroom at a time.
 - Markings labeled for a waiting outside will be marked

VII. ATTENDANCE

- Staff Expectations
 - Communicate with students and parents regarding missed assignments/work.
 - Provide assistance when students are absent from class.
 - Be flexible when receiving work from students' absences due to COVID-19.
- Student Expectations
 - Students are expected to stay on track with work and assignments.
 - Students will not be penalized for absences when having to stay at home due to COVID-19 symptoms, quarantine or isolation (including absences due to contact tracing).
 - Obtain a doctor's excuse whenever possible for student absences.

VIII. HALLWAYS AND COMMON AREAS

- Staff Expectations
 - Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating
 - Masks will be worn by staff at all times in common areas, unless exempt.
- Student Expectations
 - Masks will be worn at all times by students in common areas, unless exempt.
 - Bring a water bottle daily as water fountains will be disabled. Water stations will be available to the teachers for the refilling of bottles.
 - Students are to report immediately to their class and remain with their class for the duration of the day.
 - Scheduled restroom breaks will be provided to limit contact between cohorts.
 - No more than two children will be allowed in each restroom at a time.
 - Markings labeled for a waiting outside will be marked

IX. FOOD SERVICE

- Hot Lunch Service is suspended until further notice
 - Students are required to bring their own snack and lunch
 - lunches and snacks are not to be shared
- Six foot distancing will be maintained whether students eat in the classroom or in the outdoor lunch area.
 - only one cohort/class will use the lunch area at a time

- tables and benches will be cleaned and disinfected between use
- Shareable birthday treats must be store bought and individually wrapped and sealed in original packaging.
 - Teachers will serve individually wrapped birthday treats to the students with the use of food handler gloves
 - Students will not hand out treats
- Masks will be worn when social distancing cannot be practiced, and students are not actively eating.
- Hands will be washed before and after eating

X. RECESS AND PHYSICAL EDUCATION

- Staff Expectations
 - Supervise students/cohort on the playground, ball courts, track, and field.
 - Schedules will be arranged to limit the use of areas to one cohort/class at one time.
 - Encourage social distancing practices at all times.
 - If students are unable to maintain physical distancing during free play, face coverings will be necessary.
 - Sanitize recess/physical education equipment after use (balls, jump ropes, etc.)
- Student Expectations
 - Wash/sanitize hands before and after outdoor activities
 - Maintain physical distancing
 - students will be required to wear masks if physical distancing can not be maintained during free play
 - Recess/physical education equipment (balls, jump ropes, etc...) will be limited to use by one student at a time.
 - return equipment to designated bins for sanitization
 - No more than two students will be allowed to use the restroom at a time.

XI. OFFICE & WORK HOURS

- Staff Expectations
 - Office Staff
 - Maintain proper physical distancing to the greatest extent possible.
 - Sanitize/wash hands upon entering and exiting the office.
 - Conduct all business through the walk up window, email, and phone to the greatest extent possible.
 - Wear face covering when necessary
 - The campus is to remain closed to all non-essential visitors/volunteers.
 - Revise sign-in procedures to include safety protocols (temperature check and COVID questionnaire) for all volunteers/visitors.
 - Disinfect office counter, work stations, office copy machine and seating areas at mid-day and at the end of the day.
 - Teachers/Instructional Staff

- Limit trips to the office to only those which are necessary.
 - Limit students sent to the office to only those which are necessary.
 - School staff must wear a facial covering when social distancing cannot be maintained.
 - Follow physical distancing protocols to the greatest extent possible when in the office and work rooms.
- Parents/Caregivers Expectations
 - Limit visits to the school as much as possible.
 - Conduct all business through the walk up window, email, and phone to the greatest extent possible.
 - Visitors and volunteers will not be permitted on campus during in-person instruction hours, unless absolutely necessary.
 - Should a visit become necessary. Conduct a personal wellness check at home prior. Do not come if you have a temperature over 100.0°F or exhibit other symptoms.
 - Safety protocols such as wellness checks, will be implemented for all visitors
 - Follow physical distancing protocols to the greatest extent possible when in the office building

XII. MEETINGS AND CONFERENCES

- Staff Expectations
 - Provide parents/guardians options for in-person, phone or video conferencing meetings.
 - When possible, attend meetings by phone or video.
 - Ensure maximum physical distancing as much as possible when in-person meetings are held.
 - For large meetings, some attendees may need to participate by phone or virtual platform to reduce the number of people physically present.
 - School staff must wear a facial covering when social distancing cannot be maintained
- Parent/Guardian Expectations
 - Attempt to address any concerns with school staff via email or phone conferences when possible.
 - When requesting a meeting, notify RLCS to attend the meeting in-person, via phone or using a virtual platform.
 - Conduct a personal wellness check at home prior to in-person meeting.
 - Postpone or request to meet via video if temperature exceeds 100.0°F or show other COVID 19 -related symptoms.
 - Comply with all safety protocols, including a temperature check and COVID - 19 Questionnaire.
 - In-person meetings should follow appropriate physical distancing protocols.

XIII. COMMUNICATIONS OF A COVID-19 DIAGNOSIS

- Staff and families will be notified of any positive reported cases at the school site
- Necessary information will be posted on school website
- Families will be notified of positive reported cases their family may have been exposed to
 - No identities will be given with notification
 - Families will receive email and written notification letter
 - RLCS will document and record illnesses. If a COVID-19 positive test is communicated to the school after the ill staff/student/spouse make contact with their healthcare provider, RLCS will report positive test result to local health officials, staff, and all other attending school families. The identity of the student/family will remain confidential per FERPA and State law related to privacy of educational records.

XIV. HEALTH SERVICE - ILLNESSES

- Students or staff with any COVID-19 symptoms while on campus will wear a face covering and wash hands prior to being isolated in designated room
- Parent/guardian/spouse notification and arrangements for immediate pickup will be made by the office administrator. The ill student or staff will be taken to the entry point of the school campus when their guardian arrives for pickup. Those arriving for pickup will be responsible to return home and contact their local healthcare provider to determine if symptoms are COVID-19 related.
- Designated liaison of RLCS will implement action in this portion of the Plan. Liaison will conduct proper hygiene prior to, during, and after interaction/observation of ill person
- Under no circumstances will a student be penalized for the time missed during this time. Every effort will be made to ensure student remains an active participant in daily learning.
- If an entire classroom needs to be disinfected, current occupants will be moved to another location, after they have been checked for symptoms (verbal questions, temperature check), wear face coverings, and wash hands.
- The person disinfecting the room (withafter 24 hours, if possible) to ensure that those cleaning the room have less possibility of exposure will use CDC/EPA recommended products, personal protective equipment, and ventilation while disinfecting
- Anyone becoming ill at RLCS will be instructed not to return to campus until they have met “CDC criteria to discontinue home isolation, including at least three days with no fever, symptoms have improved, and at least ten days have elapsed since the symptoms first appeared” (per CDPH release).

XV. TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

- RLCS may switch to distance learning when multiple cases in multiple cohorts have occurred

- RLCS may switch to distance learning when at least 5 percent of teacher/student/staff have cases within a 14-day period
- The Local Health Officer may also call for a switch to distance learning based on a public health investigation or local epidemiological data
- If switched to distance learning in-person on campus learning may resume after 14 day when cleaning and disinfection has occurred and a public health investigation consult has been completed
- RLCS will work with County of San Diego public health officials to determine triggers for switching to distance learning and will follow all recommended measures outlined in the [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

XVI. CLOSURES DUE TO COVID-19 OUTBREAKS

- Staff Expectations
 - Provide daily instructional and guided work hours using virtual tools during morning and afternoon sessions.
 - Create and maintain a set schedule for virtual instruction, independent student work time, and office hours.
 - Short term closures - Provide curriculum packets and necessary books/texts
 - Long term closures - Curriculum textbooks and consumable materials will be sent home in the event of local or state mandated long term closure.
- Parent/Student Expectations
 - Keep routines in place for students while working from home.
 - Ensure students are completing all online assignments, projects, and assessments in a timely manner.
 - Actively monitor and support student progress

XVII. REMOTE (DISTANCE) LEARNING OPTION

Currently enrolled families will have the option to switch to complete remote (distance) learning should they, at any time become uncomfortable with (or determine that their child is at-risk by) attending in-person instruction. Families choosing to enroll in the remote learning option will commit to remote learning for the remainder of the grading period/trimester.

- School Expectations
 - Provide ongoing support and oversight of remote learning options
 - Provide curriculum for all core subjects
 - Coordinate and oversee NWEA MAPS testing of the student
- Staff Expectations
 - Provide academic support through regular check-in meetings
 - Answer questions or concerns via email or phone
 - Monitor student progress on coursework

- Communicate any concerns regarding student progress to the Board of Education (i.e., failing grades, inadequate work completion);
- Help create action plans for students who become at-risk for attendance or academic concerns while utilizing this option
- Provide assistance when technology issues occur
- Parent Expectations
 - To initiate the process a parent/guardian must submit a written request to the office
 - Parent and teacher will work together to create a curriculum course load that meets the needs of the child while maintaining the education standards of RLCS
 - Families choosing the remote learning option will not have access to the campus during the in-person instruction hours.
 - Commit to homeschooling for the remainder of the grading period/trimester.
 - Develop a weekly school schedule to keep routines in place for students while working from home
 - Ensure students are completing all assignments, projects and assessments in a timely manner
 - Actively monitor and support student progress
- Student Expectations
 - Students will complete 100% of their work while remote learning.
 - There will be specific due dates for all assignments, projects, and assessments.
 - Students will not physically come to a school building for instruction.
 - Students will make a commitment to this option for one trimester at a time. Students will not be allowed to switch once school has started other than at the trimester break.
 - Students will have access to courses in core areas
 - The curriculum will remain the same as taught through in-person instruction but the delivery may not match the same pacing or include the same activities that are delivered in the classroom.
 - Students will have limited access to enrichment courses and activities .
 - Students will earn grades for their work. Grades will be based on content mastery.
 - If state or local regulations require a school closure, students participating in this option will continue as scheduled.

XVIII. COHORTS

- Children will be monitored by staff at all times and will maintain grouping/cohorts in the following manner:
 - All cohorts (4) consist of a maximum of 14 students
 - Each classroom will maintain group isolation from other groups during each of the following scenarios:
 - Learning in their specific classroom
 - Lunch
 - Recess

- PE
- Restroom Breaks (monitored by staff)
- Arrival - unless multiple family members from differing classrooms are in attendance.
- Departure

XIX. CLEANING AND DISINFECTION

- Students will wash or sanitize their hands at regular intervals, especially before/after lunch and before/after outdoor activities.
- If using outdoor learning space temperature will determine whether or not a safe environment can be established for effective learning. If class is held outdoors, all surfaces will be cleaned and disinfected prior to use.
- In-class learning will meet CDPH social distancing guidelines.
- The school campus will be cleaned and disinfected per guidelines established by [The Environmental Protection Agency, and in accordance with approved cleaners per list “N” on their website](#). A printed copy of these cleaning agents which are listed by EPA registration numbers is available in the school office.
 - A full disinfection protocol will take place once all the students have gone home at the end of the day.
 - During the day, per class schedule for recess or PE, when the students are not near the classroom, staff will disinfect the following areas to ensure control of the spreading of germs:
 - Door handles
 - Light switches
 - Sink handles
 - Classroom countertops
 - Bathroom surfaces, including countertops
 - Tables
 - Student desks (when possible)
 - Chairs

XX. STAFF TRAINING AND FAMILY EDUCATION

- Staff will have regular training meetings on reopening and safety protocols
 - meeting will include demonstration of how to properly use cleaning and disinfecting products
- Staff will be provided with educational materials and tools for implementing these procedures with students in their classrooms
- Staff will receive printed copy of reopening plan
- Families have received the school reopening plan by email
- Families will receive information on safety procedures at family orientation night (orientation will be conducted virtually)
- Families will also receive email with all details regarding COVID-19 safety procedures
 - [Proper use, removal, and washing of face coverings](#)

- Proper use of PPE
- Cleanliness and disinfection
- Transmission prevention
- Guidelines for families about when to keep students home from school
- Systems for self-reporting symptoms
- Criteria and plan to close schools again for physical attendance of students
- Signage will be displayed at entrance to reinforce proper safety procedures

XXI. TESTING OF STUDENTS AND STAFF

- Students and staff with symptoms of COVID-19 will be encouraged to get a test through their health care provider or community testing site. Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows.
 - If a student or staff member is waiting for test results, they will be instructed to stay home until results are reported
- Staff will be tested on a regular basis to monitor any possible cases
 - staff includes teachers, janitors, office staff or any other school employee that may have contact with students or other staff
 - The staff of Ramona Lutheran will participate in routine testing for COVID-19 under one of two of the following schedules. A staff testing schedule and record of results will be maintained in the office at all times.
 - 25% of staff being tested every two weeks
 - 50% Percent of staff being tested monthly

XXII. IDENTIFICATION AND TRACING OF CONTACTS

- COVID-19 Team consisting of office administrator and School Board Chair will be responsible for responding to COVID-19 concerns.
- Staff will be trained and instructed to contact Team for any issues
- Parents must inform school of confirmed positive test result
- If positive case is reported, COVID-19 Team will provide list of exposed students/staff to the local health officials
- Staff will be notified of any positive reported cases at the school site
- Families will be notified of positive reported cases their child or family may have been exposed to
 - No identities will be given with notification
 - Families will receive email and written notification letter as soon as possible

The safe practices outlined in this document utilize the August 3, 2020 release from the California Department of Public Health entitled: [*COVID-19 INDUSTRY GUIDANCE: Schools and School-Based Programs*](#). The information contained herein is subject to the guidelines provided by the CDPH as well as State and County Officials.

The information contained herein is subject to the guidelines provided by the CDPH as well as State and County Officials. These links are the basis of future conduct by Ramona Lutheran Christian School in response to the outbreak of COVID-19:

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

<http://www.covid-19.ca.gov>

<https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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

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

<https://www.fda.gov/emergency-preparedness-and-response/counterterrorism-and-emerging-threats/coronavirus-disease-2019-covid-19>