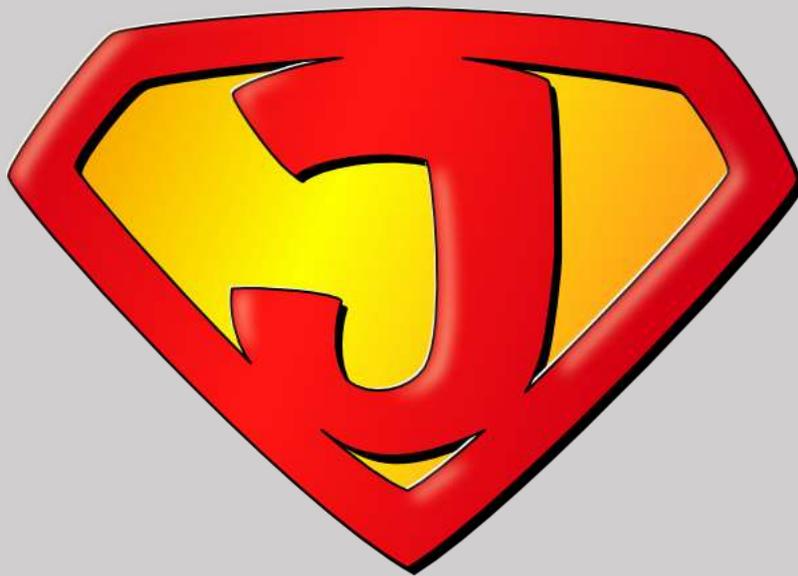


Working Together  
Resurrection Lutheran Academy  
Will Remain  
“Strong and Courageous”



*Do not be afraid; do not be discouraged, for the  
Lord your God will be with you wherever you go.*

*Joshua 1:9*

Reopening Plan for the 2020-2021 School Year

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## Reopening Statements

- God created us to live in community, not in isolation.
- As Christians, we live by faith and not fear, and God gives us wisdom so that we can make decisions that will bless our neighbor.
- Classroom education allows student growth to occur more fully than remote education.
- A sense of normalcy positively impacts the sense of security.
- The physical, mental, emotional, and spiritual health of our RLA family is important.

## Reopening Priorities for the Return to In-Person Instruction

- A safe and healthy school environment for every student
- A learning environment that allows for academic, emotional, social, and spiritual growth
- A commitment to ministry so that each child grows in their desire for God, love for learning, and service to others
- A commitment to continue partnership with families as we nurture our children in love for God and His people

## Overview

This past spring, it was painstakingly clear that schools provide students more than just academics. Schools serve as an integral component to not only student social and emotional development via peer and staff relationships, but its underlying role in the support of working families and the area's economy.

The coronavirus remains with us, and Resurrection Lutheran academy will likely not return to normalcy until there is a vaccine or a cure. A return to school will look different. Determining a way to open school in a safe manner that is responsive to the needs of our families has been challenging. No matter what decisions may have been made, there are those that will question the choices being made. This plan was created with the information provided to us from experts across the United States.

Our national health landscape remains fluid, therefore RLA families, students, and staff will need to remain flexible, understanding that the priority of protecting the health of our students may require changes in procedures, sometimes with minimal notice. All plans are subject to change based on current recommendations. Please note situations may arise where adjustments must be made quickly - as such, communication is key and families are asked to promptly and thoroughly read communications from RLA administration and staff.

To best protect the health and safety of our students, and to the best of our abilities, RLA will abide by recommendations from the Indiana State Department of Health (ISDH) and the St. Joseph County Health Department and other expert government agencies. Whatever the circumstances, we remain committed to providing a loving Christian environment which supports the whole child. The return to in-person instruction will involve new protocols, and adaptation may prove difficult for us. We appreciate your patience, feedback, and support as we look to move forward during this unprecedented situation.

Mrs. Michelle Megyese, Principal  
Miss Lisa Schmidtgoessling, Executive Director

The Reopening Plan laid out in this booklet is based on Stable Covid-19 activity in our community, allowing RLA to function using a Modified Traditional response.

Covid-19 Activity in RLA and/or Community	Instructional Model	Response
Substantial	Distance Learning	Short Term Closure – up to 14 days
		Extended Closure – more than 14 days
Stable	Modified Traditional	Facilities Open – Implement mitigation strategies and enhance social distancing with self-contained classrooms, and modified schedules
Shallow	Traditional	Facilities Open – Implement preventative practices and proactive health and safety protocols

**Definition of Close Contact (Close Proximity)**

For contact tracing purposes, the state has issued guidelines for when social distancing has not been followed. The following three criteria must be all be true in order for social distancing to be deemed not followed:

- Persons must be within 6 feet of one another, while
- not remain in close proximity for a period of time greater than 15 minutes
- starting 48 hrs before the person was feeling ill

**COVID-19 Testing Locations**

The state Covid-19 Testing website has a list of over 200 testing facilities, their location, and hours of operation. Some local testing locations are:

**Northwest Family Medicine Clinic**  
 2930 Cleveland Rd, South Bend  
 574-335-8450

**Medpoint Urgent Care**  
 6913 North Main St., Granger  
 574-647-1550

**South Bend Clinic**  
 301 E. Day Rd, Mishawaka  
 574-204-7244

**Rite Aid**  
 11 S. 11<sup>th</sup> St., Niles  
 269-684-6556

**Calendar**

- The published school calendar dates for 2020-21 remain unchanged.
- The calendar may be amended to include scheduled remote learning days when returning from Fall, Thanksgiving, Christmas, and/or Spring Breaks.

## HEALTH AND ATTENDANCE

### Self-Screening and Observational Screening

- Each student/parent or staff member shall be personally responsible to daily screen their own physical condition by taking their temperature before coming to school. Parents may find the Covid-19 Monitoring Checklist to be a helpful tool. **If the temperature is 100.0+, or if other unexplainable Covid-19 symptoms are present, the individual should stay home and the absence properly reported to school administration.**
- Parents are to contact school administration by 9:00am to report any absence and symptoms.
- Parents are to notify the school if the student must be quarantined at home.
- Students found at school to have a 99.0+ temperature will be checked every hour with a non-contact temporal thermometer.
- Students appearing to show signs of illness - by elevated temperature, coughing, sneezing, shortness of breath, chills, muscle pain, headache, sore throat, or loss of taste or smell - will be sequestered in the school office sick room, and a parent will be contacted for pick up as soon as possible.
- Even if the student does not have a temperature, but appears sick (cough, runny nose, etc.) the Administration has the right to deny attendance for that day or days thereafter.
- Based on recommendations by local and state health departments, temperature checks will not be an active component of RLA's reopening plan. Health departments believe the risk outweighs the benefits since students would have to congregate in line at unsafe distances from one another. In addition, fevers are not always present in Covid-19 cases. The Administration may take student temperatures at random or in the case of a possibly unwell child.

### **Covid-19 Monitoring Checklist**

Parents should check for the following with their child each day before school.  
(for symptoms unrelated to another medical condition or activity)

#### "A" List Symptoms

If your child answers "yes" to **any** of the below, do not send the child to school or any school activities.

**These symptoms warrant medical Evaluation.**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Recent loss of smell/taste (<5 days)  |
| <input type="checkbox"/> | Chills/repeated shaking with chills   |
| <input type="checkbox"/> | Vomiting or diarrhea  |
| <input type="checkbox"/> | New muscle aches  |
| <input type="checkbox"/> | Shortness of breath   |
| <input type="checkbox"/> | Temperature of 100.0°F or higher within the last 72 hrs without fever reducing medication |

#### "B" List Symptoms

Your child will be monitored throughout the day for changes in symptoms and/or a temperature. You may be called if it deteriorates or changes.

- |                          |                        |
|--------------------------|------------------------|
| <input type="checkbox"/> | Sore throat            |
| <input type="checkbox"/> | New or worsening cough |
| <input type="checkbox"/> | Congestion             |
| <input type="checkbox"/> | Headache               |
| <input type="checkbox"/> | Nausea                 |
| <input type="checkbox"/> | Unexplained fatigue    |

#### Household List

If anyone in your **household** answers "yes" to **any** of the below, do not send **any** of your children to school or any school activities. Contact the office immediately.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Has 3 or more symptoms from the list above                         |
| <input type="checkbox"/> | Recent close contact with a person testing Covid-19 positive       |
| <input type="checkbox"/> | Needs to quarantine for any reason including awaiting test results |

## Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic, more leeway has been given to schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

## Student Attendance

- A student absent from school due to Covid-19 related symptoms will be recorded as “excused quarantine” absence.
- If a student is not ill but circumstances require the student to quarantine, the student's absence will be recorded as “quarantine” absence. An absence due to quarantine will be considered an excused absence from school.
- If the student is able to participate in remote learning while quarantining, no absence will be recorded for that day.
- Any student who is at home due to any Covid-19 issue is strongly encouraged to participate in remote learning for the duration of their stay at home. This will allow the student to remain current with school work as health allows
- There will be no attendance awards given in the 2020-21 school year.

## Addressing Symptomatic Issues in School

- Students found at school to have a 99.0+ temperature will be checked every hour with a non-contact temporal thermometer.
  - Students who have a 100.0+ temperature, or are presenting other unexplainable Covid-19 symptoms, will be sent home.
  - Student may return to school after being fever-free for **72 hours** without the assistance of fever-reducing medication and/or if other symptoms are not presenting
- OR**
- Student may return to school with a doctor’s exam clearance notice after being fever-free for 24 hours without the assistance of fever-reducing medication and if other symptoms are not presenting
- Students with excessive coughing or sneezing due to non-Covid-19 related medical situations will be asked to wear a mask.
  - If a student tests positive for Covid-19, the school must be notified immediately (After hours contact: call 513-256-6781.) Our County Health Officer will be contacted, and their staff will conduct contact tracing.

## Isolation Protocols

- Students whose temperature is 100.0 or greater, or are presenting unexplainable Covid-19 symptoms, will be isolated in the School Office Sick Room while awaiting pickup.
- The student will be monitored with social distance by an office staff member.
- The student and monitoring staff member will wear masks.
- A staff member will wear proper personal protective equipment and collect all student belongings.
- All contaminated areas will be disinfected immediately.

## Home Quarantine

- If a student tests positive for Covid-19, parents must notify school administration immediately. After hours, call Miss Lisa at 513-256-6781.
- Our Local County Health Officer will be contacted, and their staff will conduct contact tracing. They will advise us on the appropriate management of potential exposure.
- With a person under investigation for Covid, school administration will notify staff and families immediately while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and Family Education Rights and Privacy Act (FERPA).
- With a Covid-confirmed case, families of anyone who has been determined to have been in close contact (pg 3) will be notified of potential exposure.
- Students testing positive for Covid-19 are required to be home for 10 days and may return to school at that time if they have also been fever-free for 72 hours without the assistance of fever-reducing medication and/or if other symptoms are not presenting
- Students in close proximity to verified Covid-19 cases are to be quarantined for 14 days and receive lessons remotely. “Close proximity” will be determined in cooperation with our Local County Health Department with analysis of school seating charts and daily schedule.
- A student being sent for testing does not require any quarantining of other students outside their household but they will be notified as the ADA and FERPA allow.
- If a student is living in a household with a positive Covid-19 individual, the entire household will quarantine for 14 days. Students will receive their lessons remotely.

## Returning to School After Absence or Quarantine

Once a student or staff member is absent from the school environment, they may return if they satisfy the recommendations of the CDC and/or are released by a healthcare provider (medical approval documentation required).

### *General absence (non-Covid related)*

- The individual must be fever-free for 72 hours without the assistance of fever-reducing medication and/or if other Covid symptoms are not presenting **OR**
- The individual must present medical approval documentation (physician’s note) after being fever-free for 24 hours without the assistance of fever-reducing medication and if other Covid symptoms are not presenting

### *Untested (Covid related)*

- At least 10 calendar days have passed since the symptoms first presented, and
- Other symptoms have improved, and
- The individual has been fever-free for 72 hours without the assistance of fever-reducing medication.

### *Tested Positive (Symptomatic)*

- Meet all expectations of an Untested (Covid related) individual, plus
- a written release by a doctor.

### *Tested Positive (Asymptomatic)*

- At least 10 calendar days have passed with no symptoms, and the individual has been released by a healthcare provider. **OR**
- Present medical approval documentation from their healthcare provider.

## **Remote Learning**

- Remote learning may be the result of closures due to weather, individual illness, or widespread illness.
- The closing of in-person learning will occur
  - If directed to do so by our local County Health Department or the State of Indiana
  - If 20% or more of students are absent due to illness
  - If 30% or more of teachers are absent due to illness
  - If deemed otherwise necessary for student/staff health by the MLEA School Board
- To maintain the integrity of the school calendar and the postponement or cancellation of instructional days, we will move to remote learning as quickly as possible. In order to accomplish this
  - Parents should have supplies ready for students to use at home (writing utensils, paper, markers/colored pencils, ruler, calculator, etc). Parents should also anticipate the possibility of printing content that especially younger students may need.
  - Teachers will use Google Classroom to upload assignments and provide information.
- Students who are absent from school for Covid-unrelated reasons will also benefit from remote learning opportunities until they are well enough to return to school.
- Webcams will be utilized in classrooms with students who are unable to attend classes in person. Efforts will be made to protect student privacy by focusing on teacher instruction, minimalizing students on camera, and linking video feed through password protected methods.

## **PREVENTATIVE MEASURES**

### **Increased Handwashing & Hand Sanitizing**

- RLA will:
  - Teach and reinforce washing hands and respiratory etiquette
  - Practice frequent handwashing and discourage touching the face.
  - Have adequate supplies to support healthy hygiene behaviors, including soap, and hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer).
  - Provide alcohol based hand sanitizing stations throughout the building
- Students will be instructed in effective handwashing - with soap and water, 20 seconds minimum, three times a day.
- Children will be supervised if they use hand sanitizer to prevent ingestion.
- Hand sanitizer (60% alcohol-based or greater) will be located throughout the building.
- Students (3<sup>rd</sup>-8<sup>th</sup>) may carry their own pocket sanitizer for personal use only (ie no sharing).
- Key times for students to practice handwashing or sanitizing include:
  - Start of the school day
  - Before and after eating food
  - After restroom use
  - After blowing nose, sneezing and/or coughing
  - After using shared equipment (recess, in classroom)

## **Social Distancing**

- RLA will provide as much physical distancing as is possible in classrooms, hallways, cafeteria and other school areas. The recommended six feet will not always be possible.
- During school hours, parents and visitors will not be admitted beyond the office/entrance way without an appointment.
- Student workspaces will be spread out as much as possible.
- When necessary, teachers will move and students stay in the same rooms.
- The School Calendar may be adjusted to include automatic remote learning days coming off of breaks from school when families may have been traveling to states with potentially greater severity of spread/risk. (Fall, Thanksgiving, Christmas, Spring Break)

## **Face Masks**

Covid-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks, and droplets land in the mouths or noses of nearby people or possibly inhaled. Face covering usage can reduce this form of transmission.

The ISDH and the CDC recommend face coverings when the three criteria of social distancing can't be maintained. According to these professionals, wearing face coverings will be key to keeping schools safe, along with implementing social distancing protocols. The use of face coverings will be dependent on a variety of factors. We understand that face coverings may be challenging for students to wear in an all-day school setting.

Remember, face coverings do not provide adequate protection for others if someone has symptoms compatible with Covid-19. Students and staff who are ill should stay home.

- All students must have a face mask or covering at school every day.
  - If your child comes to school without a mask, a disposable one will be provided and your family account will be billed accordingly.
- Masks may be worn by any student at any time.
- Masks should be worn as much as possible by staff and students and are most essential in times when physical distancing is difficult or when facing another student or adult.
- Frequent reminders will be given not to touch the face covering and to wash hands.
- Students with significant coughing or sneezing due to non-Covid-19 related medical situations should wear a mask.
- Key points on face coverings:
  - Be careful not to touch your eyes, nose, and mouth while wearing face coverings to prevent potential contamination.
  - Wash your hands thoroughly before putting on face covering and after removing.
  - Wash the face covering everyday.
- Wearing cloth face coverings does not replace the need to continue frequent hand-washing, avoiding touching the face, and practicing social distancing, which are our best tools to help prevent the spread of illness.
- Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

### **Limiting Visitors**

- Visitors will be prohibited from entering the school building without an appointment.
- Virtual and telephone conferences will be encouraged.
- All permitted visitors will have their temperature checked upon arrival.
- All permitted visitors must wear a mask inside the building.

### **Classrooms/Moving between Classes**

- Create as much space between workspaces as possible.
- Teachers maintain accurate seating charts for potential contact tracing.
- Daily hygiene procedures will be taught and adhered to.
- Workspace surfaces will be sanitized when entering and leaving the classroom.
- Masks will be worn when moving in the hallways.
- Teachers will move between classrooms rather than students wherever possible.
- Doors will be propped open during high-traffic times to reduce contact.
- Classroom setup
  - Student workspaces will be spread out as much as possible.
  - Every effort will be made to have students facing in the same direction.
  - Classrooms should be arranged to maximize student workspace. Non-essential items (furniture other than desks/tables and teacher desk) should be removed unless they run along a wall.

## **ADDITIONAL MEASURES**

### **Facilities**

- High-frequency contact areas will be disinfected throughout the day.
- Doors will be propped open during high-traffic times to reduce contact.
- Lockers will be used for the storage of outerwear, and lunches. All daily materials should be stored in student backpacks and be taken home every day as a precaution.
- We will be utilizing outdoor space and windows when feasible. We will not open classroom windows if it poses a safety or health risk (like exacerbating allergies or asthma) to children in the room.

### **Drinking Fountains**

- Drinking fountains will have been turned off and closed.
- Students should bring their own water bottles from home (no disposable plastic please)
- A staff member will refill water bottles during the school day as needed.

### **Cleaning and Disinfecting Student Materials, Art Supplies, Toys, and Manipulatives**

- Toys and objects that cannot be cleaned and sanitized will not be used.
- Toys and objects that children have place in their mouths or that are otherwise contaminated by bodily fluids will be set aside until they are cleaned by hand with water and detergent, rinsed, sanitized with disinfectant, rinsed again, and air-dried.
- Staff will not share toys and manipulatives with other classrooms, unless they are washed and sanitized before being moved to another classroom.

### **Limit Sharing**

- Each student's belongings will be kept in individually dedicated spaces.
- Teachers will have adequate supplies to minimize sharing of high touch materials to the best extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- Birthday treats must be pre-packaged until further notice.
- No sharing of foods and utensils.
- Limit the sharing of electronic devices, toys, and other games or learning aids.
- Discourage families from sending materials/toys from home.

### **Cafeteria**

Student usage of the cafeteria will be one of the most challenging spaces for reopening. Due to the size of the cafeteria and the student population, it will be difficult to maintain social distancing, and students will be unable to wear a mask while eating. Strategies used with students may include:

- Masks worn until the student is seated at the assigned spot
- There will be no microwaves until further notice.
- Students seated with greater distance between each other
- Lunch times adjusted to provide adequate physical distancing
- Prohibit food sharing
- Sanitizing stations available in the cafeteria
- Cafeteria cleaned and disinfected after use and prior to a new group entering
- Eating in classrooms

### **Strategies for food servers include:**

- All food service workers will wear a face mask or cloth face covering, and gloves.
- Frequently wash and sanitize all food contact surfaces and utensils.
- Workers must practice frequent hand washing and glove changes before and after preparing food.

### **Gym and Recess**

- Face masks should not be worn while engaged in physical activity.
- Physically distancing will be required with non-contact sports and activities.
- Gym lockers will not be utilized and gym clothes (when necessary) will need to be taken home daily.
- According to Johns Hopkins School of Medicine and other credible health resources, COVID-19 is not spread through sweat. However, surfaces touched by multiple people and that are dirty will be cleaned prior to disinfection.
- Staff members will be responsible for ensuring regular cleaning and disinfection of shared equipment.
- Sharing of equipment will be minimized as much as possible.

### **Field Trips**

- Field trips that can be conducted in a controlled environment using current health and safety protocols can continue as planned.
- As always, parents will determine whether or not permission will be given for field trip participation.

### **Emergency Drills**

- Emergency drills for fire, tornado, and lockdown will be conducted as normal.
- Everyone will wear masks due to close proximity with one another.
- Everyone will utilize hand sanitizer or hand washing upon re-entry to classrooms.

### **Staff Training**

- Proper disposal of PPE
- Cleaning and disinfecting protocols
- Recognizing Covid-19 symptoms

### **Higher Risk Activities**

Several classes, due to the nature of instruction are considered high risk classes. If a student is enrolled in such a class, special protections and procedures will be required for participation.

- Choir/Band - Due to the deep breaths and forceful exhalation used in singing and instrument playing, these classes are considered high risk. Locations and class numbers have been adjusted for better distancing and may include more music appreciation lessons for students. Concerts/church sings will only be scheduled if appropriate.
- PE - Due to the deep breaths and forceful exhalation used in physical exertion, the class is considered high risk. Locations and class numbers have been adjusted for better distancing.
- Lunch - Physical distance achieved by seat assignments. Students are responsible to assure that physical distancing is maintained. Some students may eat meals in their classrooms with physical distancing by seat assignments.

## **HOME-BASED LEARNING**

### **Home-Based Learning during In-Person Instruction**

There are those who will need to learn from home due to student/family health reasons during the Covid-19 Pandemic while school is still occurring in-person. This endeavor will require communication and commitment from both the teacher and the parent to ensure learning continues for our students that are learning at home. Whether your child is home under a quarantine situation or there is a long term situation due to health reasons, there is a need to partner with you to ensure your child is receiving the skills needed in order to grow academically. Contact the office as soon as possible if you need to shift to home-based learning.

### **Home-Based Learning with No In-Person Classes**

In the event that RLA must shift to home-based learning, we will try to give families as much notice as is possible. School administration and teachers will shift instruction to a home-based model utilizing our Google Classroom platform. Through communication and commitment from both the teacher and the parent, it is our goal to that ensure learning continues when our students that are learning at home.

### **Student Expectations while Home-Based Learning**

- Log-in everyday to google classroom as part of their attendance and to receive instructions/assignments.
- As pre-scheduled by the teacher(s) attend all webcam classes.
- All school work will need to be completed and turned in within 2 days of being due unless noted differently from the teacher. Incomplete work will be marked as a zero. If work is turned in late, it will be given a grade according to the teacher's classwork policy.

### **Parent Expectations while Home-Based Learning**

- Will provide access to a computer/laptop/chrome book/tablet for students receive instruction and classwork through Google Classroom. OR Inform RLA that students do not have access to such devices or the ability to link/webcam/camera into the classroom in a timely manner.
- Check the supply list for your child's grade for additional supplies needed such as pencils, rulers, crayons, scissors etc.
- Inform the office by 9am if your child becomes sick and will not be logging in for the day. They will be counted as absence.
- Oversee student progress and provide support for assigned activities.
- Pick-up needed materials from the school and to return work to the school/teacher as arranged.

### **RLA Expectations while Home-Based Learning**

- Continue to provide communication about the RLA community and individual family needs.
- Make arrangements to provide necessary technology components if necessary.
- Teachers will provide learning instructions, assignments and support through webcam, google meet and/or phone calls.
- Provide grades to reflect student work turned in, using the same grading scale and parameters as the other students in the classroom.

Overall, through this partnership we hope that your child will continue to grow academically and spiritually by the cross at Resurrection Lutheran Academy. It is important that home-base learners continue to be a part of the RLA learning community and that patterns of absences and incomplete work are not acceptable. Such patterns will result in a written warning. If it continues, your child may be excused at the discretion of the School Board. Again, we need to keep our channels of communication open. If you are having technology issues, illness, or other challenges, please contact the office in a timely manner so that we can work with you.