

# Health and Safety Plan - 2020

Hope Lutheran School  
2600 Haines Road  
Levittown, PA 19055

This is a living document. It may change based on any further recommendations from the Bucks County Department of Health, PA State Department of Health and/or CDC recommendations. All teachers will post a grade-level Health and Safety Plan on their Website page. You may refer to it regarding your child's classroom protocols.

## Facilities

- The school building & classrooms are professionally cleaned and disinfected after each school day;
- Signage concerning handwashing and sanitizing and cough/sneeze etiquette are posted;
- Classrooms and bathrooms will be disinfected on a scheduled basis throughout the day by a Staff member;
- Classrooms will be ventilated every day as is appropriate; specifically, upper level classrooms will open windows and doors, weather permitting; 4<sup>th</sup> – 8<sup>th</sup> grade classrooms will use dehumidifiers and air purifiers throughout the day;

## School Operations

- Access to Hope Lutheran School during the daytime hours will be limited to enrolled students, staff members, Chapel assistants, Bucks County IU & Catapult specialists;
- Parents, grandparents and siblings are considered visitors and will NOT be allowed in the building;
- Service personnel/Trustees who need to enter the buildings/classrooms to complete a specific task will first go through a safety check and temperature screening before being allowed entry;
- Volunteers who need to enter the school/church office area will need to have a temperature screening before being allowed to enter;
- Playgrounds will be open for use;
- Sharing of items in classrooms will be limited; anything shared will be wiped between uses;
- Class birthday treats or food for school activities needs to be commercially packaged or individually wrapped;
- Students will eat lunch in their classrooms;
- Classrooms will be arranged with spacing / distancing in mind (positioning of desks/chairs, etc.);
- All students **except those using our Before Care Program** will be dropped off in the morning in the parking lot off of Haines Road (see A.M. DROP OFF). For Before Care Program practices, consult the program instructions;
- Students will continue to change classes for Art, Music, P.E., Science Lab, etc. with cleaning and disinfecting protocols in place;
- Field trips, Computer Lab and all after-school clubs, sports and activities are to be suspended for the time being;
- To encourage safe practices, the **Perfect School Attendance Award and the Perfect Church Attendance Award** will not be issued this school year.

## Wellness

- Temperature screening will be required of ALL students, staff and classroom volunteers in the morning, DAILY until further notice;
- A student is not permitted to enter/stay at school with a temperature of 100.4 degrees **without medication** OR if they appear visibly ill (***please do not give your child any medications to counteract a sore throat, low-grade fever, etc. before coming to school!***)
- Hand sanitizer will be available in all classrooms and entryways;
- Handwashing/sanitizing will be done whenever entering a classroom and throughout the day (see the individual classroom plan posted on your teacher's Web page;
- Students/staff will keep a 2<sup>nd</sup> mask at school in a Ziplock baggie for emergency use; although disposable masks will be kept in the school office, these are ONLY for emergencies;
- The cleaning of personal cloth masks is the responsibility of each family/staff member;
- Drinking fountains will NOT be used this year; ***personal, refillable water bottles and/or disposable water bottles are recommended;***
- Communication will be sent home periodically regarding the signs and symptoms of COVID-19; additionally, signage will be in every classroom and in hallways;

## Travel Notes

- Please periodically review the official list of states under PA travel quarantine mandates. It is ***your responsibility to know which states Pennsylvania considers 'at risk' and will require a quarantine period (10 – 14 days) upon return;***
- Upon returning from a trip, please report to Hope Lutheran School where you traveled; we may choose to take your child's temperature twice daily for 10 – 14 days as a precaution;
- Hope Lutheran School will follow instructions by the Bucks County Health Department as Contact Tracing takes place.

## In the event a student, family member or staff member tests positive for COVID-19

- The family or staff member will inform the school of a positive COVID-19 result;
- Hope Lutheran School will notify families, staff and local health officials while maintaining confidentiality. Hope L.S. will follow Bucks County Health Department instructions as Contact Tracing takes place;
- School work will be sent home with the student;
- Teacher may offer Zoom sessions for additional instruction for student at their discretion;
- All cleaning and disinfecting protocols will be followed.

## In the event a student gets sick during the school day (persistent cough, fever, etc.) which might not be COVID-19

- Student's temperature will be taken;
- Parent will be notified & **required to come to the school Lobby** to get the student ***immediately;***
- Mask will be worn by student while waiting in the office for transportation home; **student will not be allowed to ride the bus home;**
- Student may return to school when he/she is:
  - fever free for 24 hours ***without medication***
  - shows improvement of symptoms and/or
  - is cleared by his/her health professional

### In the event of a school closure

- At-home learning will take place through Zoom, Google Classroom and learning packets;
- Technology will be available to students on loan, if necessary (***it is the parent's responsibility to let Hope L.S. know of a need to borrow a Chromebook***);
- School-wide expectations will be communicated concerning at-home learning;

*Until we get the hang of these new procedures, morning drop-off and afternoon pick-up will take a little more time and effort than usual. PLEASE be patient. We prefer to "err on the side of caution". So ..... allow a little extra time in the morning for drop-off so that YOU won't be late to work!*

### Morning Drop-off

- 8:45 a.m. - Drop off your student in the morning in the Haines Road parking lot by pulling all the way up to the flagpole;
- Temperature screening will take place – ***please wait until your student is cleared to enter the building***;
- A temperature of 100.4 degrees means a student may NOT stay;
- All students will wear masks when entering the building and while in the hallways;
- Students will enter the building at the doors by the pre-K playground;
- All students will follow health/safety protocols upon entering their classroom;
- ***There will be NO walk-ins allowed – please do not park your car and attempt to walk your child into the building***;
- Do NOT drive around the car/bus in front of you – please wait in line until the car/bus in front of you pulls away! *This is where patience comes into play. You MUST wait for the car ahead of you to move away before you can move forward.*

### Afternoon Pick-up - ALERT --- THIS IS A CHANGE OF PLANS ! ALERT ---- ALERT ----- ALERT ----- FOR NOW – UNTIL FURTHER NOTICE:

- 3:15 p.m. – Students are ready to be picked up from the gymnasium;
- Park in the Haines Road parking lot spaces (there are at least 40 spaces available and additional spaces facing Millcreek Road);
- Walk to the gym entry doors using the sidewalk between the school building and the pre-K playground;
- Enter! Wearing a mask and practicing social distancing;
- Sign out your student and leave immediately the same way you came in;
- If we do not recognize the person picking up a child, we will ask to see a photo ID; NEW FAMILIES: until we get to know you/recognize you, we may ask for your photo ID as well – we're just being safe!
- **FOR NOW**, we ask that you do your visiting outside (in the parking lot, on the sidewalks);

