

Atonement Lutheran School

OPERATIONAL RESPONSE PLAN (ORP)

Teaching children of God the skills needed for a lifetime of learning, worshiping, and caring so that the world sees Jesus in them.

The purpose of this document is to inform parents and staff of Atonement Lutheran School’s plan and subsequent policies for an August 18 return to school. The information in this document will supersede related information in the school handbook. This COVID-19 Operational Response Plan is our best effort to institute best health practices to help protect against potential exposure and mitigate the impact of COVID-19 on our students and families. There is no way to completely isolate against the potential of COVID-19, no matter how many precautions are in place. Therefore, it is not our philosophy to completely throw out educational best practices and child development needs in the name of health and safety precautions alone. This plan reflects our best attempt to integrate and maintain practices which best promote student learning and social, emotional, and spiritual development in the safest manner we can under the given circumstances. The American Association of Pediatrics strongly advocates for in-school education for the emotional and social health of children. It is important for all adults to model safe practices for the students.

As the pandemic positive cases and county guidelines change frequently, this document is fluid and will change to meet CDC and county guidelines.

ASSESSING RISK LEVELS

Risk levels and information from the CDC and the St. Louis County Department of Public Health will be the guiding factors in determining current COVID-19 risk levels. The Atonement Lutheran School ORP is based on Minimal/Moderate community spread allowing our school community to function using a Modified Traditional structured response. To best protect the health and safety of our students and staff, Atonement will abide by recommendations from the Department of Public Health and other knowledgeable governmental agencies. While our goal to prepare a plan as best as possible, all plans are subject to change based on government, CDC, and Health Department recommendations. Please note situations may arise where adjustments must be made quickly. Atonement families, students, and staff will need to be flexible and gracious, understanding that the priority of protecting the health of our students may require changes in procedures, sometimes with minimal notice. As such, communication is key and families are asked to monitor their email frequently. More than anything we remain committed to providing students the assurances of God’s steadfast love.

Substantial Spread and Risk	Minimal/Moderate Spread and Risk	Low/No Spread and Risk
<i>Non-Traditional Remote Learning *</i>	<i>Modified Traditional</i>	<i>Traditional</i>
<p>Short Term Closure- Facilities closed for 2-14 days or less days Facility Deep cleaning occurs</p> <p>OR</p> <p>Extended Closure – Facilities closed for 15 days or more days Facility Deep cleaning occurs</p>	<p>Facilities Open- Implement intensive mitigation strategies, enhance social distancing with self-contained classroom, modified schedules and maximizing social distancing.</p>	<p>Facilities Open- Implement preventative practices and proactive health and safety protocols</p>

It is the intent that school return in August to our physical campus (albeit with accommodations). Several primary logistics and planning considerations will need to be addressed, specifically entrance and cleaning protocols, social distancing, scheduling and maintaining faith instruction and our Lutheran identity.

Traditional School Setting (Green): Atonement campus will be open to students, staff, parents and guests (business as usual with the implementation of preventative practices and best practices health and safety protocols).

Modified Traditional (Yellow): Current operations – Atonement campus is open to restricted populations (students, staff and essential vendors/guests. Self-contained classrooms, staggered scheduling, intensive health and safety protocols are enacted.

Non-Traditional School Setting (Red): Short Term - For some students/staff a return to school may be inadvisable. In those cases, school will have to occur in some sort of remote configuration. Extended - Logistics and planning considerations will be made for technology support, developing and delivering high quality remote instruction, as well as maintaining a sense of community for all students Pre-Kindergarten through grade eight.

SCHOOL CALENDAR

It is the plan of Atonement Lutheran to operate following the 174 school day calendar for 2020-21 as published. To the maximum extent possible, learning will occur on campus with precautions in place.

It is not our intention to close the building, but we must plan for this option to be forced upon us either by regulation or by cases in the community and/or school. A comprehensive PK through Eighth Grade remote learning plan is being developed in case this mode of learning is needed.

WHEN IS IT NECESSARY TO MOVE TO NON-TRADITIONAL REMOTE LEARNING

- The St. Louis County Health Department suggests that if over 5% of the student body in a building or district test positive any day, 4% test positive over 2 days in a row or 3% test positive for 3 days in a row, then the building will be closed for 10 days (percentages may change when better scientific data becomes available).
- Atonement Lutheran School will follow directions given by government official(s).
- Administrative discretion will also be used in determining whether to close the school building.

HEALTH & SAFETY PROTOCOL

Increased national and state requirements are in place for student and employee health and safety protocols. The conditions, current medical landscape, and growing body of knowledge surrounding COVID-19 continue to evolve. This reality presents challenges to planning, preparing, and guiding school operations. Therefore, expect document revisions accordingly. It is very important for parents to understand this policy and know what will be required of you in case your child develops a fever, **including being able to immediately pick your student up from Atonement Lutheran School.**

The health and safety of our students, parents, teachers and staff are of the utmost importance to us. We strive to always provide a healthy Christ-centered community for the physical, emotional, spiritual, and academic well-being of our entire Atonement Lutheran family. Modeling trust and faith in the Lord for our children is crucially important as we respond to COVID-19 with the seriousness it requires.

CARE ROOMS: SEPARATION WHILE IN SCHOOL COVID-19 SYMPTOMATIC

It is recommended that schools have a room or space separate from the nurse's area where students or employees who feel ill are evaluated or wait for pick up.

- All students and staff will wear a protective mask/buff/shield.
- Only essential and assigned staff members may enter the room.
- Records will be kept of all persons who enter the room and the room will be disinfected several times throughout the day.
- Strict social distancing is required and staff must wear protective PPE.
- Students who are ill will be walked the most direct route to the clinical room.
- Students who are ill will be escorted out of the building by the nearest exit and reunited with their parents outside.
- Students and staff are excluded from returning to school for 72 hours unless they receive written approval from their healthcare provider.

CARE ROOM: NON COVID-19 RELATED

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's station located in the school office.

CONFIRMED CASE OF COVID-19 ON CAMPUS

If there is confirmation of a person infected with COVID-19 on school property, the school administrator or his designee will work with the Department of Public Health to:

- ✓ Identify who the individual was in contact with, within a 6 foot space, for at least 15 minutes.
- ✓ Atonement Lutheran School will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.
- ✓ In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the staff or students, Atonement may close for 1-2 days for cleaning and disinfection of the building or exposed area if unable to clean during the nighttime closing.
- ✓ It is the responsibility of the Department of Health to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, regarding self-quarantine and exclusions. As required by the Family Education Rights and Privacy Act (FERPA) the individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department.

DAILY SCREENING

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure. Screening can consist of self-screening, school based screening, and/or medical inquiries. The type and extent of the screening is at the discretion of the school.

Self-Screening – Parents/guardians will be asked to screen their child(ren) at home prior to coming to school. This will include taking a daily temperature and completing a short Google form questionnaire to communicate information about any symptoms with the school staff prior to coming to campus. Students and employees exhibiting symptoms of COVID-19 are prohibited from coming to school.

School-based Screening – Prior to entering the building, self-screening documents (health questionnaire and temperature) will be checked. Any student or staff member who registers symptoms at the school-based screening will be sent home immediately. We will follow the local health department regarding contact tracing.

EXCLUSION FROM SCHOOL

It is recommended by local and federal health officials to exclude students from participation who have a contagious disease such as COVID-19 or who are liable to transmit the disease after having been exposed to it. In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine. Therefore, students and employees may be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC guidelines (that are not otherwise explained). These include:

- a). A fever of 100 F or greater
- b). Persistent cough
- c). Shortness of breath or difficulty breathing
- d.) Chills/Repeated shaking with chills
- e). Muscle pain
- f). Headache with neck pain
- g). Sore throat
- i). New loss of taste or smell
- j). Rash



- **No admittance if anyone in household is running a fever 100 or above** (or if they are displaying likely COVID-19 symptoms), unless with a doctor's verification of a different underlying cause.
- If fever patient has sibling at school, they must go home as well and may return when to school **72 hours** after all symptoms of fever patient has disappeared without the aid of medication or when they have a doctor's note of release.
- Patients with vomiting and diarrhea will only return to school **24 hours** after all symptoms disappear without the aid of medication.

- Students with an elevated temperature of 99 will be monitored every hour regarding change in temperature and conditions.
- If students and employees have a cough or other symptoms caused by allergy, asthma, or other reasons entrance will be allowed with their healthcare providers written clearance provided no other symptoms arise.
- No admittance if you have traveled to a regional/national COVID-19 hotspot within the past 14 days unless documentation of negative COVID-19 test results following return can be produced for all family members.

ILLNESS AT SCHOOL/COVID-19 SYMPTOMS AT SCHOOL

If a student becomes ill in any nature or begins to show COVID-19 symptoms at school:

- Student will be escorted using the least populated route to the designated infirmary space.
- No staff other than the school administrator or his designee caring for the child will enter this space while the child is present or until the area has been properly disinfected following the use.
- Parents will be asked to pick up child and any siblings immediately. If parent cannot be reached within 30 minutes, an emergency contact will be notified.
- Staff members caring for the child (will be using PPE) and will remain in the room with the child. Siblings (without symptoms or fever) will remain in the classroom until parent's arrival.
- The school administrator (or designee) will escort the child to the car.
- If COVID-19 conditions are present, the local health officials will be contacted and health department guidelines will be followed for contact tracing while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and Family Education Rights and Privacy Act (FERPA).

POTENTIAL EXPOSURE TO COVID-19

- The school office and/or administrator is to be contacted immediately should you be notified that someone in your household has potentially been exposed to COVID-19 with an explanation of the circumstances (as this helps administration take the appropriate measures in response).
- Failure to disclose potentially puts the entire school community at risk. Intentionally withholding or not following guidelines could result in disciplinary actions, including short or long term removal from our program.
- A typical example that would require you to report potential exposure:
 - A family visited a business or public location, etc. that has had a confirmed COVID-19 case and guidance has been issued to isolate and/or be tested due to potentially being in contact with COVID-19.
 - A negative COVID-19 test result and absence of all symptoms will be required before allowed to return to school.
 - A student was in direct contact with someone who has tested positive for COVID-19.
 - The student must meet Department of Public Health and CDC criteria which may include a 14 day exclusion period, 2 negative test results, or 10 days post onset of symptoms.

RESPONSE TO EXCLUSION OR SELF-QUARANTINE

As soon as Atonement becomes aware of a student or employee that may have COVID-19 or that has been excluded from school or recommended self-quarantine, the custodial staff will be informed so that all desks, lockers, cubbies, and workspaces may be thoroughly disinfected. If the school is not open when notification occurs, the CDC recommends the custodial staff wait 24 hours or as long as possible prior to disinfecting and fogging the area and instead, block off the area so others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.

SELF-QUARANTINE

If a student or employee has recently had close contact with a person with COVID-19 symptoms or diagnosed with COVID-19 or has recently traveled somewhere considered to be a "hot spot" by the CDC, Atonement Lutheran School may exclude the student or employee from the building and recommend they self-quarantine for 14 calendar days or provide negative COVID-19 test results.

REMOTE EDUCATION FOR QUARANTINED STUDENTS

Students who are symptomatic should be in bed and resting. However, some students may be quarantined due to a family member and able to participate in remote education. Remote education for quarantined students will vary depending on the age and abilities of the student.

RETURN TO SCHOOL AFTER ILLNESS/EXCLUSION

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those recommendations are:

1. *Untested*

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- a. They have not had a fever for at least **72 hours** (that is 3 full days of no fever without the use of medicine that reduces fever); and
- b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- c. At least ten (10) calendar days have passed since your symptoms first appeared. If the child or staff member has symptoms concerning for COVID-19 and subsequently is determined by a medical provider not likely to have COVID-19 infection, the child or staff member may return to school.
- d. Students and staff may return before the 72 hour window has elapsed if they are approved to do so in writing by their healthcare provider documenting no clinical suspicion of COVID-19 infection.
 - Any child or staff with close contact (within 6 feet for more than 15 minutes) to a person suspected or diagnosed with COVID-19 shall be excluded from school for 14 days and monitored for symptoms. If symptoms develop, they should be evaluated and tested for COVID-19.

2. *Tested Positive- Symptomatic*

Persons who experienced symptoms and have been tested for COVID-19 may return to school if 3 of the following conditions are met:

- a. They are fever free for 72 hours (without the use of medicine that reduces fevers); and
- b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- c. At least ten (10) calendar days have passed since symptoms first appeared; or
- d. The individual has received two (2) negative tests, at least 24 hours apart.

3. *Tested Positive – Asymptomatic* Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten (10) calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

MEDICAL INQUIRIES

- If a parent calls a child in sick, the office will ask the parent if the child is exhibiting symptoms of COVID-19
- If an employee calls in sick or appears ill, the school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their house being tested for COVID-19, or has recently traveled to somewhere considered to be a "hot spot" by the CDC, Atonement may exclude the student or employee from the building and recommend that they self-quarantine for fourteen (14) calendar days.

IMMUNIZATIONS

Immunization requirements remain in place. All students who are not immunized or do not have a legal exemption on file will not be allowed to attend school until those immunizations have been completed or the first dose of an ongoing immunization is received. Students may be excluded from school if there is an incident of a disease from which they are not immunized in the school community.

PREVENTATIVE MEASURES

BUILDING ACCESS RULES

- Building access is currently limited to employees, students, and essential vendors/guests who have fulfilled the daily health screening requirements.
- All students, employees, and essential vendors/guests must provide daily proof of their health declaration (see Health Screening Form) at the front door before being given access to the building.
 - Staff will make a visual inspection for signs of illness, which could include flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, coughing, congestion, runny nose, etc.
- All students, employees, and essential vendors/guests must submit to a daily temperature reading with a non-touch thermometer before being given access to the building. A secondary temperature check may be taken midday.
- All students, employees, and essential vendors, guests will be asked to use hand sanitizer before entering the building.
- With an overabundance of caution, the following guidelines will be used to start the school year.
 - ⊖ All employees, essential vendors/guests/parents/guardians are required to wear a protective mask/shield when in the building.
 - Students in grades 4 – 8 must wear a mask at all times.
 - Younger students should wear mask when in close proximity of another individual. i.e. media center.
 - Students will be instructed on the proper manner in which a mask should be worn.
 - Essential vendors are required to wear a protective mask/shield in any common place in the building (school office, hallways, classrooms, kitchen, etc.). They may remove them with permission in administrative offices if social distancing is possible.
- Students and employees must strive to maintain 6 feet from anyone outside their class.

CAMPUS CLEANING AND DISINFECTING

Our staff works hard to ensure the highest level of cleanliness, disinfection and sanitizing.

Atonement will:

- Routinely clean, disinfect, and sanitize surfaces and objects that are frequently touched especially toys, games, doorknobs, light switches, sink handles, countertops, desks, chairs, tables, cubbies, bathrooms, etc.
 - Toys and objects that children have placed in their mouths or that are otherwise contaminated by bodily fluids will be set aside in a container until they are cleaned, sanitized and air dried.
 - Staff will not share toys and manipulatives with other classrooms, unless they are washed and sanitized before being moved to another room.
 - When possible, use of common supplies will be discontinued in favor of individual supply boxes.
 - Children's books, like other paper-based materials such as mail or envelopes, are not considered a high-risk for transmission and do not need additional cleaning or disinfecting procedures.
- Ensure safe and correct application of products and keep them away from the children.

CLOTHING

Staff and students should bring a change of clothes (students need to be in a labeled bag) in the event of fluid-contamination.

- Staff will engage in proper hand hygiene if they come into contact with bodily fluids.
- The staff and student will change their clothes if they come into contact with bodily fluids
- Any contaminated clothes will be placed in a plastic bag for laundering at home.

Child Care/Extended Care

- Open as normal. The gymnasium may be used for social distancing.
- Spacing between students of different ages to maximum extent possible. Assigned rooms/tables by grade.
- No toys, trinkets, athletic equipment from home.

FACE MASKS/NECK BUFFS

The use of face coverings will be dependent on a variety of factors. We understand that face coverings may be challenging for students (especially younger students) to wear all day in a school setting.

- Students will be taught why face masks are important and why the people wear them.
- Students will be taught the correct methods for removing masks (pulling from the sides, not the center)
- Adults and 4th - 8 students are to wear masks when in the building during the school day.
- K-3rd grade students may wear a mask.
 - Younger students should wear mask when in close proximity of another individual. i.e. media center.
 - Face masks should not be worn during physical activity (gym, recess, athletics)
- 4th-8th grade students:
 - Masks will be worn throughout the day. Face masks should not be worn during physical activity (gym, recess, athletics)
 - Teachers and staff will wear face shields/masks at all times.
- Students will be frequently reminded not to touch face and eyes and to wash their hands throughout the day.
- Essential vendors/guests are required to wear protective masks inside the building at all times during school hours.
- We encourage our families to maintain a supply of masks or consider a secondary cloth mask.

FIELD TRIPS

- No field trips will take place during the first quarter. Adjustments may be made as the school year progresses.

FOOD SERVICE/DINING

- **It is important that children are able to open containers on their own. I.e. Juice boxes/Lunchables**
- All food service workers will wear a face mask or shield.
- Cafeteria staff will continue to use best practices in food prep and sanitation. Frequently washing and sanitizing all food contact surfaces, hand washing and glove changing.
- Utensils will be provided directly by the cafeteria staff or disposable
- Per usual, all classroom party treats must be commercially prepared, prepackaged and follow allergen guidelines.
- Food sharing is strictly prohibited.
- Mandatory hand sanitation
- Atonement will stagger meal times to provide adequate physical distancing. Children will not sit across from one another at a table, but every other seat and staggered to help with social distancing.
- All dining areas (cafeteria, classroom or outside) will be cleaned and disinfected after use.
- Masks will need to be properly cared for during lunch.

GYM/PE

- Face masks should not be worn during physical activities (PE, recess, and athletics).
- Physical distancing will be encouraged with non-contact sports and activities.
- According to John Hopkins School of Medicine, COVID-19 is not spread through sweat. However, surfaces touched by multiple people that are dirty will be cleaned prior to disinfection.

HAND WASHING

Hand washing and avoiding touching your face, eyes, nose, or mouth are important steps a person can take to avoid becoming sick or spreading germs to others. Students will wash their hands several times throughout the day.

- Hand washing includes washing with soap and water for at least 20 seconds, especially before entering the building, after going to the restroom; before eating and after blowing nose, coughing/sneezing, before administering band aids, after playing outdoors, etc.
- Approved alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available. Children will be supervised if they use hand sanitizer to prevent ingestion. Posters describing hand washing steps are near sinks.
- Atonement will teach and reinforce washing hands and respiratory etiquette among student and staff.



PERSONAL BELONGINGS

Every effort should be made to reduce the amount of materials, supplies, and personal belongings going to and from school. As always, students should not bring toys, sports equipment, trinkets, stuffed animals, pacifiers, etc. to extended care or school. If early childhood students sleep with an item, only one item may be brought to school and it must come to school inside the child's backpack where it will remain until naptime.

RECESS

- Classes go outside when possible at scheduled time.
- Masks will need to be properly cared for during recess
- Students must wash hands before and after recess with soap and water for 20 seconds
- Students will be instructed if they sneeze, cough, etc. to get hand sanitizer from teacher on duty
- Inclement weather recess (in gym if available, using dividers to separate, with classroom specific ball bag)

RESTROOMS

- Atonement will increase cleaning/sanitizing frequency for restrooms.
- Signs will be posted in bathrooms and near classroom sinks instructing students and staff on proper handwashing protocol.

SOCIAL DISTANCING

Social distancing is the intentional physical separation between people to prevent the spread of germs and virus.

- Classroom Considerations
 - As possible, students will remain within their classroom.
 - Every student will have a consistent daily seat location.
 - Students sitting at tables and desks will face in the same direction or use alternating patterns to the maximum extent possible so students are not sitting directly across from one another.
 - Areas used by multiple students (instruction tables) will be sanitized between uses.
 - Students will continue with assigned spots during group instruction on carpet squares.
 - Classrooms have been cleaned out to provide more open space. Desks and seating will be assigned and spaced out as much as possible.
 - Space markers placed on floors to help with social distancing in lines, etc.
 - When possible, the teacher will move and the students will stay in the same room (middle school).
 - Children that take naps will spread out throughout the room.
- Mixing of grades (in hallways, playground, gym, and cafeteria) will be as limited as possible and groups will be staggered.
- Chapel services and assemblies will be modified to include smaller groups or be broadcast into classrooms.
- Avoid physical contact such as shaking hands etc.
- Parents avoid congregating in groups in parking lot or drop off/pick-up lines.
- Building access has been restricted to employees, students and essential vendors/guests during operating hours.
- All individuals who spend more than 15 minutes within 6 feet of an individual tested positive for Covid 19 must quarantine.

WATER FOUNTAINS

Drinking from water fountains will not be utilized until further notice. Students need to bring a water bottle with their first and last name clearly labeled on it to school. We recommend larger sport bottles (1/3 gallon) for older students. Bottle refills will be allowed at fountain.

Arrival/Dismissal Protocols

Before you arrive at Atonement Lutheran School parents/guardians will:

- Take student's temperature and submit daily health screening at home
 - ✓ If student is free from all symptoms, proceed to school for the day with the screening form.

When you arrive at Atonement Lutheran School you have 2 options:

- **OPTION 1: Drop off from car in parking lot.**
 - ✓ Parents may pull up curbside in front of the school. Roll down the passenger side window.
 - ✓ School staff will confirm the completed health screening form & temperature have been submitted
 - ✓ Have your student lift hair back for non-touch temperature check.
 - ✓ If no fever (100.0) and no other symptoms are present, students may:
 - ❖ exit the car (passenger side only onto the sidewalk)
 - ❖ If student needs assistance unbuckling/exiting the car, parents should use **Option 2**
 - ✓ Students may proceed to hand sanitation station with mask on.

***PARENTS SHOULD NOT LEAVE THE DROP OFF LINE UNTIL THEIR CHILD HAS BEEN SCREENED FOR TEMPERATURE AND HANDED THE SCHOOL STAFF COMPLETED SCREENING FORM.**

- **OPTION 2: PARK AND WALK UP**
 - ✓ Parents may park and walk their child to the front entrance.
 - ✓ Parents must wear a protective mask and stand 6 feet away from all other parents and students.
 - ✓ School staff will confirm the daily temperature and health screening have been submitted.
 - ✓ Students will have their temperature taken with a non-touch thermometer.
 - ✓ If no fever (100.0) and other no other symptoms are present, students may proceed to the hand sanitation station and enter building with mask on.
 - ✓ Parents/Guardians ~~should~~ may only enter building for school business. They must also have their temperature taken and supply completed screening form. Pre-Kindergarten and Kindergarten parents may enter the building for the first week of school. Proper temperature and completed screening form will be needed.
- The student's temperature will be taken with a non-touch thermometer, upon arrival.
 - ❖ Temperatures of 100 or more will be checked twice.
 - ❖ Students must remain home until they and everyone in the family are fever free without the assistance of fever reducing medicine for **72 hours.**
 - ❖ Students with vomiting and diarrhea may return after 24 hours after all symptoms disappear without the aid of medication.
- Students will stop at the hand sanitation station before entering the building. A staff member will assist/supervise students with the use of hand sanitizer. Students put away their belongings in a cubby and begin their day.
 - ✓ **Students need to fit everything into their backpacks or have it attached to their backpacks so their hands are free when they enter the building.**
 - ❖ We don't want students setting their backpacks, lunchboxes or water bottles down on the floors when they sanitize their hands.
 - ❖ When possible pack disposable utensils etc. in lunches.
 - ❖ Clearly label everything.
 - ❖ Please provide labeled non-glass water bottles with names clearly labeled.

Water fountains will be used only to fill water bottles.

3:15 DISMISSAL AT FRONT PARKING LOT

- ✓ All parents/guardians will pull into the parking lot in “snake” fashion.
- ✓ Display your car tag (with your family name) in the windshield.
- ✓ Students will be dismissed in order that families arrive.
- ✓ Students not picked up by 3:30 will be checked into Extended Care.

➤ **EXTENDED CARE PICK-UP (3:30-6:00pm)**

- ✓ Parents/guardians will ring the door bell and inform staff of whom they are picking up.

Coping with Trauma and Stress

It's important to understand what we mean by the terms trauma and toxic stress. Trauma does not have a simple definition. We think about trauma as a combination of the things that happen to us and how we experience them. The Substance Abuse and Mental Health Services Administration (SAMHSA) describes trauma as “an event, series of events, or set of circumstances that is experienced by an individual as physically or emotionally harmful or life threatening and that has lasting adverse effects on the individual's functioning and mental, physical, social, emotional, or spiritual well-being.” More simply said, trauma happens when we experience a threat to our safety that overwhelms our ability to cope.

Toxic stress is very similar to trauma in that it happens for us and our children when our coping mechanisms are overwhelmed. Not all stress is bad. In fact, we want our children to experience some stress. Think about the stress of the challenge of learning to read or ride a bike. A little bit of stress helps our kids learn and become better at bouncing back in the face of adversity. Too much stress for too long, though, can make it hard for our kids to learn or control their emotions and behaviors. This ability to bounce back – or “bounce forward” – from stress and overcome hardship is resilience. We want our children to build resilience so that they can cope with life's stressors and challenges as they grow older.

Children's parents or caregivers are the most important people in their lives, and the ones best positioned to help children deal with traumatic experiences. That said, it never hurts to give children more access to healthy, supportive relationships with adults and practices that support their resilience and wellbeing. Children spend about half of their waking hours inside a school building, so it's essential that these hours not only prepare them with academic skills, but also the life skills that will be essential in their future.

Finally, regardless of the scenario, attending to social-emotional health of students and faculty will be paramount. We should not underestimate the chronic nature of this current pandemic and the potential for post-traumatic responses. Additionally, it is important to recognize there may be lasting impact of those that are medically fragile or immunocompromised.

Remote Learning

If the need arises remote learning may be utilized. More information regarding remote learning will be addressed as the need arises.

Tuition

Atonement Lutheran School tuition is calculated to cover salaries, teaching materials, facilities costs, etc. Therefore, tuition will remain the same regardless of if we are teaching on campus or remotely.

DAILY HEALTH SCREENING FORM

Date: _____

Name: _____ Temperature: _____

Phone number(s) that can be contacted today: _____

Nature of Business Today: (Please check one)

- Student
 Staff
 Vendor - Company Name _____
 School Tour- list grade(s) _____
 Meeting with school staff (list who) _____
 Other _____

Have you felt feverish or have you had a fever in the last 24 hours? YES NO

Do you have a chronic or new cough? YES NO

Do you feel short of breath or have difficulty breathing in a way that is not normal for you? YES NO

Do you have any of the following symptoms:

Fatigue YES NO

Muscle ache YES NO

Headache YES NO

Sore throat YES NO

Runny nose YES NO

Congestion YES NO

Have you had an exposure for more than 15 minutes and closer than 6 feet to a person who has a test confirming diagnosis of COVID-19 in the previous 14 days YES NO

Your entrance will be denied with a temperature of 100 degrees or above, exposure (as described above) to someone that tested positive, or showing signs of symptoms.

Please return home, self – isolate and/or call the COVID 19 hotline at 877-435-8411.