



St. Stephen Lutheran School

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“Building a foundation for life”

2021-2022 COVID-19 Policies

It is the intention of St. Stephen Lutheran School to return to our traditional schedule and operations in-person as soon as it is safe to do so, as directed by the state of California and the county of Santa Clara. During this time of trial, we are blessed to be able to look to the Lord for comfort.

“Fear not, for I am with you; Be not dismayed, for I am your God. I will strengthen you, Yes, I will help you, I will uphold you with my righteous right hand.” Isaiah 41:10

Continuity of Learning

- It is the intention to continue to maintain grade-level standards for the students. The staff will make every effort to continue the regular coursework for the student’s level, as we would in any other year. Students will still be required to attend classes in person or online (depending on school closures or quarantine) and submit assigned material in a timely manner.
- SSLS is dedicated to quality education for our students and we feel that we are best able to accomplish this when the learning occurs in person. While in person classes are preferred and encouraged, especially for grades K-4, distance learning will be available for those families that request it for the entire 2021-2022 school year.
- We intend to hold classes in-person for as much of the school year as possible. It may be necessary for us to employ distance learning exclusively for some periods of time in order to comply with continually-changing state or local requirements, or to ensure the safety of students and faculty. This document outlines some of the situations which would be addressed by periods of distance learning.

Social Distancing

Supplies

- Items on the supply list will be for individual use and will not be shared between students.
- Textbooks and workbooks will also be individual and will not be shared
- Any small items or supplies that are not disposable which a student uses will be sanitized before any other student uses it.
- Encourage students to bring their own water bottle to drink out of, rather than the plastic cups which we've used in the past.

Snack and lunch

- We will continue to have lunch and recess at the same time on the outside tables.
- 6 ft. distancing will be maintained during lunch (only 2 people per table).
- Students are encouraged to bring their own utensils, but individually wrapped utensils may be available if needed.
- Condiments will not be supplied.
- Students may still bring food that needs to be microwaved. A staff member wearing proper PPE (mask and gloves) will microwave it and return it to the student. Students should remain at their seat or line up 6 feet apart while waiting for their food to be warmed up.

Field Trips

- For the 1st trimester there will be no off-campus field trips, but we may have days with some special activity in lieu of our typical monthly field trips.
- After the 1st trimester, we will reevaluate this policy based on the situation at that time.
- Once field trips resume, they will be conducted in compliance with the County and State public health requirements

Playground and Equipment

- Equipment will be sanitized after use.
- Selection of equipment will rotate periodically.
- Children will be required to wash their hands before and after recess.

Community Table

- Lessons at the community table will be limited for now
- When students and staff are seated in close proximity, all will need be masked

Maximum Teacher to Child Ratio & Group Size

Age	Staff:child	Maximum cohort group size
Grades K-4	1:10	10
Grades 5-8	1:12	12

- As SSLS enrollment is so small, we are currently able to maintain one stable cohort group. Should our enrollment increase, we will re-evaluate needing to maintain two stable cohort groups.

Cleaning and disinfecting practices

- Classroom objects and surfaces which are frequently used, such as light switches, tables, door knobs, etc, will be sanitized daily.
- We will be using disinfectant from the EPA List N: Disinfectants for Use Against SARS-CoV-2
- Thorough cleaning will be done when children are not present.

Hygiene

- Frequent hand washing is preferred, although hand sanitizer will be available.
- Hand sanitizer, hands-free soap, paper towels, and sinks will be available.
- Windows and doors will be opened to ventilate our facility, weather permitted.
- As per CDC guidelines, hands should be washed when arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.

Masks

Students

- All students will be required to have cloth masks at school and should always be worn by all grades inside the school building. Masks are not required outside.
- If students don't have their masks, or if they become soiled, the school will have disposable masks on hand for them to use.
- No specific uniform mask is required, but any images or text on the mask should be appropriate for a Christian school.

Staff

- All adults must wear a face covering at all times while indoors, except while eating or drinking. Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.

Exemptions

- Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.
- Because of the ADA and HIPAA, medical documentation is not required for this exemption. If parents would like their child to be exempt from having to wear a mask, they should provide a written statement to the school.

Drop-off and pick-up Procedures

- One of the staff will be stationed at the gate in the morning to conduct symptom screening (see below) and to dismiss students when their parents arrive. Once children have arrived, another staff member will be overseeing them in the hall to ensure social distancing until they reach their classroom.
- SSLS has always welcomed parents/guardians into our facility and have wanted to encourage parents to feel comfortable being involved in their child's school day. Unfortunately, at this time, parents/guardians are not able to enter the school facility during the school day unless absolutely necessary. If a parent/guardian must enter the building, a mask must be worn. When a parent needs to enter the building, SSLS will limit the number of students and staff who come into contact with that parent/guardian.

Symptom Checks

- A staff member will greet students to look for symptoms upon arrival. Afterwards, students may then enter and immediately wash hands. A symptom check includes:
 - Ask if the student has had COVID-19 symptoms in the last 24 hours
 - Ask if the student has had close contact with a person diagnosed with COVID-19
 - Touchless thermometer reading on forehead (if illness is suspected)
- Parents should stay until their child has completed their morning symptom check.
- Students will be monitored throughout the day. Any student whose temperature exceeds 100.0 degrees must be isolated until they leave. The student can only be in contact with one staff member in proper PPE.
- If students have any of the following symptoms, they will be moved to an isolation room at school until their parent can pick them up:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell
- Staff will monitor themselves for the same symptoms before leaving their homes in the morning. The staff will also check in with the principal on a daily basis to conduct screenings.
- If students or staff have the above symptoms, they should be tested as soon as possible and a negative test result must be given to SSLS staff before they return to school. Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
 - In lieu of a negative test result, symptomatic students may return to school with a medical note from a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

Note regarding runny noses: “Many school age children will have symptoms of runny nose throughout the school year due to a range of conditions. It would be unlikely for a child to experience runny nose as the only symptom of COVID-19, and preventing children with only a runny nose from going to school would likely lead to unnecessary school absences. If a child has a runny nose but no other symptoms of COVID-19, it would be reasonable to allow that child to go to school, provided the child does not develop any other symptoms of COVID-19 and is not a close contact to a COVID-19 case.” -SC County

CDC Training

- Staff has completed the required CDC COVID-19 Infection Control and Prevention training.

Testing of Staff

- As all of the SSLS staff has been vaccinated, we will not periodically get tested for COVID-19 unless there has been exposure or COVID-19 symptoms.

Our Expectations for Parents

- While outside of school, try to limit the children's opportunities for COVID-19 exposure as much as possible.
- According to Santa Clara County guidelines, parents are required to inform school administration immediately if a student tests positive for COVID-19, or if one of their household members or close contacts tests positive for COVID-19. In the case of this exposure, we will take actions as outlined later in this document.
- If parents enter the school building, we ask that they wear a mask for the short time they are present. They must also follow the same hand washing requirements as any students or staff entering the building.
- Parents are expected to monitor their child's physical health before bringing them to school in the morning. If children are sick, they should remain at home. Staff can make distance learning modifications based on how sick the child is and their ability to complete daily assignments.

- Please keep in mind that this is a challenging time for all of the students, staff and other parents. Your patience is appreciated and if you have any discomfort with practices or procedure, please contact the SSLS staff or Board of Education.

In the case of COVID-19 exposure and/or symptoms

SSLS will be in compliance with the State of California and Santa Clara County mandates for COVID-related quarantine and reporting standards. For current information, please visit <https://covid19.sccgov.org/school-guidance>.

Suspected COVID-19 Case(s) Response with students at the school:

- SSLS will use our library as an isolation room to separate anyone who exhibits COVID-19 symptoms
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

Confirmed COVID-19 Case(s) Response:

- School administrator will notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by the School Portal for Outbreak Tracking (SPOT). All staff and families in the school community will be notified of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.

COVID-19 Suspected Student or Teacher

- The California Department of Public Health (CDPH) recommends a symptom-based strategy to determine the duration of isolation for people with COVID-19 who are **symptomatic**, meaning they have symptoms. Persons with COVID-19 who have symptoms and were instructed to care for themselves at home may discontinue self-isolation under the following conditions:
 - At least 10 days have passed since symptom onset; AND
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
 - Other symptoms have improved
- The symptoms-based strategy will prevent most, but not all, instances of secondary transmission. Increasing evidence suggests people with mild to moderate COVID-19 remain infectious no longer than 10 days after symptom onset. However, a very limited number of persons with severe illness or who are severely immunocompromised may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consulting with local infectious disease experts when making decisions about discontinuing isolation of persons who are likely to remain infectious longer than 10 days.
- For persons with COVID-19 who are **asymptomatic**, meaning that they have NOT had any symptoms, CDPH recommends that these individuals be instructed to care for themselves at home. They may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of the first positive COVID-19 diagnostic (federally approved Emergency Use Authorized molecular assay) test. If they develop symptoms, then the strategies for discontinuing isolation for symptomatic persons (see above) should be used.
- **Because of our limited staffing, should one of the teachers need to quarantine, we will need to move to distance learning for all students. Please watch for updates from the staff should this happen.**

Contact person

- Should there be any exposure, or contact with exposure, Rebecca Lillo will be the contact representing SSLs and will be in direct contact with the Santa Clara County Health Department, or anyone else who needs to be involved with contact tracing and creating a list of exposed or COVID-positive students.
 - Rebecca Lillo, Principal
 - beccaday@gmail.com or principal@ssls.org
 - 262-271-6129 (personal cell) or 650-961-2071 (school)

Disclosure

- This policy has been shared with the SSLs parents via email, print, and our website. Parents will be notified of any revisions to the policy in the same way. Parents have signed the form “St. Stephen Lutheran School Disclosure of Information Protected by the Family Educational Rights and Privacy Act”, informing of our intentions to notify Santa Clara County should their child become COVID-19 positive. Parents have also been notified of their right to privacy due to HIPPA regulations.

*These policies were created in accordance with the CDE GUIDEBOOK FOR THE SAFE REOPENING OF CALIFORNIA’S PUBLIC SCHOOLS and the COVID-19 Prepared: Reopening of Santa Clara County K-12 Schools for the 2020-2021 School Year

Resources for parents

- Information regarding nearby testing sites is available through: www.sccfreetest.org
- Santa Clara County Health Department, COVID-19 information: <https://www.sccgov.org/sites/covid19/Pages/home.aspx>