

Zion Lutheran School Coronavirus (COVID-19) Resource Manual



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Introduction:

The purpose of this resource manual is to provide students, parents and staff with resources, clear guidelines, and information regarding COVID-19. Our objective is to ultimately make sure that Zion is providing a safe, healthy and Christ filled environment for the students and staff. In order to make this possible we thoroughly utilized the resources provided by the Center for Disease Control (CDC) and the Department of Public Instruction (DPI) from the state of Wisconsin.

What is COVID-19?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Protocol if you are experiencing COVID-19 Symptoms

- Stay home only if you are running a fever.
- Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Take care of yourself. Get rest and stay hydrated.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.

COVID-19 Prevention

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. Teachers will help reinforce this process along with demonstrating to the students if needed.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Students will have access to hand sanitizer in every classroom along with designated areas around the school. If a student feels the need to wash their hands they will be allowed to leave the room and wash their hands in the bathroom.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Face masks at this time are optional for parents, students and staff. If you feel more comfortable wearing a face mask then we would encourage you to wear one.
- Thermometers will be available in each classroom for temperature checks as needed. While checking temperatures the following questions will be asked:
 - Have you been in close contact with a confirmed case of COVID-19?
Are you experiencing a cough, shortness of breath or difficulty breathing, sore throat? Have you had a fever in the last 48 hours? Have you had new loss of taste or smell? Have you had muscle pain or chills?
- We will limit the amount of sharing of classroom items, as long as it doesn't interfere with the flow of the classroom.
- Zion will have CDC/EPA guidance for cleaning and disinfecting posters located in the building.

Clean and disinfect

- Clean and disinfect frequently touched surfaces daily. This includes but is not limited to: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Use Clorox, Lysol, Bleach and Envirocloth to completely disinfect the areas listed above. After using the cleaning products remember to wash your hands with soap and water.
- Zion staff will make sure that their individual classroom is disinfected at the end of each school day.
- Zion's janitorial staff will be in charge of all other surfaces and areas. This includes bathrooms, hallways, lunchroom and other areas that needs to be disinfected. This will also be done on a daily basis.
- Zion will make sure that staff has the appropriate training regarding how to sanitize and utilize Personal Protective Equipment (PPE)

School year scenarios

At this time the COVID-19 situation is still very fluid. In this section of the resource manual we will discuss the different possibilities of how the upcoming school year may look. Zion will be in constant communication with the North Wisconsin District and the State of Wisconsin along with CDC recommendations to make sure that we are in compliance with current laws and procedures. Zion's current plans are to continue traditional student in classroom learning. Unfortunately, this is all subject to change as our local, state and federal government make decisions.

Scenario number 1-This option will be a return to a normal school year where students will be in the building everyday and have direct instruction with the teachers.

Scenario number 2-This option is very similar to our first option. The one main difference is that this may include students coming into the building on a rotational basis. This option may include half day education or rotating days. (We will only use if the state mandates us)

Scenario number 3- If this occurs we will continue remote learning with the students. This option will be similar to how school was conducted at the end of the previous school year. (We will only use if the state mandates us)

As we approach each scenario Zion will communicate to parents with more details how to proceed forward with the current situation.

Action plan if students, parents or staff gets sick with COVID-19

In the event that students, parents or staff get sick with COVID-19, they should not come to school, and they should notify school officials. At that time they should stay home under self quarantine for 14 days. If a student or staff members becomes sick during the school day we will immediately separate staff or child with COVID-19 symptoms at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick. The school's janitorial staff will follow the clean and disinfect policy in the event that a student or staff becomes sick. The student or staff will be allowed back in the building after symptoms have stopped or cleared by a doctor. Zion will do our best to keep this as confidential as possible. Unfortunately, this will be very difficult due to the size of our school. Each case will be handled on a per individual basis to determine if school will be closed. In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act. Ultimately, the spiritual health and well being of each student, parent and staff is our top priority. Exact guidelines for the staff will be explained in detail in the faculty handbook.

Attendance policy/Homework policy

The Attendance policy for Zion Lutheran School will be determined as we approach each different scenario for the school year. In the event that we are following scenarios one or two students will be required to be in school on the scheduled days that we have school, and complete all scheduled assignments assigned by their classroom teacher. If we go to scenario three student will not be required to be in the school, but will be required to complete all scheduled assignments assigned by their classroom teacher. If a student has any preexisting health conditions or family health conditions Zion will approach each of these situations on a per individual basis.

Classroom Expectations

Each classroom will set up individual guidelines and expectations for their students. Unfortunately, we can not set a blanket policy regarding classroom expectations due to the fact expectations are different for each individual grade level.

Student's Belongings

- Keep each student's belongings separated and in individually labeled storage containers, cubbies, or areas, or have them take their belongings home each day to be cleaned.
- Discourage students from bringing extra toys or materials from home.

Gatherings, Visitors, Field Trips and Sporting Events

- **If necessary**, pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
- **If necessary**, limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- **If necessary**, pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
- **If necessary**, pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities.

Recommendations for lunch room

- All lunch room workers should wear a face mask or cloth face covering.
- Frequently wash and sanitize of all food contact surfaces and utensils.
- Workers must practice frequent hand washing and glove changes before and after preparing food.
- Serve food using gloves.
- Consider modifying meal times to provide adequate physical distancing. When possible, encourage students and staff to eat meals outside if weather is nice or classrooms in smaller groups. Consider staggering meal times.
- Kitchen staff limited contact with the staff or students.
- All kitchen/cafeteria/dining areas should be cleaned and disinfected after use and prior to a new group of students entering for meals.

Communication

Communication is going to be the key to our success during the COVID-19 pandemic. As situations arise Zion will do their best to share information with parents, students and staff. Unfortunately, there is a ton of misinformation in the media. If you are concerned, please stay calm, don't panic, and contact the school to ask questions. We definitely do not want to spread any rumors that could result in panic and stress. We need to understand that God has a great plan and He is taking care of Zion.

Resources

- CDC's health communication resources <https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>
- CDC information on stigma and COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/reducing-stigma.html>
- CDC information on COVID-19 and children <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
- CDC offers several free handwashing resources that include [health promotion materials](#), information on [proper handwashing technique](#), and tips for families to help children develop good handwashing habits.
- Other health and education professional organizations may also have helpful resources your school can use or share, such as the [American Academy of Pediatrics](#)
- CDC's information on [helping children cope with emergencies](#) <https://www.cdc.gov/childrenindisasters/helping-children-cope.html>