



# Trinity Lutheran Church, Christian School, & Child Development Centers

## COVID-19 SCHOOL POLICIES AND PROCEDURES

### GENERAL

- Students, Staff & Visitors must not come to school if they have:
  - Close Contact\* with a Person Confirmed with COVID-19
  - Temperature Greater than 100.0 Degrees Fahrenheit
  - Loss of Taste or Smell
  - Cough
  - Shortness of Breath or Difficulty Breathing
  - Chills or Muscle Pain
  - Headache
  - Sore Throat
  - Diarrhea or Nausea
- Using This Criteria:
  - ♣ Parents must screen their children each morning before coming to school
  - ♣ Staff must screen themselves each morning before coming to school
- Students and Staff who have had close contact with a person confirmed with COVID-19 must notify the school and follow these procedures:
  - Be able to provide date of exposure, confirm that they were within the six (6') foot social distancing observance of a confirmed COVID-19 case, and were unmasked at the time of the exposure
  - Were with a confirmed COVID-19 individual
  - Complete and return to school, after the 14-day quarantine period, a **"Symptom Monitoring Log"**. (Provided by the school.)
  - Cannot return to school for 14 days
- Students and Staff diagnosed with COVID-19 may not return to school until:
  - At least fourteen (14) days have passed since symptoms first appeared
  - At least three (3) days (72 hours) have passed with No Fever since recovery without the use of fever-reducing medications and No Cough
- Staff are mandated by order of the Governor of Texas to wear masks or face shields.
- Students age ten or older will be required to wear masks or face shields in the hallways, any crossover situations, and in situations when social distancing is not possible.
  - Masks or face shields are not required (encouraged when possible) when social-distanced in lunch, recess & PE
- Students age nine or younger are encouraged but not required to wear masks or face shields in the building

- Students will wash and sanitize hands thoroughly on a regularly scheduled basis
- Visitors must wear masks or face shields, sanitize hands and verify they are fever-free and symptom free upon entry
- PK-5 Teachers will prepare weekly packets for students absent due to quarantine or illness
  - Parents are responsible for picking up the weekly packet at the school office
- PK-5 Teachers will be available on a scheduled basis via Zoom or other means with students who are absent due to quarantine or illness
- If the Board of Christian Education closes school due to State or Local Government Mandates:
  - PreK Classes will be held but may be modified as needed
    - ♣ The teacher will provide Zoom lessons on a regular basis to keep students engaged in their school work.
  - K-5 Classes will be held through our At-Home Remote Learning Procedures and will include:
    - ♣ Live scheduled Zoom Meetings as needed per grade for enrichment and instructional purposes
    - ♣ Use of any other on-line instruction as needed per grade for enrichment and instructional purposes
    - ♣ These actions also apply if an entire class must be quarantined for 14 days

## **CLASSROOM**

- Teachers will check student temperatures as needed
  - Students with temperatures greater than 100.0 Degrees Fahrenheit will be sent home
- Students will sit in assigned seats with chairs placed to maintain social distancing
- Teachers will change classes – not students (Except for PE, Computer, & Music – These spaces will be sanitized between each class)
- Students will not share supplies
- Teachers will clean and disinfect tables, chairs, devices and materials daily
- Classrooms will be cleaned and sanitized daily
- Teachers will require handwashing and/or hand sanitizing after activities and before lunch
- Special treats are not encouraged, but if allowed, must be individually wrapped and not homemade

## **HALLWAYS**

- Students will line up and walk at an appropriate distance from one another to maintain social distancing
- Classes will be organized as “Pods” and move the majority of the time together. Staggered times will allow students to move throughout the building at specific times to maintain social distancing

## LUNCHROOM

- Visitors (including Parents) will not be allowed to join students at lunch
- Students must be seated only 2-3 per lunch table to maintain social distancing
- Tables and chairs will be cleaned and disinfected between each lunch session

## RECESS

- Classroom “Pods” will have recess on the playground
  - Students may play together and will be monitored closely to alleviate as much contact as possible.
  - No Hugs, Handshakes, or High Fives
- Play equipment will be sanitized as needed

## CHAPEL

- Classroom “Pods” will sit as families every other row, maintaining social distancing
- Visitors must fill out COVID-19 visitor self screening form before entering the building
- Visitors coming to Chapel are encouraged to wear masks and must sit in the back rows of the church

## FIELD TRIPS

- School field trips will not be scheduled until further notice

## OTHER IMPORTANT PROCEDURES AND PROTOCOLS

- Parents will need to drop off and pick up their children at the front of the school
- When picking up a child during school hours, parents will need to check in at the school or church entrance and verify they are symptom free in order to sign out their child. Your child will then be brought to you. The same process will take place when you return your child to school

***\* Close Contact is defined as being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield) or being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.***

PLEASE NOTE THAT AS WE CONTINUE TO MONITOR THE CHANGING CONDITIONS SURROUNDING COVID-19 THAT CHANGES WILL OCCUR. WE WILL REFINE OUR PROCEDURES AND PROTOCOLS AS NEEDED AND AS DIRECTED BY FEDERAL, STATE, AND LOCAL AUTHORITIES. PLEASE DIRECT QUESTIONS TO THE SCHOOL ADMINISTRATOR.

2020 - 2021 Parent Covenant Statement Form

COVID-19 Policies and Procedures

Parent Signature is Required!

Please sign return this page ONLY to your child's teacher.

Please keep the Policies and Procedures pages for your reference!

(Please...One form per student!)

It is important that as a parent or guardian of a student enrolled at Trinity Lutheran Christian School, that you sign this document indicating that they have received this information and protocols and will follow these Policies & Procedures to the best of your of ability.

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Student Name	Grade	Parent Signature & Date
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PLEASE NOTE...DUE THE CHANGING CONDITIONS SURROUNDING COVID-19,  
THAT THESE POLICIES AND PROCEDURES MAY CHANGE AT ANY TIME AS  
DIRECTED BY FEDERAL, STATE, AND LOCAL AUTHORITIES.