



christ lincoln
SCHOOLS

Elementary Operating Plan

Fall 2020

Operating Assumptions

The coronavirus remains with us, and Christ Lincoln Schools will likely not return to normalcy until there is a vaccine. A return to school will look different. CLS families, students and staff will need to be flexible and nimble, understanding that the priority of protecting the health of our students may require changes in procedures, sometimes with minimal notice.

The Operating Plan laid out in this booklet is based on the Risk Dial model (see pg. 8) that is being used by the Nebraska Department of Health and Human Services (DHHS) which will guide our decision making process. This plan will be utilized until further notice.

The information in this document will supersede policies in the Parent Handbook where there are differences.

Guiding Principles

School will look different than it did before March 12, 2020. To best protect the health and safety of our students, CLS will abide by recommendations and mandates from DHHS, Nebraska Department of Education, and other knowledgeable governmental agencies. Whatever the circumstances, we remain committed to providing a loving, Christian environment which supports the whole child.

While it is our goal to prepare a plan as best as we possibly can, all plans are subject to change based on government, CDC, and health department recommendations. Please note that situations may arise where adjustments must be made quickly. We will communicate such changes in a timely manner. It is our expectation that parents will monitor their child's health prior to arriving at school and will take the child's temperature before leaving home on a daily basis.

School Closures and Implementing Distance Learning

If at any point in time during the year we are unable to be physically on campus (for more than 5 consecutive school days), we will transition into our distance learning platform. Our goal with Distance Learning is to maximize instructional opportunities. Distance learning will continue until we are able to open our facilities.

If the school is required to (or elects to) enter into a distance learning platform, details of implementation will be shared by administration and classroom teachers.

If you are choosing that your child should be in a distance learning platform (in the green, yellow or orange areas of the Risk Dial), please contact administration.

Closures for Before & After School Care

If at any point in time, the elementary school (Christ Lincoln/Lincoln Public Schools) moves into Distance Learning, school out care will be offered at limited capacity with essential workers of our community prioritized. Families must meet all of the health requirements outlined in the Health Questionnaire (see Appendix A). Before and After care tuition will be suspended if Distance Learning surpasses 14 school days.

Full day tuition will be at the daily or weekly rate and prorated based on the Before and/or After plan that is normally used.

Our School is addressing these specific items:

- Implementing physical distancing strategies
- Implementing screening procedures upon arrival
- Intensifying cleaning and disinfecting efforts
- Increased handwashing and healthy habits

Physical Distancing Strategies

- It is preferred that parents stay in their vehicles and drop off at the West Door. We do understand if a parent would like to accompany their child to the school office area at the beginning of the school year. Kindergarten students will be escorted to the gym by their parent(s) from August 13th thru Aug 20th for dropoff. The kindergarten teacher will then walk with the students to the classroom. After that date Kindergarten students will enter at the west door and go to their classroom.
- Drop Off & Pick Up Procedures will remain the same with physical distancing procedures implemented.
- Schedules will be staggered to minimize the overlap of grades in common areas such as the gym, playground, or lunchroom.
- Students attending chapel services and assemblies will sit within their grade level. Chapel Families will not be implemented until further notice.
- Explore It! will occur in a modified form within grade level classrooms until further notice.
- Each group of children are in a separate room as much as possible.
- Desks and seating will be spaced out as much as possible.
- When necessary, teachers will move and students will stay in the same rooms.
- After school activities, i.e. Kicks for Christ and WeCook will not take place until further notice.

Drop Off Screening

All children and staff will be screened upon arrival. Children and staff who have a fever of 100.4 or above or other signs of illness will not be admitted. Parents must help be on alert for signs of illness in their children and must keep them home when they are sick. Even if the child does not have a temperature, but they appear sick (experiencing COVID symptoms) the Principal has the right to deny the child's attendance for that day or days thereafter.

- Please have your child dropped off no earlier than 8:15am. Any student arriving before 8:15 will be checked into morning care and charged accordingly.
- Children will proceed directly to their classrooms upon arrival.
- Staff doing screening will follow proper hand hygiene and may use a mask and a pair of disposable gloves.
- Staff will take the child's temperature in the classroom using a non-contact, temporal thermometer. Temperatures will also be checked during their lunch period.
- Students and staff will wash hands upon entering the building.

- Students who exhibit COVID symptoms (e.g. answers yes to any of the screening questions-Appendix A) will be isolated to the Health Room and their parents will be notified to pick them up and encouraged to consult with their pediatrician or healthcare provider.

Students or Staff who Become Sick at School

- If a student becomes ill while at school:
 - CLS will provide an isolated space for the ill student to rest while waiting for the arrival of a parent/guardian.
 - CLS will contact the student's parent/guardian to pick up the student as soon as possible.
- Sick children and staff will not return to school until they have met the criteria to return to school.
- Students with a fever cannot return to school until they are fever free for 72 hours or have doctor's proof of wellness. Other non-COVID related symptoms will be 24 hours.
- Any student with a pending COVID-19 test may not return to school until results are available. If negative, the student may return to school displaying no additional symptoms.
- If CLS learns that a staff member or student has tested positive for COVID-19, we will consult CDC guidelines and contact the local health department to discuss the appropriate management of potentially exposed staff and students, and to determine whether the classroom or school should immediately cease in-person gatherings, close for additional cleaning, or otherwise change protocols.

Returning to School after Absence

- If returning after an illness or out-of-state/hotspot travel, parents should call the office to complete the Health Screening (Appendix A) or provide a completed form to administration before proceeding to the classroom.
- If you answer "Yes" to any of the screening questions, you will be asked to take additional steps before returning.
- Families and staff are expected to share with administration if they have a family member with a pending COVID-19 test and what the subsequent result is.
- If a physician note was obtained, a copy must be provided to administration at the same time.

Handwashing and Healthy Habits

Staff will wash hands with soap and water for at least 20 seconds and will assist children in doing the same. Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Posters describing hand washing steps are near all sinks.

- All children and staff will engage in hand hygiene at the following times:
 - Arrival and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment

- o Before and after using the restroom
- o After coming in contact with bodily fluid
- o After playing outdoors
- o After handling garbage

Christ Lincoln Schools will:

- Teach and reinforce washing hands and respiratory etiquette among students and staff.
- Practice frequent handwashing and advise students and staff to avoid touching their face.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.

Face Masks and Cloth Face Covers

The use of face coverings will be permitted as desired by the student and family. Face coverings should be neutral in color and not distracting from the school uniform i.e. skull and cross bones.

Individuals wearing a mask will be reminded not to touch the face covering and to wash their hands frequently. If in the orange area of the Risk Dial, mask use will be evaluated by administration and may be encouraged for all. All students should have a mask readily available (school can provide if needed).

Cleaning, Disinfecting, and Sanitizing

Cleaning is physically removing dirt, debris, and sticky film by washing, wiping, and rinsing.

Disinfecting kills nearly all germs on a hard, non-porous surface when applied correctly. Prior to disinfecting, cleaning must be completed. Note: Disinfecting is different from sanitizing.

Sanitizing is the reduction of bacteria to safe levels as set by public health standards. It is required for any surface that comes in contact with food.

- The following will be disinfected at least daily by staff:
 - o Playground equipment
 - o Door and cabinet handles
 - o Sink handles
 - o Shared objects (e.g., toys, games, art supplies) should be cleaned in between uses.
- Cleaning and Sanitizing Materials, Toys, Manipulatives, Shared Electronics
 - o Toys and objects that cannot be cleaned and sanitized will not be used.
 - o Shared electronics will be disinfected between uses.
 - o Cloth toys will not be used.
 - o Toys and objects that children have placed 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.
 - o Staff will not share toys and manipulatives with other classrooms unless they are washed and sanitized before being moved to another classroom.
 - o 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.
 - o Shared electronics will be disinfected between uses.

Drinking Fountains

Drinking fountains should not be used at this time. Elementary students will be provided a labeled water bottle with their name that will stay at school and will be cleaned and sanitized daily. Bottles will be filled at the water bottle stations.

Limit Sharing

- Student supplies will be housed in individual spaces with the encouragement of limited sharing.
- Ensure adequate supplies to minimize sharing of high touch materials to the 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.
- Avoid sharing of foods and utensils.
- Limit sharing electronic devices, toys, books, and other games or learning aids.
- Discourage bringing materials/toys from home.

Lunch Room

- Frequently clean and sanitize all food contact surfaces and utensils.
- Workers must practice frequent hand washing and use gloves when serving food.
- Children should be seated according to DHHS guidelines with 8 at a table and only within their grade.
- CLS will stagger meal times to provide adequate physical distancing.
- All kitchen/cafeteria/dining areas will be cleaned and disinfected after use and prior to a new group of students entering for meals.
- The salad bar will not be used until further notice.
- All food servings will be plated by food service staff.

Gym, Playground, Library/Music

- Face masks will be permitted.
- Physically distancing and limited classroom crossover will be encouraged.
- According to credible health resources, COVID-19 is not spread through sweat. However, surfaces touched by multiple people will be cleaned and disinfected.
- CLS staff members will be responsible for ensuring regular cleaning and disinfection.
- CLS will minimize sharing of equipment as much as possible and disinfect shared equipment between use.

Restrooms

- CLS will increase cleaning frequency for restrooms.
- There will be signs instructing students and staff on how to wash hands after using the restroom.

Bus Transportation:

- Students being transported will have their temperature taken prior to loading the bus and before their parent departs.
- If physical distancing is not possible (less than 6' for more than 10 minutes) students will be required to wear a mask.
- Siblings will be encouraged to sit together to limit crossover.

Parent Name: _____

Child(ren) Name(s): _____

Date: _____

This guidance is intended for screening parents with children returning to school/care after experiencing cold or flu-like symptoms either by the child or someone within the family (not necessarily COVID-19 specific). Ask parents reporting to school/care the following questions:

Does the child have any of the following?

- Yes No Fever
- Yes No Shortness of breath or Difficulty breathing
- Yes No Cough
- Yes No Fatigue
- Yes No Chills
- Yes No Muscle or body aches
- Yes No Headache
- Yes No Sore throat
- Yes No New loss of taste or smell
- Yes No Diarrhea, Nausea or Vomiting
- Yes No Congestion or Runny Nose

Has anyone in the household experienced any of the previous symptoms in the last 24 hours?

- Yes (if yes, please identify) _____
- No

Has anyone in the household been tested for COVID-19 in the last two weeks?

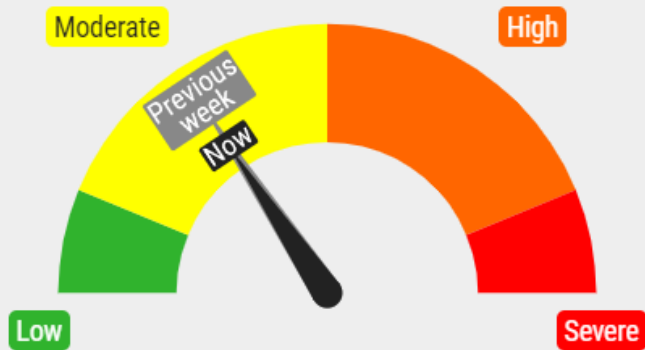
- Yes (if yes, what was the result?) _____
- No

In the week before feeling sick, did you:

- Have contact with someone diagnosed with COVID-19?
- Live in or visit a place where COVID-19 is spreading?

- **If your child or anyone in the family has experienced any of the related symptoms listed above, your child will not be permitted care until they are symptom free for no less than 24 hours, unless your child has a fever. For a fever, the rule is fever free for no less than 72 hours unless fever is associated with another diagnosis other than COVID-19. A doctor's note will be required to return.**
- **If any of the boxes are checked "Yes", care for the child will not be permitted until symptoms have subsided for no less than 24 hours or until the COVID test results are determined negative.**

Moderate Risk of COVID-19 Spread



This COVID-19 Risk Dial provides a summary of current conditions in the Lincoln-Lancaster County community. Each color incorporates federal and national guidance published by top public health experts and is coupled with specific guidance.

This is only guidance and does not replace federal, state, or local directed health measures. At-risk and vulnerable populations should take stringent precautions.

Sample Graphic of Risk Dial

For the most current version of the Risk Dial, visit <https://www.lincoln.ne.gov/city/covid19/>

Low Risk of Spread

(must be in green area of Risk Dial for 14 consecutive school days prior to implementing below)

- Elementary programs will be in person and operating as normal per operating plan.
- All students expected to attend in person, unless determined otherwise by a healthcare provider.
- Masks are permitted, but not required.
- Parents/Guests/Volunteers will be allowed in the building and asked to participate in a health screening.

Moderate Risk of Spread

- Elementary programs will be in person and operating as normal per operating plan.
- Accommodations will be provided on an as needed basis for any student needing distance learning due to health concerns.
- Masks are permitted, but not required.
- Parents/Guests/Volunteers will be allowed in the building and asked to participate in a health screening, except in large gathering spaces (i.e. chapel, lunchroom, etc.)

High Risk of Spread

- Elementary programs will be in person and operating as normal per operating plan.
- Accommodations will be provided on an as needed basis for any student needing distance learning due to health concerns.
- Mask use will be evaluated by administration and may be encouraged for all. All students should have a mask readily available (school can provide if needed).
- Parents/Guests/Volunteers will only be allowed in the school office area of the building.

Severe Risk of Spread

- Elementary programs will no longer be held on campus and will enter into a distance learning platform per direction of local government and health officials.