

**St. James Lutheran School Reopening Plan
2020-2021 School Year**

General Procedures:

1. Parents and guardians will not be permitted to enter the school building unless tending to business matters in the school office. School payments (tuition, lunch, band, etc) should be sent with the student who will turn those payments into the teacher. Those seeking entry to the building will need to come to the church entrance on South Andrews St. Visitors will also be required to have their temperatures take before entering the school building for volunteerism.
2. St. James Lutheran school is requesting that a parent schedule a face to face meeting ahead of time, should the parent need to discuss a matter (which cannot be resolved with a telephone call) with the homeroom teacher, the school secretary, the school administrator, or pastors.
3. Upon entering the building, students will need to wash their hands. This will be before they proceed to unpack their backpacks or book bags or when they are returning from recess.
4. St. James will require staff members to wear facemasks when social distancing is not able to be followed. This would include when students are entering/exiting the building as well as serving food during hot lunch. Students will not be required to wear masks in order to attend school. It is up to the parent to decide whether the child should wear a mask or not during school.
5. Teachers will continue to teach and preach good hygiene habits including frequent handwashing and proper handwashing techniques and sneezing into bend of the elbow, away from students. Students will be asked to wash hands if they use a tissue during class. Handwashing should take place for 20 seconds using hot warm with ample soap.
6. Students will be asked to bring a water bottle from home to use at school. Drinking fountains will only be used to refill water bottles. Water bottles will need to be taken home daily for parents to sanitize them and send them with the student the next day.
7. Students will not be allowed to bring toys/or sports equipment for playground or classroom use. St. James strongly discourages students from bringing phones to school. If a child needs to bring a phone, the phone will be turned off and stored in their backpack/book bag. If the child violates this rule and is found to be using the phone during the day, they will no longer be able to bring their phone to school.
8. To reduce possibility of COVID contact, students will no longer be able to share school supplies with other students. All belongings will be kept in a student's locker, cubby, desk, or backpack/book bag.
9. Parents are asked to launder or sanitize their child's backpack/book bag weekly to curb possible spread of an infectious disease.

10. Hand sanitizer stations will be available at the two main entrances for students as well as in each classroom. Students will be encouraged to use these stations before entering the classrooms and after exiting the classrooms. Should a parent wish to have their child wash their hands in place of using hand sanitizer, a note should be written to the teacher(s) in charge of that student stating that request.
11. Signs about the infectious disease symptoms and proper hand washing techniques have been placed throughout the building.
12. The Board of Education knows that the state of Wisconsin has lifted travel restrictions. However, the Board will require families who fly anywhere or drive to a state other than Wisconsin, Minnesota, Iowa, Illinois, Indiana, or Michigan to self-quarantine for two weeks. As time progresses and less COVID cases are reported, travel restrictions may be eased by the Board.
13. Should 30% of the student population report absences for any five consecutive days, St. James will close the school building for a two-week period to clean the entire campus. **At this point in time, distance learning will be taking place.** This may occur at any point in the year. St. James will strive to make sure to let parents know if the school is nearing a five days of 30% absenteeism.

Classroom Practices:

14. A Chromebook will be assigned to students in grades 3-8. This Chromebook will be for their use only. Chromebooks will NOT be allowed to be shared in the classroom. Any electronic device will be wiped before it is stored. An electronic device will be assigned to students in grades 3-8. The student will be required to use that device for the remainder of the school year.
15. Each classroom will be given playground balls and equipment to use. After each recess, equipment will be sprayed to sanitize the equipment before the next use.
16. Classroom seating will be left to the teacher's discretion. All precautions in terms of distance and proximity will be analyzed when deciding seating structure of each classroom.
17. Students will be taught by teachers proper social distancing for walking in the hallways. St. James will make an effort to keep students socially distant from each other but cannot guarantee this will be followed each and every time in the hallway.
18. Any correspondence to the school office will be placed in a basket and picked up by office personnel before 9 AM. This will be completed on a daily basis.
19. Departmentalized teachers will rotate to the classroom of the grade level that is being taught. The only exceptions will be music and seventh grade during math and ELA. The classroom teacher will be responsible for sanitizing desks during the class change.
20. Teachers will be encouraged to utilize opportunities where students are able to spread out during instruction, especially in classes with high student populations. Teachers with

larger classes may split their classes so long as adult supervision is available for both sections of the students.

21. When risks of health and safety are not elevated, St. James Lutheran School will attempt to provide increased ventilation of outdoor air as much as possible. This would be accomplished by opening windows and doors to circulate the air currents.
22. Teachers will be encouraged to hold as many physical education classes outside as possible. Also during physical education classes, students will not be allowed to wear their personal protective equipment due to safety factors. They will be allowed to place their masks back on after the physical education class has ended.
23. Each teacher will be given an ample supply of medical supplies (band aids, gauze, etc.) and ice packs to store in the classroom.

Cleaning Procedures:

24. Cleaning schedules will continue to be followed from the spring. Teachers will have students clean their desks and chairs before leaving end of day dismissal. The custodial staff and the teaching staff will communicate regularly.
25. Any teaching aid will be sanitized by the teacher before and after use in the classroom.
26. Teachers will be responsible for opening doors to classrooms. This will minimize contact of doorknobs for students.
27. Any high contact areas will be cleaned at an increased frequency by our custodial staff to reduce the chance of infectious disease spread from one student to the next student including doorknobs, sink handles, and bathroom fixtures.

Hot Lunch, Chapel, Music Program

28. Students will still be provided a hot lunch option. Additional staff person will provide assistance at the condiment table. If additional staff is not available, individual packets of condiments will be provided for use. Students may need to provide their own lunches if CDC and health departments temporarily discontinue the hot lunch program. The Board of Education will reserve the right to have classes eat in their classroom should daily absences reach a point where this is necessary to continue face to face instruction and restrict large gatherings of students.
29. Students will be seated every other seat in the cafeteria. If sufficient seating is not available, St. James will provide overflow seating in the meeting room when available and classroom dining when funeral dinners are held at St. James Lutheran School. Funeral goers will need to enter through the S. Andrews St. to enter the cafeteria for the funeral meal to reduce traffic through the hallways. If at all possible, funeral dinners will not take place during the school day.
30. The cleaning and sanitation of the cafeteria will follow previous years' protocol. Tables and seats will be wiped down between each serving period. Children will no longer wipe down the tables. An adult staff person will be sanitizing the tables. A hot temperature

dishwasher will be used to sanitize silverware and dishware between each serving period as well.

31. St. James will still continue corporate worship. Classes will be spread throughout the sanctuary (every other row). Offerings will be collected ahead of time and brought to the office. Following the chapel, the custodians will sanitize the sanctuary for church use for services at the beginning of the next week.
32. Music classes will be held in a larger area when necessary. If singing will be taking place, the class would take place outside, the church, and the gymnasium. Social distancing will take place during this class period.
33. Band will continue to take place. Social distancing will take place during this time again. Students will be strongly encouraged to wear masks when not playing instruments.
34. No classes will sing during church services until possibly the second semester of the school year. The Board of Education will re-evaluate the COVID crisis during December and January to make a decision on the second semester.

Athletics:

35. St. James Lutheran School will follow precedent set by WIAA Athletic Board. Sport program availability will be based upon on WIAA decisions on safety and on scheduling of seasons.

Transportation:

36. St. James will follow precautions for bussing recommended by Kobussen Buses Ltd. Kobussen has received guidelines to follow for bussing and cleanings before and after use. These may be found at [DPI Bussing Guidelines for COVID-19](#).

Health Procedures:

37. Any parent who calls in a child or send a Fast Direct will be asked for specific reasons as to why the child is absent. St. James will be working with the Shawano/Menominee Health Departments to track symptoms of ill-stricken children. Please be prepared to give specific symptoms of a child's ailment.
38. The St. James Lutheran School Board of Education will be waiving the excessive absenteeism policy for this school year. If a student has a fever, a cough, and has vomited, the board asks for parents to keep their child home until these symptoms cease to exist.
39. It is vitally important that each St. James family has at least one emergency contact listed on their Fast Direct account which is not a parent. Should a student become ill, he will be isolated in a room (supervised by a St. James staff member) until the parent(s) are able to pick him up from St. James. If the parent(s) cannot pick him up in a timely manner, the emergency contact listed will need to pick up the child as soon as possible.
40. A sick child will be supervised by a St. James Lutheran staff person in a clean room, until the parent is able to pick up the child under the church canopy in the back parking lot.

The student will be brought to the parent. Parents are asked to call the school office when they have arrived at the school.

41. Upon arrival, each child will be required to have his temperature checked before entering the school. Any child with a temperature over 100.4 °F will not be allowed to attend class. The student will be held in the hallway near the office and rescanned using a second thermometer. If the student again records a temperature 100.4 °F or higher, a parent will be called to pick up the child. Those students with an elevated temperature (99.5 °F or higher) will be scanned every ½ hour to make sure the temperature does not rise to over 100.4 °F.
42. If a child becomes ill, he will need to wear a mask upon returning to school for two weeks. This requirement will be waived if a doctor's notice is on file in the school office when the child returns stating the child is clear to return to school.
43. Any organization that shares or uses the school facilities will be required to follow the health screenings set forth by the school.
44. Should a St. James Lutheran staff person or student test positive for COVID-19, the school will follow procedures and protocols received from the Shawano-Menominee Health Department, the Wisconsin Department of Health Services, and the Centers for Disease Control and Prevention. These protocols may include distance learning from home if St. James is asked to closed.

Observable Symptoms:

Students and staff with an underlying health condition or known weakened immune system are encouraged to contact their primary care provider for guidance before attending in-person school at this time.

- **Fever**
 - Temperature 100.4 °F or greater
 - Child must be fever-free without fever medicine for 72 hours before returning to school.
- **Vomiting**
 - A child who is vomiting needs to stay home until symptom free for 72 hours.
- **Diarrhea**
 - A child who has diarrhea (two or more watery stools in a 12-hour period) needs to stay home until symptom free for 72 hours.
- **Rash**
 - A child should stay home if they have a new and unexplained rash that develops on or near the toes. A doctor should evaluate the skin rash before a child returns to school. A child may return to school after seeing a doctor with a note stating the rash is not contagious and may return to school.
- **Coughs and Colds**
 - A child should stay home if they have continuous nasal drainage and/or a cough.
- **Strep Throat**

- If a child is diagnosed with strep throat, they must remain home until 48 hours after antibiotics have begun.
- **Pink Eye (conjunctivitis)**
 - A child should stay home if they have red watery eyes, swelling of the upper or lower eyelids, or eye drainage. If a child is prescribed antibiotics, they should be used for 24 hours before returning to school.
- **Pertussis**
 - If a child is diagnosed with pertussis, they must remain home until five days of appropriate antibiotic is completed.

Infectious Disease Reporting:

45. St. James will be consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student has symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act known as FERPA.
46. In accordance with state and local laws and regulations, the school administrator will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the American Disabilities Act known as the ADA. St. James will provide a letter notifying staff, families, and the general public of school closures & any restrictions in place to limit COVID-19 exposure.
47. The school administrator will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow the CDC guidance if symptoms develop. This would include students and staff of Shawano Public Schools.

Return to School After Exclusion:

48. Once a student or staff member is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Those guidelines include:

Untested

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

1. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers);
2. Other symptoms have improved (such as cough has disappeared or shortness of breath has improved);
3. At least 10 calendar days have passed since your symptoms first appeared.

Tested Positive – Symptomatic

Persons who experienced symptoms and have been tested for an infectious disease may return to school if the following conditions have been met:

1. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers;
2. Other symptoms have improved (such as cough has disappeared or shortness of breath has improved);
3. At least 10 calendar days have passed since your symptoms first appeared.
4. The individual has received a negative test from his medical provider.

Tested Positive – Asymptomatic

Persons who have not had symptoms but test positive for an infectious disease may return to school when they have gone ten calendar days from the date of the test without symptoms and have been released by a healthcare provider.

Committee Formation:

49. A Return to School Committee has been established to decide what protocols need to be in place before students are able to re-enter St. James Lutheran School. This would include the school administrator, the St. James ECC director, the custodian, members of the Board of Education, and teachers. This committee will create a bulleted plan to decide when it will be safe to re-open St. James Lutheran School. Facets of this plan will include, but are not limited to, general procedures, classroom procedures, athletics, transportation, health protocol including tracking of symptoms and reporting of infectious disease, general cleaning practices, and large group gatherings.
50. A Pandemic Response Committee has been established to give communication of a positive infectious disease report which will impact the education campus. This committee will include the school administrator, the pastors, the St. James ECC Director, the custodial staff, a Board of Education representative, and teachers. This committee will work actively with the Shawano/Menominee Health Department to report, contain, and isolate a student/staff person who has tested positive for an infectious disease. In addition to quarantining the person, the committee will contain the areas where this person may have had contact. This committee will ensure that a rigorous cleaning and sanitation of the area has been completed before the area is opened again for school purposes.

Please note – The St. James Lutheran School Board will reserve the right to amend this plan at any point in the school year as more best practices are shared to reduce the risk of the transmission of COVID-19.

Those who have created this plan are indeed in favor of face to face instruction. If the Shawano/Menominee Health Department, the Wisconsin Department of Health Services (DHS), or Gov. Evers deems that conditions are too risky for student safety to continue with face to face instruction and require St. James Lutheran School to alter our teaching methodology to distance learning, we will do so until conditions improve enough that we will return to face to face instruction. St. James may not be warned of the pending closure so please be prepared to convert to distance learning with a student. Recommendations about a prolonged closure will depend on the level of cohorting St. James is adhering to, the community level of disease, and the current burden of infection impacting our medical systems.

In summary, these are the steps which St. James Lutheran School will be taking to reduce the risk of a child contracting an infectious disease, not eliminate it. St. James will try to implement as many guidelines from the DHS and CDC as possible. With this being said, St. James Lutheran School agrees with the following statement from the American Academy of Pediatrics (AAP):

The strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school. The importance of in-person learning is well-documented and there is already evidence of the negative impacts on children because of school closures in the spring of 2020. Lengthy time away from school and associated interruption of supportive services often results in social isolation, making it difficult for schools to identify and address important learning deficits as well as child and adolescent physical and/or sexual abuse, substance use, depression, and suicidal ideation. This, in turn, places children and adolescents at considerable risk of morbidity and, in some cases, mortality. Beyond the educational impact and social impact of school closures, there has been substantial impact on food security and physical activity for children and families.

Although children and adolescents play a major role in amplifying influenza outbreaks, to date, this does not appear to be the case with SARS-CoV-2. Although many questions remain, the preponderance of evidence indicates that children and adolescents are less likely to be symptomatic and less likely to have severe disease resulting from SARS-CoV-2 infection. In addition, children may be less likely to become infected and to spread infection. Policies to mitigate the spread of COVID-19 within schools must be balanced with the known harms to children, adolescents, families, and the community by keeping children at home.

If there is an oversight to an obvious issue, please send a comment, suggestion, or recommendation to dkaiser@stjamesshawano.org or call 715.524.4213 and provide the suggestion at that time. Thank you.