



Good Shepherd Lutheran School

Back to School Plan 2020-2021

Good Shepherd Lutheran School's **Back to School Plan** in response to the COVID-19 pandemic was developed with considerations from the Watertown Health Department, American Academy of Pediatrics, Wisconsin Department of Public Instruction and various other public resources. The goal of this plan is to inform the community of the steps Good Shepherd is taking to mitigate the spread of COVID-19. Because information about the virus changes rapidly, and because we cannot plan for all scenarios, **this plan is fluid and subject to regular review and change as new data becomes available**. In other words, Good Shepherd leadership will actively monitor and respond to incidents and issues if they arise. The following points should be considered ahead of reviewing this plan:

1. Parents and families must make the best decisions for the safety and well-being of their children.
2. Wellness of the whole child includes physical health, social-emotional and spiritual health and will be the first priority of the school during this pandemic.
3. No school can fully prevent the spread of communicable disease, including COVID-19.
4. COVID-19 disproportionately impacts various age groups; **children are not considered high risk**.
5. The Wisconsin Department of Public Instruction's (DPI) **Education Forward** document is not a mandate or list of requirements school's must follow but instead, "provides considerations for district and school leaders to plan and implement a safe, efficient, and equitable return to school" (p.3).
6. In Wisconsin, Local Education Agencies (LEAs) are responsible for their own reopening plans and will likely be different (but similar) to others in nearby areas. Good Shepherd's plan is unique to Good Shepherd, but made with certain LEA and state recommendations in mind.
7. Good Shepherd administration and leadership has actively monitored and analyzed **available data** and research towards the production of this document; **it is subject to change upon recommendation of the Watertown Health Department (WHD)**.
8. Policies, procedures, and practices will be flexible in response to new information.
9. Good Shepherd will **commit considerable time at the beginning of the year to the education of proper hygienic practices (hand-washing, mask-wearing, etc.) along with intentional time spent on social/emotional wellness**.
10. Risk of **transmission via surfaces is not the 'main way' COVID-19 is transferred**; associated risk remains low.

Mission:

Preparing His Lambs... Sharing His Grace

Vision Statement

Reaching out to the community near and far through innovative and exciting ministries, Good Shepherd Lutheran School will work to be the Christian school of choice. We will provide a Christ centered education in a vigorously academic, technologically progressive, family oriented school and church.

Plan design based on:

[Considerations for K-12 Schools: Readiness and Planning Tool](#) as of July 1, 2020

[Jefferson County COVID-19 News & Updates](#) as of July 8, 2020

[Jefferson County COVID-19 OPERATIONS UPDATE](#) as of July 8, 2020

[City of Watertown Health Department](#) as of July 24, 2020

[American Academy of Pediatrics Guidelines for back to school](#) as of June 25, 2020

Current Higher Guidance Recommendations and/or Health Directives always supersede this document.

Good Shepherd Lutheran School reserves the right to deviate from this document at any time we deem actions warrant.

Assessing Risk Levels

Risk levels and information from the CDC and Wisconsin Department of Health Services will always supersede and be considered the guiding factors in determining current COVID-19 risk levels. In absence of guidance describing risk levels, we will default to the risk level map (based on cases per 100,000 people) developed by Harvard Global Health Institute found at: <https://globalepidemics.org/key-metricsu-for-covid-suppression/> At current, we will tie the four risk levels to our four levels of planning.

There may be other reasons (such as returning to school after a confirmed case in the school community or a member of the school community had potential exposure to a positive case and are awaiting test results) that give reason to operate at a high level rather than the level that matches current community spread.

School Calendar and Scheduling

School Calendar

It is the plan of Good Shepherd Lutheran School to operate our regular academic calendar for 2020-2021. **To the maximum extent possible, learning will occur on campus with precautions in place unless advised to close the building by local or state authorities. The days of June 1-4, 2021, will be reserved as make-up days** if high numbers of illness cases cause us to close campus and are unable to use virtual learning in response to high illness rates.

Our school community needs to be prepared for virtual learning to occur at any time during the school as directed or advised from the local health department and/or State of Wisconsin.

Homeroom/ Combined Grade Level Plans

No Active Local Cases and/or Community Spread	Minimal Active Local Cases and/or Community Spread	Moderate Active Local Cases and/or Community Spread	Substantial Active Local Cases and/or Community Spread	Case within the School Community
Grouping: -Normal combination Location: -In standard locations. Precautions: -Additional sanitizing of classroom furniture -Outdoor settings used when appropriate -Social distancing whenever possible -Additional hand-washing and sanitizing times -Air purifiers in all classrooms	Grouping: -Normal combination Location: -In standard locations. Precautions: -Additional sanitizing of classroom furniture -Outdoor settings used when appropriate -Social distancing whenever possible -Additional hand-washing and sanitizing times -Air purifiers in all classrooms	Grouping: -Classes will self-contain Location: -No class switches Precautions: -Additional sanitizing of classroom furniture -Outdoor settings used when appropriate -Social distancing whenever possible -Desks all facing same direction (no pods or groups) -No shared student supplies -Additional hand-washing and sanitizing time -Air purifiers in all classrooms	Grouping: -Possible blended learning -Possible virtual learning for all students -Classes remain self contained Location: -No class switches for face-to-face learners -Blending learning may occur upon recommendation of WHD Precautions: -Smaller groups -Additional sanitizing of classroom furniture -Outdoor settings used when appropriate -Social distancing whenever possible -Desks all facing same direction -No shared student supplies -Additional hand-washing and sanitizing time -Possibly use live streaming technology to simultaneously transmit the lesson to home learners -Air purifiers in all classrooms -Masks mandated	Grouping: -Affected classes will participate in virtual learning as determined by the WHD. -Unaffected classes will operate under the previous guidelines if possible (red column) Location: -Blended learning split between home/school -Virtual instruction will occur by the typical grade level teacher -Content will be provided via video links, instructional readings and assignments, etc. Precautions: - The teacher will ensure all students and families know their office hours that they will be live to answer questions - Instruction will likely be slowed to a 50% - 75% pace in science and social studies -Grades will NOT be Pass/Fail -Air purifiers in all classrooms -Possible mask mandates

“Specials” Scheduling

Plans for “Specials”/ Classes for Spanish, Choir, Band, and PE classes.

***Spanish Classes:** Mr. Galaviz will travel to the classroom

***Choir/Music:** There will be no choir this year. Homeroom teachers will instruct music in the classrooms.

***Band:** Ms. Brown will have individual lessons starting in September. Group rehearsals will occur whenever it is deemed safe (with social distancing guidelines and recommendations) by the Watertown Health Department (WHD).

***P.E. Classes:** Mrs. Wackett will hold classes either outdoors or at the Lebanon gymnasium. (NO indoor classes)

No Active Local Cases and/or Community Spread	Minimal Active Local Cases and/or Community Spread	Moderate Active Local Cases and/or Community Spread	Substantial Active Local Cases and/or Community Spread	Case within the School Community
Grouping: -Normal multi-grade groupings will continue as normally scheduled. Location: -In standard locations. Precautions: -Social distancing whenever possible -Additional cleaning times throughout day -Individual band lessons will occur. Full band rehearsals done upon recommendation of the WHD	Grouping: -Normal multi-grade groupings will continue as normally scheduled. Location: -In standard locations. Precautions: -Social distancing whenever possible. -Additional cleaning times throughout day. -Each student should only use individual supplies. -Individual band lessons will occur. Full band rehearsals done upon recommendation of the WHD.	Grouping: -Classes will self-contain. Location: -Spanish will occur in homerooms. -Full group band rehearsals will shift to the church sanctuary. Precautions: -Social distancing whenever possible. -Additional cleaning times throughout day. -Each student should only use individual supplies. -No classroom switches. -Individual band lessons will occur. Full band rehearsals done upon recommendation of the WHD.	Grouping: -Classes will self-contain. -Possible blended learning -Possible virtual learning for all Location: -Online learning will occur simultaneously with home instruction. -Spanish will be in homerooms. -Full band rehearsals will shift to church sanctuary. Precautions: -No classroom switches. -Each child will only use individual supplies. -Individual band lessons will occur. Full band rehearsals done upon recommendation of the WHD.	Grouping: -Affected classes will participate in virtual learning as determined by the WHD. -Unaffected classes will operate under the previous guidelines (red column) Location: -Online and face-to-face -No Spanish or Music will be provided for those at home. Precautions: -No classroom switches -Each child will only use individual supplies. -Individual band lessons will occur. Full band rehearsals done upon recommendation of the WHD.

Chapel/ Assemblies/ Mass Gatherings

No Active Local Cases and/or Community Spread	Minimal Active Local Cases and/or Community Spread	Moderate Active Local Cases and/or Community Spread	Substantial Active Local Cases and/or Community Spread	Case within the School Community
Grouping: Continue to use Chapel families. Location: Continue in church. No outside guests.	Grouping: Seated by grade levels. Location: Continue in church. Provide spacing between grade levels. No outside guests.	Grouping: No mass gathering Location: Chapel in classrooms No outside guests.	Grouping: No mass gatherings Location: Possible live stream to all classrooms and virtual learners. No outside guests.	Grouping: No mass gatherings Location: -Possible live streamed to all classrooms and virtual learners -All other assemblies either cancelled, postponed, or virtually presented.

Breakfast/ Lunch

No Active Local Cases and/or Community Spread	Minimal Active Local Cases and/or Community Spread	Moderate Active Local Cases and/or Community Spread	Substantial Active Local Cases and/or Community Spread	Case within the School Community
Child Care: Meals in classrooms Elementary: -Breakfast in Fellowship Hall -Normal lunch seating with additional spacing (every other seat) -Eat in Fellowship Hall PRECAUTIONS: -Staggered lunch schedule by class -Tables and seats will be sanitized before and after each use. -Kitchen workers will wear masks and gloves while serving. -Outside "picnic" type setting will be used with appropriate spacing.	Child Care: Meals in classrooms Elementary: -Breakfast in classrooms -Use main kitchen for serving -Eat in classrooms PRECAUTIONS: -Staggered lunch schedule by class -Students will sit at desk in classroom -Desks will be sanitized before and after eating -Outside "picnic" type setting will be used with appropriate spacing.	Child Care: Meals in classrooms Elementary: -Breakfast in classrooms -Use main kitchen for serving -Eat in classrooms PRECAUTIONS: -Staggered lunch schedule by class -Students will sit at desk in classroom -Desks will be sanitized before and after eating -Outside "picnic" type setting will be used with appropriate spacing.	Child Care: Meals in classrooms Elementary: -Breakfast in classrooms -Use main kitchen for serving -Eat in classrooms maintaining social distancing -Available lunch option for virtual learners PRECAUTIONS: -Staggered lunch schedule by class -Students will sit at desk in classroom -Desks will be sanitized before and after eating -Outside "picnic" type setting will be used with appropriate spacing.	Child Care: Meals in classrooms Elementary: -Breakfast in classrooms -Use main kitchen for serving -Eat in classrooms maintaining social distancing -Available lunch option for virtual learners PRECAUTIONS: -Staggered lunch schedule by class -Students will sit at desk in classroom -Desks will be sanitized before and after eating -Outside "picnic" type setting will be used with appropriate spacing.

Recess

No Active Local Cases and/or Community Spread	Minimal Active Local Cases and/or Community Spread	Moderate Active Local Cases and/or Community Spread	Substantial Active Local Cases and/or Community Spread	Case within the School Community
Child Care: -Normal recess Early Childhood: Normal Recess Schedule (classes can go out together) Elementary: -Normal recess schedule with no grouping restrictions -All students will sanitize hands before going outside and when coming in	Child Care: -Individual classes (No crossover of children) Early Childhood: Normal Recess Schedule (classes can go out together) Elementary: -Normal recess schedule with no grouping restrictions -All students will sanitize hands before going outside and when coming in	Child Care: -Individual classes (No crossover of children) Early Childhood: -Staggered schedule Elementary: -Normal recess schedule with teachers assigning and monitoring zones of the playground to each individual classroom -Possible staggered recess schedule -All students will sanitize hands before going outside and when coming in	Child Care: -Individual classes (No crossover of children) Early Childhood: -Staggered schedule Elementary: -Staggered recess schedule by classroom -All students will sanitize hands before going outside and when coming in -Social distancing encouraged during play -Masks optional if outdoors	Child Care: -Individual classes (No crossover of children) Early Childhood: -Staggered schedule Elementary: -Staggered recess schedule by classroom -All students will sanitize hands before going outside and when coming in

After School Events

No Active Local Cases and/or Community Spread	Minimal Active Local Cases and/or Community Spread	Moderate Active Local Cases and/or Community Spread	Substantial Active Local Cases and/or Community Spread	Case within the School Community
Extra-Curricular Groups: -Allowed as normal with appropriate sanitation and social distancing in place	Extra-Curricular Groups: -Most allowed as normal with appropriate sanitation and social distancing	Extra-Curricular Groups: -Allowed if split by grade level groups -Social distancing will be maintained	Extra-Curricular Groups: -None allowed	Extra-Curricular Groups related to school events will be individually assessed and handled (event postponed, virtual practice, cancelled, etc.) based on all recommendations of WHD.

Field Trips & Off-Campus Activities

No Active Local Cases and/or Community Spread	Minimal Active Local Cases and/or Community Spread	Moderate Active Local Cases and/or Community Spread	Substantial Active Local Cases and/or Community Spread	Case within the School Community
Allowed: -Off site P.E. classes -No field trips Transportation: -Bus only -Masks required -Social distance as possible	Allowed: -Off site P.E. classes -No field trips. Transportation: -Bus only -Masks required -Social distance as possible	Allowed: -Off site P.E. classes -No field trips. Transportation: -Bus only -Masks required -Social distance as possible	Allowed: -Off site P.E. classes may be cancelled -No field trips. Transportation: -Bus only -Masks required -Social distance as possible	Allowed: -Off site P.E. classes may be cancelled -No field trips. Transportation: -Bus only -Masks required -Social distance as possible

Participation in athletic league events will be determined in conjunction with the school administrator, principal of Lebanon Lutheran, and the Lebanon Lutheran athletic director in light of league discussions, current Wisconsin Department of Health protocols and recommendations, and other factors.

Before School/Early Arrival

Child Care Drop-Off Prior to 7:45am:

Parents should call 920/261-0242 to have a staff member meet them at the door for screening of child. (See screening details below). Parents are not permitted into the building without staff approval.

Start of School Drop-Off at 7:45am:

The regular school day begins promptly at 8:00 am for all grades. Students may be dropped off as early as 7:45am **in the lower parking lot (NO EXCEPTIONS FOR DROP OFF) in order to be in his/her classroom, ready to learn, by 8am.**

Students who walk to school should go to the front door on top of the building and wait for a staff member to complete screening. All students arriving prior to 7:45am will be sent to Before School Care and parents will be charged accordingly. Late arrivals (after 8:00am or for pick up during the school day) should come to the top level front door to be buzzed in. A staff member will meet the child AND PARENT at the door for screening at that time.

All students will be screened by a staff member as they exit their vehicle. **Parents should not leave the drop-off line until the following has been completed:**

- Temperature checked and recorded
 - Temperatures over 100.0 will not be permitted to enter the building
 - Students with a temperature of 99.0 or higher will be monitored and rescreened several times throughout the day.
- Quick screening questions as developed by the Center for Disease Control (CDC)

Prior to entering the building:

- Students (ages 5+) must wear masks until inside their classrooms
- Students will sanitize their hands upon entering

Parents and guardians will not be allowed inside the building at drop off for students in grades 1-8. Kindergarten parents who are wearing masks are welcome to come in to help get their child settled the first 2 weeks of school. After that we ask that kindergarteners also come in unaccompanied. We will work with special circumstances.

K3 and K4 parents should wear masks and enter the building through the preschool doors located on the back of the building NOT inside the fenced area. A staff member will meet you at the door for screening of both you and your child. Pick up will follow the K-8 procedures.

****Parents should expect delays the first few weeks of school with the new drop-off procedures.**

End of School Day Dismissal

K3 & K4 Morning Classes:

Please stay in your vehicles at dismissal time and drive through the roped off car line by the fenced in area. The teachers will put the children in the cars.

K4 Afternoon class and K-8 grades:

The regular school day ends at 3:05 pm. **Children must be picked up in the lower parking lot** by 3:20pm. After that time they will be sent to after school care and parents will be charged accordingly. Parents may not enter the building to wait for their children at the end of the day this year due to COVID-19.

We ask that all parents/guardians wear masks during drop off and pick up times while on school property.

Volunteers/ Visitors

All guests and volunteers (non-delivery personnel) seeking access to the building are required to wear a mask, sanitize hands, and be screened and documented at the church office by the main door. Access is limited to only those essential to the educational environment. Screening procedures include the following:

1. Infrared temperature scan (temperature must be less than 100.4 F)
2. Simple questionnaire (self-reporting)
 - Shortness of breath?
 - New or worsening cough?
 - Have you or anyone in your family been exposed to someone known to have COVID-19?

Everyday Proactive Preventative Actions

Hand Washing/Hand Sanitizer

Education

Beginning on the first day of school proper handwashing techniques will be reviewed at all grade levels.

- Wet hands
- Apply soap
- Scrub for 20 seconds
 - Highlight most frequently missed locations
- Rinse and dry

If soap and water are not available, hand sanitizer with at least 60% alcohol content may be used.

Hand sanitizer or sinks will be available in every classroom. Hand sanitizing stations have been installed outside of every classroom entrance to be used before touching door handles.

Frequency

Hand washing/ sanitizing should be conducted:

- Upon morning arrival
- Before and after eating snacks or meals
- Before and after going out for recess
- After using restroom
- After blowing nose, coughing, or sneezing
- After having direct physical contact with another person

School Action Steps

Hand sanitizer stations have been installed outside of all classroom doors (hands should be sanitized before opening the door).

Restroom doors will remain propped open. Signs from the CDC with hand washing instructions will be located in restrooms and throughout the building.

Face Masks

We will follow the State of Wisconsin and Watertown Health Department recommendations and mandates for the wearing of masks inside buildings as they relate to schools. Until the wearing of masks is required, Good Shepherd Lutheran School will practice the following:

- Teachers are encouraged to wear masks when helping students individually or within 3 feet.
- Students must wear masks when entering the building in the morning and when leaving after school.

- Staff and students are encouraged to wear masks at all times.
- Students are not required to wear masks in their homeroom classrooms.
- Students must wear masks inside the building when they are NOT in their classrooms (hallways, bathrooms, Fellowship Hall, etc...)
- Students will be taught correct methods for removing masks (pulling from the sides, not the center) in the event they do wear masks.
- If your child is exempt from wearing a mask for medical reasons, email the principal with the following statement:
I am aware of the law requiring the wearing of masks in buildings. However, my child _(name)_ has a medical condition and has been advised by his/her doctor not to wear a mask.

Sanitizing

High Touch Areas

The following high touch areas will be cleaned with disinfectant at minimum once daily and more frequently as possible:

- Tables, desks, chairs
- Doorknob
- Light switches
- Drink fountains
- Sink faucets
- Cabinet handles

Soft Surface Items

Many soft surface items will be removed from classrooms. Remaining soft surface items should be able to be run through the washer with disinfectant cleaner on a regular basis or able to be sprayed with antibacterial fabric spray.

Classroom Items & Supplies

Shared objects such as toys, games, and art supplies will be sanitized to the maximum extent possible between uses by different students.

Toys and objects that cannot be easily cleaned and sanitized will be removed from classrooms and/or only used in intentional ways which accommodate a period of 3+ days to set in isolation to allow possible surface contact to die off before future use.

Toys and manipulatives will not be shared with other classrooms unless they are sanitized before being moved to another classroom.

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. Teachers are encouraged to continue to make use of the habit already in place in many classrooms of books sharing in classroom libraries. When students return books, allow books to sit for the weekend or potential surface exposure bacteria to die naturally as an added level of precaution.

Additional Cleaning

There will be an additional mid-day cleaning schedule to ensure bathrooms and other high touch areas such as light switches, and door handles are sanitized.

Drinking Fountains

At this time, drinking fountains are not to be used. Students are to use water bottles and refill them throughout the school day. Teachers will schedule additional times to fill water bottles. Water bottles should have a tight sealing lid. Water bottles are to be labeled with each student's name. Water bottles should daily be taken home and regularly washed. Parents are encouraged to have more than one water bottle per student to help facilitate proper sanitation. Please keep the extra bottle at home.

Social Distancing

Efforts to keep students spread apart should occur, prioritized based on current risk level of community spread of COVID-19. Our goal is to maintain our vision and provide instruction as closely aligned to best practice methodology as possible, while being aware of COVID risks and taking as many precautions as possible.

Classes will line up with extra space between each student, to the extent possible.

Child care nap mats will be spread apart at the maximum possible spacing.

Classroom Considerations

Student Seating

Every student should have a consistent daily seat location to be used throughout the day. With proper sanitation, these locations can vary from day to day, but locations should not be shared without proper sanitation between use. Teachers are encouraged to set up classrooms allowing for maximum spacing between students and their desks/tables. Students sitting at tables should be facing the same direction to the maximum extent possible, or at least be in an alternating pattern so that they are not directly across from each other.

Areas used by multiple students (such as small group instruction table) will be sanitized by the teacher between each group of students meeting in that space.

Use of group instruction from a carpeted area (like at a learning easel) can take place if students have assigned spots with spacing between them. **During substantial spread level/situations, it is recommended that teaching with use of seated carpet time be discontinued and all instruction occur from desk/table spaces.**

Collaborative Work

The impact of COVID-19 should not be reason alone to drop best-practice instructional methods. Rather, staff will work to implement caution with spacing, make no use of shared supplies, and sanitize often. Staff will transition collaborative work to technological methods, when necessary and able. Guidance and frequency of collaborative work should align with the level of risk.

Supply Use

Individual supplies should be used whenever possible. Any shared supply use should be able to be sanitized between uses. Students should be taught not to share supplies without proper sanitation.

Classroom manipulatives, games, activities, etc. should be able to be sanitized between uses. Objects should not be shared between classrooms without sanitation.

Lining Up and Building Movement

Our small size and building lay-out allows for limited changes in building flow. When lining up in classrooms, as much space as possible (recognizing that 6 foot may not be feasible with spacing available) should be placed between children and maintained while walking in line.

Temporary Illness Policy Updates

*The following policies are based on the current recommendations from the CDC and state health department as of the writing of this document and are subject to change without notice.

Fever: Any child with a temperature of 100.4F or higher will be excluded from school and may not return until they have been fever free for 24 hours **WITHOUT THE USE OF FEVER REDUCING MEDICATION** or an MD/NP/PA documents a non-Covid source.

No admittance if anyone in the household is running a fever above 100.4 or if they are displaying likely COVID-19 symptoms, unless with a MD/NP/PA verification of a different underlying cause, a negative testing is documented, or 14 days have elapsed.

Students at school with an elevated temperature of 99.0 or above will be monitored every hour regarding change in temperature and conditions.

No admittance if you have had physical or close contact with any COVID-19 positive testing person within the past 14 days. (Close contact is defined as within 6 feet of someone for at least 15 minutes in an enclosed space.)

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.

It is not currently recommended to use nebulizer machines in the hospital, clinic or school setting for treating asthma or any respiratory condition due to the increased risk of aerosolizing virus and possible spread to others. Any children who suffer from asthma will need to have an MDI and spacer or spacer with mask to use at school. Students needing nebulizer treatments will have to stay home to receive those.

All other current screening criteria by CDC and Watertown Health Department will be used to assess eligibility for entrance.

We will continue to monitor for any state updates and CDC recommendations and adjust as deemed appropriate in the future; at this time, we are keeping this condition in effect.

Illness or COVID-19 Symptoms at School

Current COVID-19 symptoms as defined by the CDC are **fever >100.4, chills, cough, shortness of breath or difficulty breathing, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea and vomiting, diarrhea**. We recognize that these are common symptoms of most childhood illnesses and while many children will display these for non-COVID conditions, the current situation requires an abundance of caution as we return to inperson schooling.

If a student becomes ill in any nature or begins to show **even 1** of the above listed COVID-19 symptoms while at school:

- Student will be masked and provided with an isolated space to rest while waiting for the arrival of their parents/guardian.
 - No staff other than office staff caring for the child will enter this space while the child is present or until the area has been thoroughly disinfected following the use.
 - Primary Location – Cry room off of the church narthex
 - Secondary Location- Ms. Gromowski's office
 - Parents will be requested to pick up the student (and in the case of a fever above 100.4 or COVID-19 symptoms, any siblings) as soon as possible.
 - Staff members caring for the student will wear masks and other possible PPE and monitor the isolated area.
 - Students will be removed from the classroom area as soon as possible in order for cleaning and sanitation before re-entry into the classroom area.
 - If COVID-19 conditions are present, the local health officials will be contacted for further advice. Following health department guidance, staff and or families MAY be contacted to be notified of possible exposure while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and Family Education Rights and Privacy Act (FERPA).
 - If conditions warrant, school wide status may be immediately elevated to “Substantial Level” protocols
 - Sick children and staff will not return to school until they have met the criteria to discontinue home isolation and/or provide proof of wellness from a physician.
 - **Students sent home with ANY COVID-19 symptoms (as listed above) are to remain out of school until they are symptom free for 24 hours.**
- Notifications home regarding possible exposures within classrooms will be handled on a case by case basis on the recommendations of the Watertown Health Department. In developing this plan, we strive to balance transparency while also protecting student privacy. We recognize that the symptoms of COVID are also symptoms of many mild childhood illnesses and would not require family notification in most instances. Decisions to send notifications to families will be handled by the local health department and school administration.
- Conditions for return: fever-free (below 100.4F) for a minimum of 24 hours without the use of fever reducing medications, no vomiting for 24 hours, diarrhea that is reducing in frequency for at least 24 hours and the child is able to use facilities appropriately, significant improvement in cough/congestion/runny nose and all other symptoms over 24 hours, and in the case of suspected COVID infection, a minimum of 10 days have passed since the onset of symptoms AND 24 hours symptom free.

Potential Exposure to COVID-19

The school office or Principal 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 the administration take 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.

A typical example that would require you to report potential exposure:

- You find out a co-worker or relative you spent time with was in contact with someone who has now tested positive for COVID-19.
 - A negative COVID-19 test result (if required) and absence of all symptoms will be required before allowed to return to school
- You visited/were in a business, public location, church, 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
 - A negative COVID-19 test result (if required) and absence of all symptoms will be required before allowed to return to school
- You were in direct contact with someone who has tested positive for COVID-19.
 - You must meet current Wisconsin Department of Public Health and CDC criteria which may include a 14-day exclusion period and 10 days post onset of symptoms

Appeals

If a student is unable to follow these guidelines, a written explanation along with a doctor's notice must be given to the principal.

Campus Decisions

We yield and follow any direction provided by the city/state health department regarding recommended or required closure. We will attempt to discuss any potential campus closures and communication information to stakeholders with the health department prior to making a decision or statement unless we definitely know a campus closure or immediate statement is required.

Communication with Families

Communication regarding closure or other important health updates will be provided through

- All-school email
- Zing app

CDC Checklist for Parents

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/schools-checklist-parents.pdf>

Possible Communication Statements:

Staff, Student, or Family Member in Extended Contact with Someone Who Was in Direct Contact with a Confirmed Positive (Indirect Exposure to Confirmed) – No public statement. Staff notified as deemed appropriate; additional sanitation and heightened awareness. Potential raising of level of response plan based on circumstances involved.

Staff, Student, or Family Member Exposure to Confirmed Positive (Direct Exposure to Confirmed) - "A member of our school community has been in direct contact with someone who has been confirmed positive with COVID-19. We have reported this to the Watertown Department of Health. Until we have additional information and/or guidance, we will transition to Virtual Learning and be operating on a campus closed to all individuals except essential personnel. Essential personnel are only to report to campus if directed or have an immediate

issue that they must address. We will be in further contact with any individuals to whom the Watertown Health Department directs us to provide further guidance. No other information will be shared without approval from the Watertown Health Department in accordance with protecting individual privacy. Please continue to watch for updates regarding campus reopening and/or additional guidance.”

Staff, Student, or Family Member Confirmed Positive (Confirmed) – “A member of a household in our school community has tested for COVID-19. At this time, we immediately transition to Virtual Learning plans and campus is completely closed until _____. School administration is coordinating with the Wisconsin Department of Health and following all guidelines for a safe campus reopening. Closely monitor for and take serious any COVID-19 symptoms. We will be in further contact with any individuals to whom the health department directs us to provide further guidance. No other information will be shared without approval from the health department in accordance with protecting individual privacy. Please continue to watch for updates regarding campus reopening and/or additional guidance.”

Virtual Learning:

Good Shepherd will still support remote learning for students during the coming school year that will be parallel to in school instruction. There are two scenarios where this could take place.

1. Remote learning to support students with extended absences due to COVID-19.
 - a. It's inevitable that some students will need to miss extended periods of school due to contracting COVID-19 or needing to self-quarantine due to exposure.
 - b. Teachers will have a plan that goes beyond what they would typically do to support students who are out sick to ensure the learning process continues for students out of school for an extended period of time.
2. Full time remote learning for those with health concerns
 - a. Some families may feel they cannot send their child to school due to documented health concerns within the family. We will provide a remote learning program for these children.
 - b. This will include recorded classroom learning content, direct communication from the teacher via email and phone, and individual online sessions as needed.
 - c. While this will not replicate the full school experience, it will allow a child to continue the essentials of the learning process.
 - d. These students will be considered full time Good Shepherd students and will be able to participate in all school activities.
 - e. This program will also allow the option for the child to return to in person instruction during the school year if the family wishes.

Tuition Updates for Virtual Learning

Tuition will be paid as defined in tuition agreements. Families with financial needs that change during the school year, in particular in relation to COVID-19 events, may contact the school office to apply for tuition assistance and funding.

Last Revised 9/1/20