



Reopening and Campus Plan Policy and Procedures

2020 - 2021

Revised July 20, 2021

*** Please note that this policy is subject to change at Emmanuel Lutherans School's sole discretion if the COVID-19 situation changes on Maui. Although it is our desire and intent to provide on-campus instruction for the entire school year, circumstances may necessitate school operations to be conducted online for an undefined period of time. ***

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Introduction

The appearance of the novel coronavirus in late 2019 followed by its rapid, worldwide proliferation in early 2020 dramatically changed our lives. Everyday activities such as enjoying the outdoors, shopping, working, and on-campus schooling were suddenly restricted or prohibited. As the government mandated closures took effect, Emmanuel quickly pivoted to online learning for the 4th quarter of the 2019-20 school year. Our successful Distance Learning Program was made possible by the hard work and commitment of our amazing faculty, staff and school families.

After over four months of no on-campus learning, Emmanuel Lutheran School, understanding the importance of face-to-face instruction and in accordance with guidelines from Centers for Disease Control and Prevention (CDC), Hawaii Department of Health (HDOH), and the Hawaii Department of Human Services (DHS) is planning to open campus five days a week to all students for the 2020-21 school year and expects all students to attend school in-person. We understand that the transition back to campus may come with feelings of uncertainty and concern, but we are committed to a plan that prioritizes health & safety, educational excellence, practicality, and flexibility.

It is important that we remain nimble in our ability to adapt to what has proven to be a rapidly changing environment. As such, the policies, procedures, and overall strategies explained in this plan will be flexible and revised/adapted as needed depending on the latest updates and guidelines from government and health officials.

COVID-19 BASICS

COVID-19 is the official name given to the novel coronavirus first identified in Wuhan, China in 2019. The name is an abbreviation for coronavirus disease 2019. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease.

COVID-19 is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold; however, it is transmitted in much the same way.

The virus that causes COVID-19 is thought to spread mainly from person to person, primarily through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another.

While there is still much to learn about COVID-19, it is commonly accepted that monitoring symptoms, wearing personal protective equipment, proper hand hygiene and sanitation practices, and physical distancing are the best practices. www.cdc.gov

GUIDING PRINCIPLES

As Emmanuel Lutheran School transitions back to school, it is doing so with the following overarching guiding principles.

Health and Safety

Emmanuel's greatest priority is to provide sound Christian education while being committed to the health and safety of its community. Emmanuel will continually strive to align its policies and procedures with guidance from the CDC and HDOH while implementing five preventative strategies: (1) Daily Screening; (2) Targeted Use of PPE (Personal Protective Equipment) (3) Hand Hygiene and Sanitation; (4) Distancing (trying to maintain an arms length) (5) Class Cohorts and Quarantining.

Commitment to Being on Campus

Emmanuel Lutheran understands that while distance learning can be an effective learning modality, it cannot fully replicate the invaluable social interactions and in-person support that is delivered through an on-campus experience. To that end, Emmanuel will, to the best of its ability and in accordance with official health guidelines, seek to provide as much on-campus instruction as safely possible. As such, all Emmanuel students are expected to attend school in-person, unless granted an exception pursuant to this policy.

Whether on-campus or through distance learning, Emmanuel is steadfastly committed to maintaining a rich learning environment that focuses on the spiritual, intellectual, physical, social, and emotional needs of its students through these uncertain and evolving times.

Practicality

Emmanuel fully understands that while maintaining the health and safety of its community is the most important necessity as the campus is re-opened to students, plans to re-open must also be practical and sensible if they are to be sustainable.

Flexibility/Nimble

Emmanuel fully recognizes that any plan to safely re-open campus activities must be flexible and able to adapt to the fluctuating community conditions that are beyond our control. Emmanuel will remain nimble as we continually monitor the latest developments.

COMMUNICATION

As Emmanuel transitions back to on-campus instruction, communication will play an important role in keeping both internal and external groups informed about the latest information as it relates to being on campus and protecting the safety and well-being of our community.

Parents can expect to receive communications throughout the reopening process and into the fall semester via email updating them on the latest news and developments. Key communications will also be posted on the school's website.

PREVENTATIVE STRATEGIES

The Big 5 - Screening, Protective Equipment, Sanitation, Distancing, Cohorting

*Many of these items were covered in the recent parent plan sent via email. The purpose of this section is to provide specific information and update handbook procedures.

Screening - All students, faculty and staff will be administered a temperature check with a no-touch thermometer upon arrival at school. Anyone presenting with a temperature of 100.4° F (or higher) will be immediately sent home. If a student develops any signs of illness during the school day, they will be removed from the classroom and sent to the school office where their parents will be called to immediately pick them up from school. Students are to remain at home until the student is 24 hours symptom and fever free without using fever reducing medications. Families are expected to continually monitor their children for signs of illness and keep their children home if they show any symptoms.

Targeted use of Protective Equipment - All individuals including faculty, staff, and students will be required to wear a face covering that covers the mouth and nose while on campus during activities that require close face to face work. This requirement will be enforced with the understanding that it is not always practical or realistic, particularly among younger children, that a mask be worn. Emmanuel will NOT require masks throughout the entire day. The use of masks throughout the day would simply cause hands and fingers to be close to the nose and mouth more often. Targeted use helps us manage the times when masks will be more effective. Teachers will use face shields when working within a close proximity to a student.

Sanitation - All students, faculty and staff will follow a regular schedule of hand washing and use of hand sanitizer throughout the day. For example, students will be required to wash and /or sanitize their hands when they first arrive at school as well as before and after all outdoor activities or other activities where they are touching common use objects. Hand sanitizer will be available in every classroom.

In addition to promoting healthy hand hygiene, Emmanuel will be implementing enhanced daily cleaning/sanitation practices which include the use of new cleaning products that are safe and effective virus killers. There will be an increased frequency in cleaning, especially on high touch surfaces (e.g., door handles, sink handles, light switches and drinking fountains).

The use of shared objects (P.E. equipment, art supplies, toys, and games) will be minimized; however, when they are used, they will also be cleaned/sanitized between uses.

Distancing -

Physical (or social) distancing is a successful strategy that has been widely utilized to reduce the likelihood of close contact that may lead to viral transmission. However, because playing and socializing is central to child development, physical distancing needs to be done thoughtfully.

With this in mind, Emmanuel will be controlling and directing movement on campus to prevent students from congregating and to reduce the mixing of students from different cohorts. When students are in the classrooms, their desks and other furniture will be arranged to leave as much space as possible between them with students facing forward as much as possible. Students will be encouraged to try and maintain an arms' length distance between one another in meeting spaces, hallways, and exterior grounds whenever possible.

Cohorting -

Students will be consistently kept together in individual classes. Keeping the students in classes and minimizing the mixing/interaction between classes will reduce the risk of widespread virus transmission and allow for easier contact tracing in the event of an infection.

If a student or employee has a COVID-19 infection, school officials will support the Hawaii Department of Health's efforts for contact tracing and enforcing quarantining of those infected and the contacts as required by the HDOH. Provisions will be made to support continuity of learning from home during quarantine periods.

IMPACT / ALERT LEVELS

State Defined Impact Level	Community Conditions	Alert Level	Emmanuel Conditions	Emmanuel Response
New Normal (No Disruption)	<ul style="list-style-type: none"> Successful treatments and/or Vaccine and/or “herd immunity” High Risk populations and kūpuna exercise caution when in public 	BLUE	<u>No</u> identified COVID-19 cases in the school community	Students are On-Campus
Recovery (Minimal Disruption)	<ul style="list-style-type: none"> Number of new cases indicate sporadic activity Well within maximum capacity for testing, hospital capacity, and/or Contact tracing High Risk populations and kūpuna stay at home when possible Businesses allowed to open 	GREEN	<u>No</u> identified COVID-19 cases in the school community	Students are On-Campus <ul style="list-style-type: none"> Full protocol for PPE, physical distancing, hand hygiene, sanitization and cohorting
Act with Care (Minor Disruption)	<ul style="list-style-type: none"> Number of new cases and/or clusters are manageable within system capacity Within maximum capacity for testing, hospital capacity, and/or contact tracing High Risk populations and kūpuna advised to stay at home Businesses allowed to open 	YELLOW	<u>Low (<10% of student) numbers of identified</u> COVID-19 cases/ close contacts in school community	Students are On-Campus <ul style="list-style-type: none"> Students/Cohorts quarantine as needed Quarantined individuals (possibly cohorts) will move to an entirely online learning environment at home and remain quarantined for 14 days or until they receive a negative COVID test result at which time they will be allowed back on campus Full protocol for PPE, physical distancing, hand hygiene, sanitization and cohorting.
Safer at Home (Moderate Disruption)	<ul style="list-style-type: none"> Number of new cases indicates controlled community spread Near maximum capacity for testing, hospital capacity, and/or Contact tracing High Risk populations and kūpuna advised to stay at home Low Risk businesses allowed to open 	ORANGE	<u>Growing (>10% fo student) numbers of identified</u> COVID-19 cases/ close contacts in school community	Students are On-Campus <ul style="list-style-type: none"> School may begin a larger scale restriction of on-campus operations and further implement on-line instruction Implement broader testing if possible Full protocol for PPE, physical distancing, hand hygiene, sanitization and cohorting.
Stay at Home (Major Disruption)	<ul style="list-style-type: none"> Cases surging and /or uncontrolled community spread Risk of insufficient testing, hospital capacity, and/or contract testing 	RED	Widespread identified COVID-19 cases/ close contacts in school	Suspension of On-Campus Operations <ul style="list-style-type: none"> No students allowed on campus School moves the entire

	<ul style="list-style-type: none">• “Stay at Home” order is given for all nonessential workers• Only essential businesses open		community	academic program online
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HOME - SCHOOL PARTNERSHIP

PARENT COOPERATION IS NEEDED

All members of the Emmanuel Lutheran School community have a shared responsibility to prevent the spread of illness when they are aware or suspect that they have contracted a communicable disease. It is imperative that all members of our school community remain committed to the safety policies and procedures listed in this and future communications to help keep students, faculty and staff safe.

By enrolling your child at Emmanuel, parents agree to the following requirements:

Follow Federal, State, and Local Orders

Families are expected to adhere to the directives of applicable federal, state, and local government health departments, including the CDC and HDOH, regarding physical distancing in public, wearing masks, and other measures to reduce the spread of COVID-19.

Students Must Remain Off Campus

Positive COVID-19 Test

If a ELS, any member of the household or another close contact tests positive for COVID-19 or is suspected of having COVID-19, parents must immediately notify the School office, and the student is prohibited from the ELS campus until he/she or the individual in his/her household is medically cleared, and the student is authorized by the School to return to campus. This will typically be after 14 days or when proof of a negative COVID-19 test result is acquired. During this time, the school will work with the student and his/her parents to determine and coordinate online instruction based on the circumstances and to the degree possible.

Close Contact / Exposed

If an ELS student or any member of a student's household has been in close contact or notified by the State Health Department that they were in contact with an individual infected with COVID-19, parents are to immediately notify the Emmanuel School office and the student is prohibited from the ELS campus until he/she or the individual in his/her household is medically cleared, and the student is authorized by the School to return to campus. This will typically be after 14 days or when proof of a negative COVID-19 test result is acquired. During this time, the school will work with the student and his/her parents to determine and coordinate online instruction based on the circumstances and to the degree possible.

Advised or Required to Quarantine

If an ELS student or any member of a student's household is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive, parents are to immediately notify the Emmanuel School office and the student is prohibited from the Emmanuel campus until he/she or the individual in his/her household is medically cleared, and the student is authorized by the School to return to campus. This will typically be after 14 days or when proof of a negative COVID-19 test result is acquired. During this time, the school will work with the student and his/her parents to determine and coordinate online instruction based on the circumstances and to the degree possible. Families are strongly encouraged to avoid any non-essential out-of-state travel at this time.

Complete Daily Health Screening & Stay Home if Sick

Families are expected to continually monitor their children for signs of illness and keep their children home if they show any symptoms. Symptoms of illness include but are not limited to Chills/Sweats or Fever of 100.4° F (or higher) in the past 24 hours, Cough, Shortness of Breath/Difficulty Breathing, Fatigue, Sore Throat, Body Aches, Headache, Decreased Sense of Smell and/or Taste, Diarrhea, Nausea, and Vomiting.

Face Covering

Parents are to send their child(ren) to school with a properly fitting mask that can be worn when the teachers instruct face masks to be worn. Parents should teach their child(ren) how to properly use the mask and ensure that it is cleaned regularly.

Hygiene

Parents are asked to practice and reinforce good personal hygiene practices at home. In particular, the importance of frequent handwashing with soap and water for at least 20 seconds (especially after visiting public areas, blowing your nose, coughing, or sneezing) and the practice of coughing and sneezing into elbows should be emphasized.

Students' Personal Items

Parents are to limit the items their child(ren) bring(s) onto campus each day and reinforce policies around the sharing of food, supplies and other items with other students.

Emergency Contact

Parents are to ensure that their child(ren)'s emergency contact information is up to date.

Medical/Waiver Forms

Parents must complete and submit all required student medical/waiver forms prior to the first day of school.

ARRIVAL & DEPARTURE

DROP OFF

- Parents/guardians and students are encouraged to wash their hands at home with soap and water before they come to school.
- Parents entering with students should wear a mask. Parents are strongly encouraged to use the drop area and allow students to walk on campus individually.
- Parents entering the office for scheduled visits should wear a mask until further notice.
- Daily Health Screenings will take place throughout August after which this procedure will be evaluated.
- Students will wash hands or use hand sanitizer before taking their seats to begin the day.
- Early Drop Off (EDO) will be available. Temperature checks will be taken. Students must use masks until they go to their classroom and join their cohort. Students will remain at least an arms' length apart while in EDO.

DEPARTURE/PICK-UP

- Children will enter their cars on the school side of the vehicle.
- Parents will remain in vehicles when entering the drive thru traffic.
- All visits with the teacher from parents/guardians should be as brief as possible.
- If your child has left an item at school, it is highly recommended that you retrieve the item the next day.

OTHER ON-CAMPUS CHANGES

Campus Visitors

All visitors to campus, including parents, should make an appointment if coming for reasons other than pick up or drop off. Parents should drop off their children at the drop-off area and not walk their children onto campus. Only Before & Aftercare parents are permitted to walk on campus. All visitors to campus must wear a mask covering their mouth and nose.

No Excursions

All off-campus excursions and camps will be suspended until further notice.

Chapel & Large Gatherings

Chapels and other large group gatherings will be held creatively or postponed to avoid gathering in large crowds.

Recess

The importance of play remains a constant and will continue to be part of the ELS daily routine. Recess schedules will be similar to years past but cohorts attempting to remain in designated areas. Students will not be required to wear masks at recess.

Restrooms

The number of students permitted to enter a bathroom will be limited to support physical distancing and minimize close contact. Teachers will work to stagger scheduled bathroom breaks.

Movement on Campus

Emmanuel Lutheran School is blessed to have an open campus which allows for physical distancing while moving from one area to another. All faculty, staff, students and visitors (with an appointment) are to respect distancing initiatives and are to keep the respectful distance when moving around the campus.

Middle School Students

To decrease movement between different classrooms, the middle school students will have a schedule that allows for minimal movement throughout the day. They will spend with Mr. Royuk and Mr. Rempfer in larger blocks rather than individual periods.

Physical Education

Physical exercise leads to healthy bodies. P.E. classes will continue as in years past. Masks will not be required when students are participating in vigorous physical activity as instructed by P.E. teachers.

Choir Classes

Choir classes have been broken into much smaller groups and will meet with only their class (cohort). Students will be required to wear their masks while singing.

DISCLAIMER

DISCLAIMER REGARDING CHANGES TO POLICY AND PROCEDURES

These policies and procedures supersede those contained in any other ELS handbooks and can be modified at any time without warning. School policies must be flexible and nimble in responding to new information, and Emmanuel Lutheran School's administrators must be willing to refine approaches when specific policies are not working.

