



GOOD SHEPHERD LUTHERAN ACADEMY

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GSLA Reopening Plan

The health and safety of our staff, students and their families are of the utmost importance at Good Shepherd Lutheran Academy. During these unique times and following the guidance of the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH), GSLA will implement safety procedures and guidelines in accordance with the requirements of government and health officials in order to conduct five-day, full day, in-person instruction to begin the 2020-2021 school year. The following plan details our approach to mitigate risk during the COVID-19 pandemic. Our entire staff will review this plan to ensure they understand their responsibilities. As the school year begins, the GSLA team will continually evaluate this plan and modify it as needed.

Requirements by IDPH

During Phase 4, the IDPH guidelines:

- Require the use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed, as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings;
- Require an increase in school-wide cleaning and disinfection.

All public and nonpublic schools in Illinois serving prekindergarten through 12th grade students must follow these guidelines.

COVID-19 Related Symptoms

According to IDPH, any individuals exhibiting these COVID-19 related symptoms will not be admitted into the building:

- Temperature of 100.4 degrees or above
- Fatigue
- Muscle or body aches
- Headache
- Cough and/or shortness of breath
- Sore throat
- Congestion or runny nose
- New loss of sense of taste or smell
- Nausea/Vomiting/Diarrhea
- Abdominal pain

Self-Certification

IDPH requires that individuals self-certify that they are free of symptoms before entering school buildings if the school does not conduct symptom screenings and temperature checks. GSLA staff, students, volunteers, and all other individuals will be required to complete a self-certification form before entering the building each day. Students, with the assistance of a parent or legal guardian, will need to complete the self-certification form each day. All individuals will go to gsladg.org and complete the self-certification form. The principal will then verify completion of the self-certification form using an iPad before any individuals are allowed inside the building. If students/parents/guardian are unable to complete the self-certification process before getting to school, a touchless thermometer will be provided so that the parent/guardian can take the child's temperature. The thermometer will be disinfected at that time and returned to the principal. If the parent is not able to conduct the temperature screening, the principal or other designated staff will conduct the screening and record the results digitally.

Example of self-certification survey:

Full name of individual wishing to enter the building: _____

Evaluation Questions:

- 1. Have you received a confirmed diagnosis for coronavirus (COVID-19) by a coronavirus (COVID-19) test or from a diagnosis by a health care professional in the past 14 days?*
- 2. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?*
- 3. Have you had close contact with or cared for someone with symptoms related to COVID-19 within the last 14 days?*
- 4. Have you experienced any of these COVID-related symptoms in the last 14 days (to include: Fever (100.4°F or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, new loss of sense of taste or smell, nausea, fatigue from unknown cause, muscle or body aches.)?*

How do you respond to these questions? (If the answer is "YES" to one or more of the above questions, select YES. If you are able to answer "NO" to all the questions, select NO.)

NO to all questions *YES to any one (or more) of the questions*

If NO is selected: Based on your answers, you are ALLOWED TO ENTER THE BUILDING.

If YES is selected: Based on your answers, you are NOT TO ENTER THE BUILDING.

Suspected or Confirmed COVID-19 Diagnosis

Space shall be provided in an unoccupied room (i.e. faculty workroom) for any student who becomes ill while at school. The space shall be ventilated and heated, within sight and hearing of the principal or designated staff member and equipped with materials that can be easily cleaned and sanitized.

Parents will be immediately notified if their child becomes ill at school and they will be expected to pick the child up in a reasonable time frame.

If a staff member or volunteer becomes ill while at school, he or she will be asked to leave the premises immediately.

GSLA will follow the exclusion guidance from the Illinois Department of Public Health when an individual exhibit COVID-like symptoms or is in close contact with an individual exhibiting COVID-like symptoms. You can find the latest exclusion chart here: <https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf>.

Any staff member will stay home from work if he or she feels ill.

Any areas of the school used by a sick person will be closed off and not used until proper cleaning and disinfection procedures have been completed. Windows will be opened to increase air circulation in the area. The area can be opened for use once it has been appropriately disinfected.

Reporting COVID-19 Diagnoses

If any child tests positive for COVID-19 the principal will:

Immediately notify the School Committee. The principal will then notify the DuPage Regional Office of Education and DuPage County Health Department. If directed, the principal will also notify IDPH and CDC, follow up in writing by the end of the day and assist with contact tracing, as needed. The principal will also communicate with the DuPage County Health Department.

The principal will then notify individuals in close contact (within 6 feet for more than 15 minutes in a given day) with the diagnosed individual. Communication will then go out to every enrolled GSLA family by email by the end of the day. Information given will be restricted to illness and class affected. No personal information will be given.

COVID-19 Health Practices

Face Coverings

- Face covering should fully cover the mouth and nose and it should fit snugly against the sides of the face with no gaps.
- Children and parents/guardians will arrive at the main school entrance and be required to wear a face covering before entering the building.
- All individuals, when inside the school building, will wear a face covering except when eating/drinking or during naptime.
- Face coverings do not need to be worn outside when social distancing is maintained.

- More frequent breaks will be taken outside throughout the day so that students are able to remove face coverings.
- Weather permitting, teachers will look for opportunities to hold instruction outside.
- Face shields are not to be used in lieu of face coverings.
- If an individual is unable to wear a face covering because of a medical contraindication, he or she must provide a physician's note. The only alternative to a face covering is a face shield and it must be worn at school as directed by a physician because of a medical contraindication. The face shield must extend above the individual's eyes, below the chin and wrap around both sides of the face.
- Parents will provide clean face coverings for their child(ren) on a daily basis.
- A stock of disposable face coverings will be kept on hand for use by anyone who arrives at the school without one.
- Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use.
- Parents are encouraged to provide multiple face coverings for their child each day in the event that one or more become unusable.
- Face coverings will be stored in plastic Ziploc bags or brown paper bags during lunch, snack time, and naptime.
- Face coverings should be labeled with students' names.

Social Distancing

- GSLA's staff will do their best to make sure social distancing is being practiced as much as possible throughout the school day.
- Teachers will do their best to make sure students' desks are at least three to six feet apart.
- All desks will be facing the same direction.
- If students are sitting at a table or on a rug or mat, social distancing will be practiced as much as possible.
- Naptime mats or cots will be spaced at least 6 feet apart as much as possible.
- GSLA will stagger times when each classroom releases for breaks (recess or lunch).
- Floor markings will be placed to delineate 6-foot distance between students in locations where they line up (water bottle refill station or in the hallway).
- Students will be assigned to every other locker.
- When outside, groups of 50 people need to be at least 30 feet apart.

Handwashing

All staff will be vigilant with their own hand washing as well as with the children's hand washing.

Children will sanitize/wash their hands:

- Upon arrival at school
- Before and after each meal
- After using the bathroom
- After wiping or blowing his/her nose
- After outdoor play

Staff will wash their hands:

- Upon arrival for the beginning of the day
- Before and after eating or drinking
- After using the bathroom or helping a child to use the bathroom
- After wiping or blowing own nose or helping a child to blow his/her nose
- After handling items soiled with body fluids or wastes (e.g. blood, drool, urine, stool, or vomit), even when gloves are used
- After outdoor play
- Before and after dispensing any medication
- Before and after administering first aid
- Before and after caring for a sick child

Staff and children will wash hands following Center for Disease Control and Prevention (CDC) guidelines:

- Wet your hands with clean, running water (warm or cold) and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

Safety and Sanitation

- Signage will be posted by every sink listing proper hand washing procedures in words and pictures.
- Hand sanitizer will be used only in situations where hand washing is not possible.
- Everyone is expected to use hand sanitizer whenever entering a classroom.
- Any classroom manipulative or shared sets will be sanitized between uses.
- All soft and/or hard to clean surfaces such as stuffed animals and dress up clothes will be removed from play areas.
- Toys and/or items that are mouthed will be immediately removed for sanitizing.
- Each student is encouraged to bring a reusable water bottle to school as drinking fountains will be disabled. The refillable water bottle stations will still be in use.

Cleaning Procedures

- All cleaning supplies and hand sanitizers (ABHR 60-95% Alcohol) will be EPA approved to disinfect against COVID-19.
- Hand sanitizer will be placed at each facility entrance and in each school room.
- The School facility will be cleaned nightly, and frequently touched surfaces (e.g. doorknobs) will be cleaned mid-day as well.
- A mist sanitizer unit will be used at night to deep clean all surfaces after each school day.
- Students may be asked to assist with wiping down any tables and chairs which they used in common rooms after each use.

General Health Practices

- Parents wearing a face covering are allowed to enter the building with their child at drop off if capacity allows (under 50 individuals in one space) but must exit from either the church doors (Preschool, Junior Kindergarten, and Kindergarten Parents/Guardians) or the doors by the library and bathrooms in the school (1st - 8th grade Parents/Guardians).
- Preschool Pick up Procedure: Parents/Guardians, while wearing a face covering, will come inside the building and social distance while waiting for their child. Once first in line, the teacher will dismiss his/her child so that the parent can help the child pack up. Parents/Guardians and child will exit through the church doors.
- K-8 End of the Day Pick up Procedure: Regular Pick up procedure with social distancing being practiced between each student waiting to be picked up on the sidewalk.
- Non-essential visitors will be kept to an absolute minimum during Phase 4.
- All visitors must sign in when entering the school and provide the reason for the visit, contact information, and all locations in the school visited, in case contact tracing is needed.
- Virtual tours will be offered for prospective parents, but on-campus tours will also be offered as long as all parties are wearing face coverings and social distancing is maintained throughout the entirety of the tour.
- Every effort will be made to have deliveries and repairs completed after hours and those that do will be required to wear face coverings.
- Lunches will take place in each student's classroom. Sanitation of each child's desk will take place before and after eating.
- Milk delivery at snack time and lunch time will be handled by a designated staff member.
- Microwaves will still be available for students to heat up lunch items and the front panel will be sanitized after each use.
- Potential field trips will be suspended until state and local officials have determined it is safe to resume them.
- Children's Choir rehearsals will resume when conditions allow.
- Piano lessons will be conducted as regularly scheduled. Proper handwashing before and after each lesson will be required, the keyboard will be sanitized between each lesson, and social distancing will be practiced.
- Band lessons will be conducted as regularly scheduled. Students will sanitize hands prior to handling instruments. Instruments should not be shared at any time. Band members are allowed to remove their masks during the time they are playing. Social distancing will be practiced during individual lessons and group practices.
- Chapel will be livestreamed in each classroom during its regularly scheduled time with each classroom watching and participating at the same time.
- Two students are allowed in a bathroom at any one time.

Contingency Plans

If school were to be closed due to government-mandated orders or outbreak of COVID-19 in classrooms, GSLA would move to our established E-Learning Plan (Appendix A).

To ensure all students have access to the technology devices necessary to carry out E-Learning, all K-8 students will be surveyed to see who needs a Chromebook in the event of a school closure.

If any materials were left at school by students, especially Chromebooks, appropriate faculty and staff will make those materials available for pick up at school.

Teachers will establish E-Learning procedures with the students in their classrooms during the first week and a half of in-person classes in August.

If a student must quarantine for 14 days because a family member was showing symptoms or was diagnosed with COVID-19 but is not sick, the teacher will work with that student and provide assignments at the beginning or end of each day and also arrange a daily Zoom call at the end of the school day to check-in or clarify assignments.

For students that are diagnosed with COVID-19 and unable to complete work on a daily basis due to the severity of the illness, the teacher will work with the student and family to arrange a plan for how missing assignments and homework should be completed while the student is absent.

Extracurricular Sports

GSLA will follow guidance and directives from the Illinois High School Association (IHSA) regarding extracurricular sports.

Definitions

ISBE - Illinois State Board of Education administers public education in the state of Illinois.

IDPH - Illinois Department of Public Health is the code department of the Illinois state government that prevents and controls disease and injury, regulates medical practitioners, and promotes sanitation.

Close contact - When two or more individuals are within 6 feet for greater than 15 minutes in a given day.

Social distancing - Individuals are at least 6 feet away from each other.

APPENDIX A

E-Learning Plan

Timeline

When all public and nonpublic schools are mandated by the governor's office or public health department to cease in-person instruction, Good Shepherd Lutheran Academy will transition to its E-Learning Plan (also known as remote learning) for the duration of the mandated shutdown. GSLA will follow the regular school calendar when conducting E-Learning.

Distribution of Materials

For families that do not have access to a printer or prefer to have the school print off the learning materials, paper packets will be available every Monday from 7:30-9:30 AM. Each packet will contain the required tasks/assignments for the student for every day of that school week.

Completed learning packets should be returned the following Monday when picking up the learning packet for the new week.

If families or individuals are not comfortable with handing in paper copies, please scan or take pictures of the completed work and either email or text them to the respective teacher.

Procedure for Picking Up/Dropping Off Materials on Mondays

1. Parents/guardians should drive up to the entrance of the school but not come inside.
2. Upon arrival, the parent/guardian should call or text the respective teacher letting them know they are at the school. Individuals can also call the school office at 630-852-5081.
3. The teacher will come out and meet the parent/guardian at his or her car to hand out the new assignments for the week or collect completed assignments from the previous week.

Staffing

On Mondays from 7:30-9:30 AM staff will be available to talk with you in person at your car should you have any questions about assignments or academic progress of your child.

On all other E-Learning days, staff will be able to work from home.

Communication Plan

During E-Learning days, email will be the preferred method of communication. Staff members will check and respond to emails between 8:10 AM – 3:30 PM.

By 8:10 AM on each E-Learning day, teachers will email (or post on Google Classroom) the assignments with instructions for the day.

Every E-Learning day, teachers will either:

1. Set up times to individually conference with students for at least 10 minutes to answer questions and go over academic progress via phone call or Zoom.
2. Set up a 30-40-minute conference with the entire class via Zoom to answer questions, go over assignments, or teach new content.

Attendance

E-Learning days are school days. Unlike a traditional school day, attendance is not determined based on being physically present in the school building. Instead, attendance is tracked through work completion.

For each E-Learning day, the classroom teacher will assign work for students to complete in various subject areas. In order to be counted as “present” on an E-Learning day, all of the work assigned in core subjects (differs based on grade level) must be completed. Students not completing the work for that day in all core areas will be marked “absent” for the school day. Partial day attendance will not be considered on E-Learning days. These absences will count toward the student’s yearly total absences for the 2020-2021 school year. In the event that a student falls ill, please contact the student’s teacher. If he or she is still able to complete all the required daily work, they can be marked “present” for the E-Learning day.

While teachers will set daily work requirements, attendance will be marked as teachers are able to verify that the work is completed. For those able to complete the work on a computer/Chromebook, attendance can be marked as soon as the teacher verifies the digital work is completed. For those completing paper versions of the work, teachers will mark attendance as soon as he or she is able to get the work back (every Monday) and verify completion.

Teachers may also assign other subjects (i.e. art, physical education, music) for students to complete. Students are encouraged to complete these other subject areas for their educational value.

Grade Level Specific Academic Expectations

PreK:

Packets for all preschoolers will be available for pickup (Monday) on a weekly basis. The contents of these packets include their monthly journal where they work on their name, shape, color, and number of the month, art activities that focus on the theme for the month, and crafts that go along with the Bible stories of the week. Extra math, alphabet sheets, and fine motor work may also be included in the packet. Class Dojo, an online education app, will be used for instructional videos and to communicate with students/families throughout the week. Completed packets do not need to be returned each week.

K-2

All Religion, Math, and ELA daily work is required to be completed in order for the student to be counted as “present” for that day. K5-2 instructional materials will be available digitally (email) or via paper packets for pickup at the beginning of the week (Monday).

3-8

All Religion, Math, ELA, and Social Studies OR Science daily work is required to be completed in order for the student to be counted as “present” for that day. Instructional materials will be available digitally (email or Google Classroom) or via paper packets for pickup at the beginning of the week (Monday).

Revised 10/22/2020