

# Zion Lutheran School

Staying Paws-itive:  
Healthy School Initiative  
2020-2021



[Jesus said] "I have said these things to you, that in me you may have peace. In the world you will have tribulation. But take heart; I have overcome the world."

--John 16:33

07/16/2020

*Subject to change without notice.*

## Preface

The following document is the result of Zion Lutheran School's Planning Committee meetings. In our meetings we discussed how to respond and apply to Zion Lutheran School the extensive requirements and recommendations described in the Office of Superintendent of Public Instruction's (OSPI) *Washington State 2020 Reopening Guide for School Districts*. OSPI provides oversight and policy enforcement for all schools in Washington State, including private Christian schools. Our committee consisted of a variety of voices from our school community including school staff, teachers, medical professionals and parents.

Our Planning Committee met regularly to discuss the OSPI document, along with guidelines described in documents from the Center for Disease Control, Washington State Department of Health and others to identify the best practices for our school to implement these requirements and recommendations. We discussed all the details necessary for our campus to open in September with our traditional five day schedule. First and foremost on our minds was the safety of our students and our school community, while being mindful of our school's mission to provide quality Christian education.

School will look very different this year, and we ask for your patience, trust and support as Zion Lutheran School implements the following reopening plan. The adjustments we're making will affect practically everything we do, and you will need to be prepared for changes impacting drop-off and pick-up, our hot lunch program, chapel, field trips, back-to-school night, Christmas Shoppe, the Musical and before- and after-school care. Classrooms will look different too, as teachers limit close contact, limit sharing of objects, require regular hand-washing and space desks apart. We'll be asking you daily to certify that your child is healthy and symptom free and temperature checks will be required of everyone on campus.

At the same time, our goal within this framework is to provide an uplifting, peaceful and enjoyable experience at school. We know that God is watching over our school, and that he asks us to cast our burdens upon our savior, Jesus Christ. To help students identify the six-foot expectation of social distancing, we are painting Cougar Paws on our breezeways, and placing Cougar Paw stickers on our walls and lunch tables. Rather than asking students to stand six feet apart, teachers can just say, "Find a Cougar Paw!" Our committee chose to incorporate this "paw" theme in the title of our document, because it serves as a reminder for us to "stay paws-itive". This will certainly

be a memorable school year, and we hope that Zion Lutheran School remains a calm in the storm for you and your family.

Finally, our goal was to complete this document in a timely manner in the interest of transparency for our school community. Every public school district and every private school in our state must follow the same restrictions and recommendations as we do. Our hope is that you recognize the advantages of our school, chief among these that our wonderful teachers and staff are able to adapt to conditions and respond to your concerns in ways that other schools cannot. Our beautiful 20-acre campus is truly a gift from God in these times, as we have the opportunity to spread out our classes with outdoor time and to hold some classes outside. We hope you see that we are doing everything we can to keep our students, staff and school families safe while continuing to thrive in our mission of providing quality Christian education. As you read through this document, please do so in a spirit of grace and partnership as we do the Lord's work together.

In Christ,

**Zion Lutheran School Planning Committee**

Peter Martin, Principal and Parent

Sharla Spoelstra, ISSA-CMI Certified Cleaning Specialist, Custodial Supervisor

Annette Woolley, Head Teacher and Parent

Melissa Hackmann, Preschool-through-2nd Grade Department Head and Parent

Heather Stahl, Middle and High School Department Head

Polly Forster, Medical Laboratory Technician and Parent

Rosheila Martin, Registered Nurse and Parent

Rachel Weiding-Marty, Medical Educator and Parent

Amanda Hereth, Development Director and Parent

## References

- [Washington State 2020 Reopening Guide for School Districts](#)
- [OSPI Q&A about Reopening Guide](#)
- [Washington State Department of Health: Child Care, Youth Development, and Summer Day Camps During the Covid-19 Outbreak](#)
- [rschoolday.com with Daily Check-in App](#)
- [CDC \(Center for Disease Control\)](#)
- [Snohomish Health District's Information for Schools and Child Care](#)
- [Washington State Department of Health: K-12 School Guidance](#)
- [American Academy of Pediatrics](#)

## Plan Summary

- School will be in session five days a week for all K-12 students.
- Preschool classes will operate under normal schedules, with adjusted start times.
- Face masks are required for everyone on campus at all times with few exceptions. Exceptions include teachers in the context of a lesson, and persons with certain health conditions. In these cases, face shields must be worn if possible.
- Masks are not required during lunch, outdoor PE or outdoor recess provided that appropriate social distancing is in place.
- Children under the age of 5 are not required to wear masks or shields.
- Before exiting their vehicle at school each day, every student must have a submitted attestation that their household is COVID-19 symptom-free.
- RSCHOOLTODAY is providing our smartphone attestation app, which can be digitally signed by families each morning from home.
- Teachers will use non-contact thermometers to take daily temperature checks for each student.
- Parents will be asked to remain in vehicles at drop-off. A staff member will meet your child at your car and direct or escort him/her to class. We will have three distinct drop-off areas.
- We will work to ensure that the drop-off process is as easy as possible for each family, particularly those with children in several grades.
- Preschool and Kindergarten parents may bring their child to class with appropriate social distancing measures.
- Parents will be asked to remain in vehicles at pick-up. A staff member will ensure that your child safely enters your vehicle.
- Staggered start and dismissal times help with traffic flow and assist with social distancing requirements, so we are making adjusting start and end times for the following classes to these new times:
  - Morning Preschool times are changed to 8:15am to 11:00am.
  - Afternoon Preschool times are changed to 12:30pm to 3:15pm (2:15pm on Fridays).
  - Kindergarten times are changed to 8:15am to 2:45pm (1:45 on Fridays).
- So that students can cross directly from the gym to the playground with no moving cars present, between the hours of 9am and 1pm the center of the campus is free from moving vehicles, and both gates become u-turn-only.
- There will be minimal interaction between classes, including at recess and lunch.

- Our school lunch menu will serve brown-bag cold lunches for the month of September as we ensure the adequacy of our health and safety procedures in the cafeteria.
- Field trips and events requiring significant social interaction including the Musical, Christmas Concert, and L.E.S.T. are temporarily removed from the schedule, as are the "Buddies" program and Watch D.O.G.S.
- Chapel services are held in individual classrooms and presented online.
- A positive case of COVID-19 in a student or member of his/her household will result in his/her entire class immediately converting to remote learning for two weeks.
- Purchases include an E-Mist sprayer, multiple masks for each student and cleaning supplies.
- An additional custodian/cleaning specialist is being hired.
- New signage will ask our school community members to stay home if they are sick or showing any symptoms of COVID-19.
- Our staff room has been converted to a health room.
- Athletics programs are limited to those approved by our respective leagues, and subject to social distancing requirements and best practices.
- Water fountains are closed, and we will have multiple bottle-filling stations available.
- Hand-washing stations are being installed in main-building classrooms.
- In lieu of back-to-school night, parents and students will be given a personalized guided tour of the campus along with new protocols and procedures.
- Students must arrive with a "home-to-school" mask each day, which they wear to the classroom and wear home. The school will provide a clean mask to wear during the school day if needed.
- In the event that a class converts to remote learning for two weeks, expectations are clear to all involved: number of online meetings per week, how grading will work, which assignments are due, how to turn in work packets.
- A subcommittee is studying distance learning options and hybrid models to provide Zion families these choices as well.
- We are cleaning according to CDC standards.

# Policy & Procedures

## 1. General Rules for Campus

- a. Everyone on campus must wear cloth masks at all times with the following exceptions. In the case of each exception, face shields must be worn if possible, and a written doctor's note is required for items i-iv.
  - i. Those suffering from certain respiratory conditions or trouble breathing.
  - ii. Those with a disability that prevents them from comfortably wearing or removing a face covering.
  - iii. Those who are deaf or hard of hearing and use facial and mouth movements as part of communication.
  - iv. Those advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person.
  - v. Teachers are permitted to wear a face shield in lieu of a face mask within the context of a lesson
  - vi. Staff members working alone in a room.
- b. Administration limits non-essential visitors

## 2. Arrival at School Practices

- a. Preschool and Kindergarten Classes will be staggered to start 15 minutes earlier than other classes.
- b. Upon arrival, all students must be certified by parents to be COVID-19 symptom-free via the RSCHOOLTODAY App, and must have their temperature taken.
  - i. Late arrivals check in at the office.
  - ii. Paper copies of the attestation are available as backup to the app.
  - iii. Before-care will take place in the library, and follow the above protocol
- c. We will maintain records of the parent attestation of student health and the temperature we record
- d. Students arrive at school wearing a parent-provided "home mask"; which they may trade for a school-provided "school mask" each day upon entering the classroom
- e. A staff member greets each vehicle, checks for health and directs children to class

- f. Kindergarten, 1st and 2nd grade will use the Western Breezeway (adjacent to the library)
- g. Preschool, 3rd and 4th grades will use the Eastern Breezeway (adjacent to the office)
- h. Parents will escort preschoolers and kindergarteners to and from class by waiting at Paw prints at breezeway with children.
- i. Students wash hands upon entering classroom

### **3. In Classroom Practices**

- a. Desks will be spaced around each classroom so that there is a minimum of six feet between desks.
- b. Limit shared teaching materials to those you can easily clean and sanitize
- c. Clean and sanitize hands-on materials often and after each use, or provide dedicated materials to each student
- d. Rotate toys and other frequently shared items to allow opportunity to wash and sanitize frequently
- e. Handwashing stations in classrooms (Preschool through 4th grade)
- f. Classes are set up in Google Classroom to expedite distance learning as needed.
- g. Students aged 3 and 4 in preschool are not required to wear masks, and extra measures will be taken in preschool to ensure student safety.
- h. Brown bags will be provided to hold masks when not being worn.
- i. Teachers will greatly reduce activities that would require students to congregate in one part of the room
  - i. Such as Calendar Time
  - ii. Small group reading
  - iii. Gathering on a rug

### **4. Adjustments to Physical Plan**

- a. Parking Lot
  - i. Barriers will keep cars from so that the center of the campus is free of moving vehicles
    - 1. These will be set up at 9:00 and taken down at 1:00 every day
    - 2. "No through traffic" signs will be posted, and cones placed to create a turn around pathway
  - ii. Teachers and staff will park between the West Gym doors and the Central Crosswalk
- b. Dampers in the main building will be opened to allow the maximum



amount of outside air to enter

- c. Teachers leave windows open when possible.
- d. Staff room is now the health room
- e. Teachers are encouraged only to utilize office for essential purposes

## **5. Cohort Movement Practices**

- a. Specialty Classes such as music and art will take place within homeroom classrooms
- b. Specialty teachers will have time between classes to wash and clean their supplies, hands and masks

## **6. Dismissal Practices**

Staggered times and varied pickup/dropoff areas help with traffic flow and social distancing requirements. Expediting vehicles should be as quick as safely possible, and families requiring extra time may be asked to pull out of line so that we can provide extra help.

- a. Changes to start times:
  - i. Morning Preschool changed to 8:15am to 11:00am.
  - ii. Afternoon Preschool changed to 12:30pm to 3:15pm (2:15pm on Fridays).
  - iii. Kindergarten changed to 8:15am to 2:45pm (1:45 on Fridays).
- b. Classes will dismiss directly to vehicles at three pre-assigned positions on campus:
  - i. Kindergarten, 1st and 2nd grade will use the Western Breezeway (adjacent to the library)
  - ii. Preschool, 3rd and 4th grades will use the Eastern Breezeway (adjacent to the office)
  - iii. 5th through 12th graders will walk to their parent's vehicles directly. These vehicles will wait for students "below" the Central Crosswalk located at the 5th grade portable
  - iv. Preschool and Kindergarten parents wait at paw prints on breezeway for children to be dismissed

## **7. Lunch Practices**

- a. Staggered mealtimes ease congestion and allow for social distancing
- b. Our school lunch menu will serve brown-bag cold lunches for the month of September as we ensure the adequacy of our health and safety procedures in the cafeteria.

- c. Spread classes throughout cafeteria
- d. No more than four classes in the cafeteria at a time
- e. Separate entrance and exit doors
- f. 2-3 students sit at each bench
- g. Students remained seated during lunch, trash can brought to table or placed near exit
- h. Students use the restroom before arriving in the cafeteria
- i. Maximum of two students in the gym restrooms

## **8. Testing Positive for COVID-19**

If the school is informed that a student has tested positive for COVID-19, his/her class and all sibling classes will immediately transition to two weeks of distance learning

- a. Expectations are clear for all
  - i. number of online meetings per week via Google Meet or Zoom
  - ii. Work Packets are available in office and digitally
  - iii. Grading policy is clear
  - iv. Expectations of Parents, Students, Teachers are clear
- b. Administration consults with Snohomish Health District to determine procedures in the case of positive COVID-19 cases in our school community

## **9. Communication Practices**

- a. Signs posted at fences and office entrance remind everyone that they should not be on campus if they are showing any signs of COVID-19 sickness
- b. School communicates regularly with families and staff to emphasize the importance of staying home when sick, physical distancing of six feet, and hand hygiene.

## **10. Staff**

- a. On-site training for all staff to ensure staff are trained in health and safety protocols for our site, including how to screen for symptoms, maintaining physical distance, wearing appropriate personal protective equipment (PPE), frequent cleaning and handwashing, and what to do if someone develops signs of COVID-19.
- b. Prepare staff for alternative to back-to-school night, which is individual walk-throughs for families, focusing on practices and procedures
- c. "Cougar" videos of routines will be shared in advance

- d. Share schedules and routines

### **11. Suspension of High-Risk Activities**

- a. Events that require significant social interaction are removed from the calendar until further notice:
  - i. Back-to-school night
  - ii. School Musical
  - iii. Fall Festival
  - iv. Christmas Concerts
  - v. Field Trips
  - vi. Buddies Program
  - vii. Watch DOGS
- b. Read-a-thon and Christmas Shoppe are conducted within classrooms
- c. Chapel services are held in individual classrooms and are presented online until further notice

### **12. Cleaning Practices**

- a. A second custodian will be hired
- b. Increase cleaning, sanitizing and disinfecting
- c. Vacuum carpets daily with HEPA filters
- d. Cleaning high touch surfaces in classrooms and common areas
- e. Cleaning high touch plastic and metal surfaces outdoors such as door handles, grab bars and railings

### **13. Office Practices**

Limit congestion in the office

- a. Teachers administer daily medications to students (purchase locking cases for classrooms)
- b. Staff room becomes overflow room for spacing and for sickness
  - i. Staff should make photocopies outside of busy hours
  - ii. Daily Devotions via Zoom

### **14. Cleaning Practices**

Purchase of supplies and specialized equipment to effectively and efficiently disinfect indoor spaces, including E-Mist electrostatic sprayer

### **15. Athletics**

- a. Presently, all sports are on-hold due to restrictions on personal spacing and shared equipment

- b. Sports can open when conditions allow, and with coordination from other schools and teams in our respective leagues
- c. Our hope is to offer soccer and cross-country in the fall, and track in spring.
- d. If conditions allow, we will consider basketball, flag football and volleyball.

## **16. Before and After Care**

- a. Before Care
  - i. Will take place in the library
  - ii. Drop off at rear breezeway
  - iii. Health attestation due and thermometer check upon entry
  - iv. Incorporate social distancing
- b. After Care
  - i. Incorporate procedures listed for Before Care
  - ii. Potentially require a sign up list so that we can adequately prepare for staffing.

## **17. Recess**

- a. Classes have recess separately
- b. Students wash hands on their way out and in from recess
- c. Masks may be removed for outdoor recess (and P.E.) as long as social distancing occurs

## **18. Paws-itive Physical Distancing Language**

- a. Zion Cougars wash our paws to stay healthy "Cougar care"
- b. Zion Cougars are careful to keep our paws to ourselves "Check your paws"
- c. Zion Cougars stay one cougar length apart for safety "Paws-itive space"



## Appendix B: Screenshot of Health Attestation App from rschooltoday.com

