



## **MARTIN LUTHER SCHOOL**

### **Phased School Reopening**

### **Health and Safety Plan**

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions.

## **Purpose**

It is the purpose of Martin Luther School (MLS) to promote procedures which help to safeguard individuals from the spread of communicable diseases. The most important consideration is the health and safety of students and employees. Martin Luther School Health and Safety Plan will provide in-person instruction, a hybrid model of in-person and remote learning and will also provide academic choices for students whose parents elect to keep them home during this pandemic even when schools are open. Martin Luther School has strived to successfully balance the desire to open our schools to students and staff while taking practical steps necessary to help mitigate risks to that same population and our community. This plan has been designed with stakeholder input and can, and will be, amended as our regional circumstances change.

## **Authority**

The Martin Luther School Leadership Team is committed to maintaining a safe and healthful environment for its staff and students. Prevention of communicable disease transmission in school requires special attention. Therefore, it shall be the practice of the MLS Leadership Team to provide information and develop procedures to assist in risk mitigation efforts and processes to better avoid the spread of communicable disease.

## **Responsibility**

Under the direction of the Pandemic Coordinator, the Pandemic Team of Martin Luther School has developed this Health and Safety Plan that includes procedures, developed in consultation with appropriate medical professionals, for implementing this policy. The requirements and guidance of this document are to be implemented and enforced by the Gemma/MLS Administration, supervisory personnel, and all staff responsible for the care of children.

## **Guidelines**

Controls have been recommended by the US/PA Department(s) of Health, the Centers for Disease Control (CDC) for “social distancing” to minimize the spread of the virus that causes COVID-19. Martin Luther School will make a good faith effort to follow CDC, Department of Health, and the Pennsylvania Department of Education (PDE). Guidelines/Recommendations for schools. There may be circumstances when actions conflict with the recommended practice. The guidelines contained herein are designed to maintain a healthy and productive environment and help prevent the spread of disease even in these instances.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools-h.pdf>  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>

## Table of Contents

<b>Health and Safety Plan .....</b>	<b>3</b>
Type of Reopening.....	4
Pandemic Coordinator/Team.....	5
Key Strategies, Policies, and Procedures.....	6
Cleaning, Sanitizing, Disinfecting and Ventilation.....	8
Social Distancing and Other Safety Protocols.....	10
Monitoring Student and Staff Health.....	16
Other Considerations for Students and Staff.....	20
Health and Safety Plan Professional Development.....	21
Health and Safety Plan Communications.....	24
<b>Health and Safety Plan Summary.....</b>	<b>26-31</b>
<b>Health and Safety Plan Governing Body Affirmation Statement.....</b>	<b>32</b>
<b>Attachments.....</b>	<b>33- 46</b>

*This resource draws from the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, the World Health Organization, the Office of the Governor of Pennsylvania as well as the Pennsylvania Department of Education.*

## Health and Safety Plan: MARTIN LUTHER SCHOOL

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The **Red Phase**: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The **Yellow Phase** and **Green Phase**: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. Gemma/MLS Administration) and posted on the school entity's website.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Martin Luther School located in Montgomery County, has been one of the last counties to enter the 'green phase'. The Health and Safety Plan contained within this document continues with this assumption as a focus. Should the school county cycle to yellow or red, this plan will be adapted and amended, as necessary. A red designation for Montgomery County would re-start the Continuity of Education Plan developed in the spring of 2020.

The Pennsylvania Department of Education will not approve or disapprove of this, or any school plans in the Commonwealth, nor will it determine if schools can open. This is the sole responsibility of the local school administration, and in our case, the Gemma/MLS Agency Administration.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)**

- Total reopen for all students and staff (With CDC guidelines for safety of students and staff).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Hybrid/Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening):**

**Anticipated launch date for in-person learning: September 8, 2020 for students.**

**Martin Luther School anticipates the first day of school for staff for the 2020-2021 school year to begin on Thursday, August 27, 2020.**

**A copy of the 2020-2021 approved school calendar is available by clicking the link below:**

**[2020 - 2021 Approved Martin Luther School Calendar](#)**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, Martin Luther School is encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. Martin Luther School is highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** This individual will play a role in drafting the enclosed Health and Safety Plan.
- **Pandemic Crisis Response Team:** These individuals will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** These individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individuals	Stakeholder Group Represented	Pandemic Team Roles/Responsibilities
Lisa Hand	MLS	Pandemic Team Coordinator (Sup. of Safety/ Admin.)
Sasha Gachelin	MLS	Pandemic Team (Dean of Students)
Siobhan Canavan	MLS	Pandemic Team (Clinical)

Chris Irvine	MLS	Pandemic Team (Nurse)
Michelle Johnston	MLS	Pandemic Team (HR Generalist)
Neil Clark	Gemma	Pandemic Team (VP of Operations)
Donna Wisely	Gemma	Pandemic Team ( Healthcare Dir.)
Jamie Fenstemaker	Gemma	Pandemic Team (VP of Programs/Integrity)
Barbara Nielson	Gemma	Pandemic Team (VP of Human Resources)
Laura Dyott	MLS	Pandemic Team (Social Worker)
Stephon Ford	MLS	Pandemic Team (Mental Health Worker)
Donna Hutt	MLS	Pandemic Team (Speech/Language Therapist)
Tyler Illis	MLS	Pandemic Team (Music Teacher)
Christine Oakes	MLS	Pandemic Team (SEL Associate)
Lauren Onusko	MLS	Pandemic Team (IEP Coordinator)

**Key Strategies, Policies, and Procedures**

Once your school has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your school will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your school will take to ensure the health and safety of every stakeholder in your school’s education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** To implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.



## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- **How will you ensure the building is cleaned and ready to safely welcome staff and students?**

MLS utilizes a cleaning service to clean buildings daily. All areas are cleaned prior to students/staff returning the next day. Day shift cleaning personnel will clean high touch areas each morning and afternoon, minimally.

- **How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?**

The Pandemic Coordinator along with an administrative assistant will secure supplies through trusted, reputable vendors. State purchasing opportunities will be evaluated as presented.

- **How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?**

Every area of use in each building will be cleaned daily. Many, high-touch areas will be cleaned multiple times per day. When feasible, ventilation will be increased in classroom areas and communal spaces (gym, cafeteria, etc.) through fresh air ventilation (windows) and open doors.

- **What protocols will you put in place to clean and disinfect throughout an individual school day?**

Staff will have access to EPA approved wipes for daily use on student desks, classroom door knobs, and other high touch classroom areas. Cleaning personnel are assigned specific building areas to clean during their daily shift. Water fountains will be converted to refillable water stations.

- **Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?**

All staff will be aware of cleaning procedures and classroom level responsibilities during the August in-service schedule. Cleaning personnel are already trained in proper cleaning techniques.

**Martin Luther School: Cleaning, Sanitizing, Disinfecting, and Ventilation**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual	Materials, Resources and or Supports needed	PD Required (Y/N)
*Cleaning, sanitizing and ventilating learning spaces, surface and any other areas use by students (i.e. restroom, drinking fountains, hallways	Cleaning personnel will follow a developed checklist of items/areas to clean on a daily basis, with a special focus on high touch areas.	Cleaning crew will follow a developed checklist of items/areas to clean on a daily basis, with a special focus on high touch areas.	Neil Clark	Disinfectant, latex gloves, PPE gown, PPE Plastic shield, PPE Gloves	Y- All MLS Staff
	Sanitizing sprayer will be used in each building to clean shared objects, shared areas	Sanitizing sprayer will be used in each building to clean shared objects, shared areas		EPA approved wipes, Sanitizing mist sprayer	
Other cleaning, sanitizing, disinfecting and ventilation practices	Cleaning personnel will follow weekly schedule to clean/sanitize cleaning equipment	Cleaning personnel will follow weekly schedule to clean/sanitize cleaning equipment	Neil Clark	Disinfect and cleaning wipes	Y- Staff & Students
	Students cleaning their space prior to exiting is an effective way to promote cleanliness	Students cleaning their space prior to exiting is an effective way to promote cleanliness	Staff & Students		
	Each classroom will be equipped with one-time use sanitizing wipes (ex. EPA approved Wipes). When students leave one classroom they are to disinfect their desk/area	Each classroom will be equipped with one-time use sanitizing wipes (ex. EPA approved Wipes). When students leave one classroom they are to disinfect their desk/area	Staff & Students		

## Social Distancing and Other Safety Protocols

### Key Questions

- **How will classrooms/learning spaces be organized to mitigate spread?**

Classrooms will be organized to minimize/eliminate student face-to-face proximity of less than 6 feet to the maximum extent feasible. Classroom stations will be set up for 1-2 student users. Otherwise, student workstations will be spread out to the greatest extent feasible with egress / safety as a priority in design.

- **How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?**

All grade levels will transition to self-contained classrooms. Students will remain in the same groups through the day. Transitions will take place per staggered schedule in the hallways with one way stairs used to traverse floors at the middle school level.

- **What policies and procedures will govern use of other communal spaces within the school building?**

#### **Cafeteria**

All students will eat in their respective classrooms

- **How will you utilize outdoor space to help meet social distancing needs?**

PE / Recess can be held outdoors as weather permits.

- **What hygiene routines will be implemented throughout the school day?**

Regular hand washing/ sanitizing as students enter, leave and transition during each day and before and after meals.

- **How will you adjust student transportation to meet social distancing requirements?**

Student transportation is the responsibility of each LEA

- **What visitor and volunteer policies will you implement to mitigate spread?**

Visitors are not permitted during the school day.

- **Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?**

Student transitions will occur more frequently at the MS. Stair traffic will be streamlined to minimize cross traffic. Elementary ages will be escorted in the halls.

- **Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided?**

All staff will be trained on expectations for social distancing at the start of year and reminders monthly through the year. Regular safety meetings will take place twice per month to discuss any challenges / successes. Safety meetings will occur virtually until further notice.

#### **CDC COVID-19 Print Resources**

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

**Martin Luther School: Social Distancing and Other Safety Protocols**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual	Materials, Resources and or Supports needed	PD Required (Y/N)
*Classroom/learning space occupancy that allows for 6 feet of separation among student and staff throughout the day, to the maximum extent feasible	When appropriate, classroom seating by as much space as possible, with students facing in the same direction (no face-to-face seating). Classroom maximum 15 persons	When appropriate, classroom seating separated by as much space as possible, with students facing the same direction (no face-to-face seating). Classroom maximum 25 persons	Core Team	Additional learning spaces	N
	Gemma/MLS administration will continue to evaluate/implement updated guidance from CDC, PA Dept. of Health and local medical professionals	The School will continue to evaluate/implement updated guidance from CDC, PA Dept. of Health and local medical professionals.			
*Restricting the use of cafeterias and other congregate setting, and serving meals in alternate settings such as classrooms	All Students will eat in the classroom. Food will be delivered by Food Services	All Students will eat in the classroom. Food will be delivered by Food Services	Neil Clark, Joe Pupo	EPA approved wipes, Sanitizing mist sprayer	N
	Cafeteria seating altered (50% occupancy) to allow for less seats	Cafeteria seating altered (50% occupancy) to allow for less seats			

**Martin Luther School: Social Distancing and Other Safety Protocols**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual	Materials, Resources and or Supports needed	PD Required (Y/N)
<b>*Handling of sport activities for recess, and physical education classes consistent with the CDC considerations for youth sports</b>	PE/ Recess outdoors as weather permits. No use of handheld equipment. No activities that require close contact or touching	PE/ Recess outdoors as weather permits. Limited use of handheld equipment. Any shared items sanitized between use. No activities that require close contact.	All School Staff	Cleaning wipes	Y- Suggested activities all MLS Staff
<b>*Limiting the sharing of materials among students</b>	All students maintain their own classroom supplies. No shared technology/devices Daily cleaning of any shared classroom resources.	All students maintain their own classroom supplies. No shared technology/devices Daily cleaning of any shared classroom resources.	Classroom Staff	Additional elementary supplies, boxes to organize supplies	N
<b>*Staggering the use of communal spaces and hallways</b>	Minimize need for use of communal spaces and hallways. Elementary students escorted K-6. Hallway transitions staggered. "Be Right, Stay Right" enforced. One-way stari use (MS)	Hallway transitions staggered. "Be Right, Stay Right" enforced. One-way stair use (MS)	All MLS Staff	N/A	Y- Office staff

**Martin Luther School: Social Distancing and Other Safety Protocols**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual	Materials, Resources and or Supports needed	PD Required (Y/N)
<b>*Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	Students wash hands/sanitize as they enter the building, before and after each class, before and after each meal and as they depart for the day. Focus will be on proper technique and duration (20 seconds)	Students wash hands/sanitize as they enter the building, before and after each class, before and after each meal and as they depart for the day. Focus will be on proper technique and duration (20 seconds)	All School Staff	Soap, sanitizer, dispensers	Y- Training for staff and students on process frequency
<b>* Posting signs, in highly visible locations, that promote everyday protective measures and how to stop the spread of germs</b>	CDC Guidance posted around each classroom, office, cafeteria and entrance: Help protect yourself and others from COVID-19, Stop the spread of germs, Please read before entering, Stop: Feel sick?- Wash your hands!	CDC Guidance posted around each classroom, office, cafeteria and entrance: Help protect yourself and others from COVID-19, Stop the spread of germs, Please read before entering, Stop: Feel sick?- Wash your hands!	Neil Clark, All MLS Staff	Signs purchase, printed and laminated	N
<b>*Identifying and restricting non-essential visitors and volunteers</b>	No visitors on campus during school hours. Caregivers to call # if they need to pick them up.	No visitors on campus during school hours. Caregivers to call # if they need to pick them up.	All School Staff	N/A	Y- Office staff
	RT visits take place in Weimann.Virtual IEP meetings.	RT visits take place in Weimann.Virtual IEP meetings.	Core Team, Administrative Assistants, Security		

**Martin Luther School: Social Distancing and Other Safety Protocols**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual	Materials, Resources and or Supports needed	PD Required (Y/N)
<b>*Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	Classroom limit of 15 persons Elementary Self Contained Classrooms. Middle School Block Scheduling	Classroom limit of 25 persons Elementary Self Contained Classrooms. Middle School Block Scheduling	Core Team	1 to 1 technology for students K-8	Y- All MLS Staff
<b>*Transportation protocol changes, revised hours of operation or modified school year calendar</b>	Update bus arrival/dismissal schedules to minimize student wait time in each building	Update bus arrival/dismissal schedules to minimize student wait time in each building	Core & Administrative Team	N/A	N
<b>*Other social distancing and safety practices</b>	Students will be screened for fevers daily as they enter the building The school will not recognize perfect attendance awards Should performance gatherings be permitted, the school will communicate social distancing and safety expectations for all attendees and participants.	Students will be screened for fevers daily as they enter the building The school will not recognize perfect attendance awards Should performance gatherings be permitted, the school will communicate social distancing and safety expectations for all attendees and participants.	Core & Administrative Team Activities Coordinator	No Touch thermometers Infrared cameras	Y- Use of Thermometers Guidance for performance gatherings



## Monitoring Student and Staff Health

### Key Questions

- **How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?**  
Temperature checks will be encouraged to be completed by the caregiver prior to school to ensure no fever is present before sending to school. Temperature scanning will be completed upon arrival to school for all students and staff.
- **Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?** Monitoring will be encouraged prior to coming to school by caregiver and also upon arrival to school as well as needed throughout the day.
- **What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?** If a staff member or student or any member of the school community becomes ill (temp. > 100.4) during the school day, they will be placed in an isolation room and sent home ASAP. A doctor's note allowing return to school is the preferred option, however persons with COVID-19 symptoms or exposure may return following the CDC guidelines.
- **Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?** Administration and/or School Nurse.
- **What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to return?** A doctor's note allowing return to school is the preferred option however persons with COVID-19 symptoms or exposure may return following the CDC guidelines. A survey will be sent to staff requesting input from any that have hesitation returning to school for medical or other legitimate reasons.
- **How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?** Follow CDC guidelines or doctor's notes. If students are uncomfortable returning, virtual learning may be an option. A survey will be sent to staff requesting input from any that have hesitation returning to school for medical or other legitimate reasons.

**Martin Luther School: Monitoring Student and Staff Health**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual	Materials, Resources and or Supports needed	PD Required (Y/N)
*Monitoring students and staff for symptoms and history of exposure	Temperature checks will be encouraged to be completed by a caregiver prior to school to ensure no fever is present before sending to school. Temperature screening will be completed upon arrival at the school for all students and staff.	Temperature checks will be encouraged to be completed by a caregiver prior to school to ensure no fever is present before sending to school. Temperature screening will be completed upon arrival at the school for all students and staff.	Core Team, School Nurses	Thermometers, Temperature scanning system, PPE, sanitizer, alcohol wipes	Y- In-service Training
	Monitoring will be encouraged prior to coming to school by caregiver and also upon arrival to school as well as needed throughout the day. Staff and parents will be encouraged to report concerning contact with high risk individuals and locations	Monitoring will be encouraged prior to coming to school by caregiver and also upon arrival to school as well as needed throughout the day. Staff and parents will be encouraged to report concerning contact with high risk individuals and locations			
*Isolating or quarantining students and staff if they become sick or demonstrate a history of exposure	If a staff member or student or any member of the school community becomes ill (temp > 100.4, cough, shortness of breath) during the school day, they will be placed in an isolation room and sent home ASAP. A doctor's note allowing return to school is the preferred option, however persons with COVID-19 symptoms or exposure may return following the CDC	If a staff member or student or any member of the school community becomes ill (temp > 100.4, cough, shortness of breath) during the school day, they will be placed in an isolation room and sent home ASAP. A doctor's note allowing return to school is the preferred option, however persons with COVID-19 symptoms or exposure may return following the CDC guidelines, These rooms will be disinfected	Core Team, School Nurses	Additional nurse office furniture, PPE, cleaning supplies	Y- In-service process for sending, notifying parents

	guidelines, These rooms will be disinfected immediately after the potentially infected person has vacated the space	immediately after the potentially infected person has vacated the space			
<b>*Returning isolated or quarantined staff and/or students.</b>	No fever for 3 days w/o meds Respiratory symptoms have improved for 3 consecutive days 7 days passed since onset of symptoms or confirmation from doctor in writing that cause of fever is not COVID-19 related.	No fever for 3days w/o meds Respiratory symptoms have improved for 3 consecutive days 7 days passed since onset of symptoms or confirmation from doctor in writing that cause of fever is not COVID-19 related.	Core Team, School Nurses	N/A	N
	Students missing extended periods of time will be provided distance learning options	Students missing extended periods of time will be provided distance learning options			

**Martin Luther School: Monitoring Student and Staff Health**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual	Materials, Resources and or Supports needed	PD Required (Y/N)
<p><b>*Notifying staff, caregivers and school districts of school closures and within-school-year changes in safety protocols</b></p>	<p>Any school closure, change in school calendar or change in protocols will be available via: written correspondence, One Call and Web Page</p>	<p>Any school closure, change in school calendar or change in protocols will be available via: written correspondence, One Call and Web Page</p>	<p>Core Team, School Nurses</p>	<p>N/A</p>	<p>N</p>
<p><b>* Other monitoring and screening practices</b></p>	<p>Students and staff traveling outside the immediate area will be encouraged to self-report symptoms or likelihood of recent exposure</p>	<p>Students and staff traveling outside the immediate area will be encouraged to self-report symptoms or likelihood of recent exposure</p>	<p>Core Team, School Nurses</p>	<p>N/A</p>	<p>N</p>

**Martin Luther School: Other Considerations for Student and Staff**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual	Materials, Resources and or Supports needed	PD Required (Y/N)
<b>*Protecting students and staff at higher risk for severe illness</b>	Students and staff at high risk can telework/access education at home through virtual capability. Alternatively, a private work space may be provided within each building, separate from flow of school traffic.	Students and staff at high risk can telework/access education at home through virtual capability. Alternatively, a private work space may be provided within each building, separate from flow of school traffic.	Core Team	Tech devices, hot spots, private work space	Y
	Decisions will be made on a case by case basis, with individual safety as the priority	Decisions will be made on a case by case basis, with individual safety as the priority			
<b>*Use of face coverings (masks and or face shields) by all staff</b>	Staff at high are required to utilize protective masks and/or shields. Masks will be provided as requested.	Staff at high are required to utilize protective masks and/or shields. Masks will be provided as requested.	Core Team	Mask/Shields	N
<b>*Use of face coverings (masks) by students as appropriate</b>	Students and staff will be required to wear face coverings as appropriate. Masks will be provided as requested.	Students and staff will be required to wear face coverings as appropriate. Masks will be provided as requested.	Core Team	Mask/Shields	N

## **Health and Safety Plan Professional Development**

The success of your plan for a healthy and safe opening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional development plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person/Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

**Martin Luther School: Health and Safety Plan Professional Development**

<b>Topic</b>	<b>Audience</b>	<b>Lead Person and Position</b>	<b>Session Format</b>	<b>Materials, Resources and or Supports needed</b>	<b>Start Date</b>	<b>Completion Date</b>
<b>Health and Safety Plan Development</b>	School Staff, Agency Staff, Parent/Guardians, Students Local Health Officials	Eva Morrison,; Vice President of Educational Services	In person, Google/Zoom /Team meetings,	H & S Plan Draft and Laptop/co mputer access	TBA	
<b>Health and Safety Plan Gemma/MLS Administration Review</b>	Gemma, MLS Administration	Eva Morrison,; Vice President of Educational Services & MLS Core Leadership Team	In person, Google/Zoom /Team meetings,	H & S Plan Draft and Laptop/co mputer access	TBA	
<b>Health and Safety Plan MLS Staff Review</b>	All MLS Staff	Eva Morrison,; Vice President of Educational Services & MLS Core Leadership Team	In person, Google/Zoom /Team meetings,	H & S Plan and Laptop/co mputer access	TBA	
<b>Health and Safety Plan Food Services Review</b>	Gemma/MLS Food Services Staff	Eva Morrison,; Vice President of Educational Services & MLS Core Leadership Team	In person, Google/Zoom /Teams Meetings	H & S Plan and Laptop/co mputer access	TBA	
<b>Health and Safety Plan Parent/Guardian Review</b>	MLS Parent/Guardians and Students	Eva Morrison,; Vice President of Educational Services & MLS Core Leadership Team	In person, website video Presentation	H & S Plan and Laptop/co mputer access	TBA	
<b>Health and Safety Plan LEAs Review</b>	District LEA Personnel	Eva Morrison,; Vice President of Educational Services & MLS Core Leadership Team	In person, Google/Zoom /Teams Meetings	H & S Plan and Laptop/co mputer access	TBA	

<b>Additional Trainings regarding safety, hygiene, distance learning and others ro MLS staff to be held at the start of the school and and needed</b>	All MLS Staff	Eva Morrison,; Vice President of Educational Services & MLS Core Leadership Team	In person, Google/Zoom /Team meetings,	Various	TBA	
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### **Health and Safety Plan Communications**

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communication is accessible to all caregivers. Additionally, schools should establish and maintain ongoing communication with local and state authorities to determine levels in the community.

**Martin Luther School: Health and Safety Plan Communications**

<b>Topic</b>	<b>Audience</b>	<b>Lead Person and Position</b>	<b>Mode of Communication</b>	<b>Start Date</b>	<b>Completion Date</b>
<b>Community Presentation of Health &amp; Safety Plan</b>	Gemma, MLS Administration	Eva Morrison,; Vice President of Educational Services	In person, Google/Zoom/ Team meetings,	TBA	
<b>Parent Mailed/emailed Communication</b>	Parents/Caregivers of MLS Students	Eva Morrison,; Vice President of Educational Services & MLS Core Leadership Team	Mailing, Email	TBA	
<b>MLS/Agency Community</b>	All MLS/Agency Staff	Eva Morrison,; Vice President of Educational Services & MLS Core Leadership Team	In person, Google/Zoom/ Team meetings,	TBA	
<b>Cleaning Techniques</b>	Cleaning Personnel	Neil Clark	In person	TBA	
<b>Cleaning Techniques</b>	All MLS Staff	Eva Morrison,; Vice President of Educational Services & MLS Core Leadership Team	In person, Google/Zoom/ Team meetings,	TBA	
<b>Weekly Meetings with Gemma/MLS Administration</b>	Gemma/MLS Administration	Eva Morrison,; Vice President of Educational Services & MLS Core Leadership Team, Pandemic Team	In person, Google/Zoom/ Teams Meetings	TBA	
<b>As needed meetings as determined by any plan changes</b>	All MLS Stakeholders	Eva Morrison,; Vice President of Educational Services & MLS Core Leadership Team	Various	TBA	

### **Health and Safety Plan Summary**

The following yellow and green phase summary tables will provide our MLS community with a detailed overview of our Health & Safety Plan. We will post this on our website.

**Martin Luther School: Plan Yellow Phase Reopening with Preventative Measures (Wednesday virtual for thorough cleaning of buildings) Parent/Guardian has option of virtual learning**

**Alternate Days: Monday & Tuesday (50 % of Community Students in each classroom/ RT Unit A & C) Virtual Learning Thursday & Friday**

**Alternate Days: Thursday & Friday (50 % of Community Students in each classroom/ RT Unit B & D) Virtual Learning Monday & Tuesday**

**Facilities Cleaning, Sanitizing, Disinfecting and Ventilation**

**Requirements**

<p><b>*Cleaning, sanitizing and ventilating learning spaces, surface and any other areas use by students (i.e. restroom, drinking fountains, hallways)</b></p>	<p>Cleaning personnel will follow a developed check list of items/areas to clean on a daily basis, with special focus on high touch areas.</p>
	<p>Sanitizing spray and disinfectant will be used in each building to clean shared objects, shared areas</p>
	<p>Cleaning personnel will thoroughly clean all buildings on Wednesdays</p>
	<p>Cleaning crew will follow a developed check list of items/areas to clean on a daily basis, with special focus on high touch areas. Sanitizing spray and disinfectant will be used in each building to clean shared objects, shared areas</p>

**Social Distancing and other Safety Protocols**

**Requirements**

<p><b>*Arrival: Temperatures taken</b></p>	<p>Community students will stay on the bus until directed to come off the bus eliminating the potential for groups formed</p>
	<p>Residential students (Staggered schedule)</p>
<p><b>*Dismissal:</b></p>	<p>Community students will stay in their classrooms until their bus is called. Students will wash hands/sanitize before leaving the classroom.</p>
	<p>Residential students (Staggered schedule)</p>

<p><b>*Classroom/learning space occupancy that allows for separation among student and staff throughout the day, to the maximum extent feasible</b></p>	<p>When appropriate, classroom seating by as much space as possible, with students facing in the same direction (no face-to-face seating). Classroom maximum 15 persons</p> <p>Martin Luther School will continue to evaluate/implement updated guidance from CDC, PA Department of Health and local medical professionals</p>
<p><b>*Limit Sharing of Materials among students</b></p>	<p>All students maintain their own classroom supplies</p> <p>No sharing of technology/devices</p> <p>Daily cleaning of any shared classroom resources</p>
<p><b>*Handling of sport activities for recess, and physical education classes consistent with the CDC considerations for youth sports</b></p>	<p>PE/ Recess outdoors as weather permits. No use of handheld equipment. No activities that require close contact or touching</p>
<p><b>*Restricting the use of cafeteria and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>All Students will eat in the classroom. Food will be delivered by Food Services</p> <p>Cafeteria seating altered (50% occupancy) to allow for less seats</p>
<p><b>*Hygiene practices for students and staff</b></p>	<p>Students wash hands/sanitize as they enter the building, before and after each class, before and after each meal and as they depart for the day. Focus will be on proper technique and duration (20 seconds)</p> <p>Masks will be required to be worn by staff and students.</p> <p>Staff will be offered a plastic face shield</p>
<p><b>Other Cleaning and Sanitizing protocol students and staff</b></p>	<p>Each classroom will be equipped with one-time use sanitizing wipes (ex. EPA approved Wipes). When students and staff leave one classroom/area they are to disinfect their desk/area</p> <p>Students cleaning their space prior to exiting is an effective way to promote cleanliness</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Elementary students escorted K-6. Hallway transitions staggered. "Be Right, Stay Right" enforced. One-way stair use. "Be Right, Stay Right" enforced. (MS)</p> <p>Elementary Students Self-contained classrooms</p>
<p><b>*Visitors</b></p>	<p>No visitors on campus during school hours</p> <p>RT visits take place in Weimann. Virtual IEP meetings.</p>
<p><b>*Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Temperature checks will be encouraged to be completed by a caregiver prior to school to ensure no fever is present before sending to school.</p>

	Temperature screening will be completed upon arrival to school of all students and staff
<b>*Monitoring students and staff for symptoms and history of exposure</b>	If a staff member or student or any member of the school community becomes ill (temp > 100.4, cough, shortness of breath) during the school day, they will be placed in an isolation room and sent home ASAP. A doctor's note allowing return to school is the preferred option, however persons with COVID-19 symptoms or exposure may return following the CDC guidelines, These rooms will be disinfected immediately after the potentially infected person has vacated the space

**Martin Luther School: Normal Opening with Preventative Measures (Wednesday virtual for thorough cleaning of buildings) Parent/Guardian has option of virtual learning**

**Facilities Cleaning, Sanitizing, disinfecting and Ventilation**

**Requirements**

*Cleaning, sanitizing and ventilating learning spaces, surface and any other areas use by students (i.e. restroom, drinking fountains, hallways)	Cleaning personnel will follow a developed check list of items/areas to clean on a daily basis, with special focus on high touch areas.		
	Sanitizing spray and disinfectant will be used in each building to clean shared objects, shared areas		
	Cleaning crew will follow a developed check list of items/areas to clean on a daily basis, with special focus on high touch areas. Sanitizing spray and disinfectant will be used in each building to clean shared objects, shared areas		

**Social Distancing and other Safety Protocols**

**Requirements**

*Arrival: Temperatures taken	Community students will stay on the bus until directed to come off the bus eliminating the potential for groups formed		
	Residential students (Staggered schedule)		
*Dismissal:	Community students will stay in their classrooms until their bus is called. Students will wash hands/sanitize before leaving the classroom.		
	Residential students (Staggered schedule)		
*Classroom/learning space occupancy that allows for separation among student and staff throughout the day, to the maximum extent feasible	When appropriate, classroom seating by as much space as possible, with students facing in the same direction (no face-to-face seating). Classroom maximum 15 persons		
	Martin Luther School will continue to evaluate/implement updated guidance from CDC, PA Department of Health and local medical professionals		

<b>*Limit Sharing of Materials among students</b>	All students maintain their own classroom supplies
	No sharing of technology/devices
	Daily cleaning of any shared classroom resources
<b>*Handling of sport activities for recess, and physical education classes consistent with the CDC considerations for youth sports</b>	PE/ Recess outdoors as weather permits. Limited use of handheld equipment. Any shared items sanitized between use. No activities that require close contact.
<b>*Restricting the use of cafeteria and other congregate settings, and serving meals in alternate settings such as classrooms</b>	Cafeteria seating altered (50% occupancy) to allow for less seats
	All Students will eat in the classroom. Food will be delivered by Food Services
<b>*Hygiene practices for students and staff</b>	Students wash hands/sanitize as they enter the building, before and after each class, before and after each meal and as they depart for the day. Focus will be on proper technique and duration (20 seconds)
	Masks will be required to be worn by staff and students.
	Staff will be offered a plastic face shield
<b>Other Cleaning and Sanitizing protocol students and staff</b>	Each classroom will be equipped with one-time use sanitizing wipes (ex. EPA approved Wipes). When students and staff leave one classroom/area they are to disinfect their desk/area
	Students cleaning their space prior to exiting is an effective way to promote cleanliness
<b>Staggering the use of communal spaces and hallways</b>	Elementary students escorted K-6. Hallway transitions staggered. "Be Right, Stay Right" enforced. One-way stair use. "Be Right, Stay Right" enforced. (MS)
<b>*Visitors</b>	No visitors on campus during school hours. Caregivers to call # if they need to pick them up.
	RT visits take place in Weimann.Virtual IEP meetings.
<b>*Monitoring students and staff for symptoms and history of exposure</b>	Temperature checks will be encouraged to be completed by a caregiver prior to school to ensure no fever is present before sending to school.
	Temperature screening will be completed upon arrival to school of all students and staff
<b>*Monitoring students and staff for symptoms and history of exposure</b>	If a staff member or student or any member of the school community becomes ill (temp > 100.4, cough, shortness of breath) during the school day, they will be placed in an isolation room and sent home ASAP. A doctor's note allowing return to school is the preferred option, however persons with COVID-19 symptoms or exposure may return following the CDC guidelines, These rooms will be disinfected immediately after the potentially infected person has vacated the space



## MLS Health and Safety Plan Governing Body Affirmation Statement

The Gemma Administration/MLS Administration for Martin Luther School reviewed and approved the Phased School Reopening Health and Safety Plan On July 30, 2020.

Yes

No

**Affirmed on: July 30, 2020**

*Eva Morrison*

**Signature\* of Vice President of Educational Services**

\* Electronic Signatures on this document are acceptable using one of the two methods detailed below

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed scanned and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the google docs sign request

**Martin Luther School Health Office****COVID-19 Return to School Plan**

The purpose of this policy is to outline the MLS's Health Office return to school guidelines during the COVID-19 pandemic. These guidelines have been carefully considered to address and promote the safety, health, and welfare of our school community.

**I. Sick Day Guidelines**

## a. Symptoms Requiring Absence

## i. Fever/Chills/generalized body aches

1. Fever is defined as 100.4 degrees Fahrenheit or higher. However, evaluate the clinical picture. A temperature of 100.1 with body aches likely indicates acute illness.

**2. If presenting with COVID-19 symptoms (fever, cough, shortness of breath), must follow up with a medical provider with a clearance note prior to returning to school.**

a. Advise caregiver to contact Primary Care Provider for guidance regarding presenting symptoms if testing for COVID-19 is warranted.

## ii. Active vomiting or diarrhea

iii. The first 24 hours of various antibiotic treatments (i.e. strep throat, pink eye)

iv. Red eyes with yellowish-green drainage, waking with "crusty matted eyes"

v. Undiagnosed new and/or untreated rash or skin condition (i.e. generalized Hives, wound with purulent drainage, etc.)

## b. When to Return to School

i. If diagnosed with COVID-19 or symptomatic but were NOT tested. Return as per CDC protocol.

1. No fever for 3 days without fever reducing medication (acetaminophen, ibuprofen).

2. Respiratory symptoms have improved for 3 consecutive days.

3. Seven days have passed since the onset of symptoms.

4. OR confirmation from a doctor in writing that the cause of fever is non-COVID-19 related.

## ii. During pandemic

1. Active vomiting or diarrhea - 72 hours since last episode

2. Reve- 72 hours (3 days) fever free without the use of fever-reducing medications (acetaminophen, ibuprofen)

3. After 24 hours on antibiotics for a variety of bacterial causes.

4. Doctor's note of clearance for various student-specific medical conditions.

iii. Non-pandemic

1. Same as above, with the exception that the 72 hours period is reduced to 24 hours symptom free.

c. School Support

i. Students and staff will be highly encouraged to stay home if they are sick. If the individual presents to school with the above-mentioned “Sick Day Guidelines” Symptoms, they will need to go home until clearance criteria for school is met.

1. If presenting at school with fever and/or COVID-19 symptoms, the individual will be placed in isolation.

ii. Academic/Attendance

1. MLS will continue to support students with acute or chronic health conditions. Short term absences will be handled on a case-by-case basis with the student in touch with appropriate MLS staff. Long term absences will be evaluated if criteria if appropriate for medical leave or other potential medical accommodations.
2. Perfect Attendance Awards will be eliminated.
3. Attendance policies will be relaxed as related to COVID-19 concerns.
4. Students at home will be supported via virtual learning platforms.

iii. When to visit the healthcare office

1. Students may be brought to the office for a variety of individualized needs (i.e. headache, nausea, minor/major injury).
2. Students to stay in place for in-person evaluation for above needs or per staff best judgement.
  - a. If it is an emergency, 911 should never be delayed
3. In order to prevent potential exposure to infectious diseases, promote isolation, and decrease office congestion please limit student visits to the healthcare office with the following conditions.
  - a. Paper cuts, small abrasions, picked scabs - have them wash hands and apply band aid if needed.
  - b. Minor headaches and/or fatigue - allow them to get snacks/drink of water first. Bette after 20 minutes?
  - c. Localized bug bite - if no allergy history and not spread over a large area of skin, apply a cool paper towel to the area to help prevent scratching.

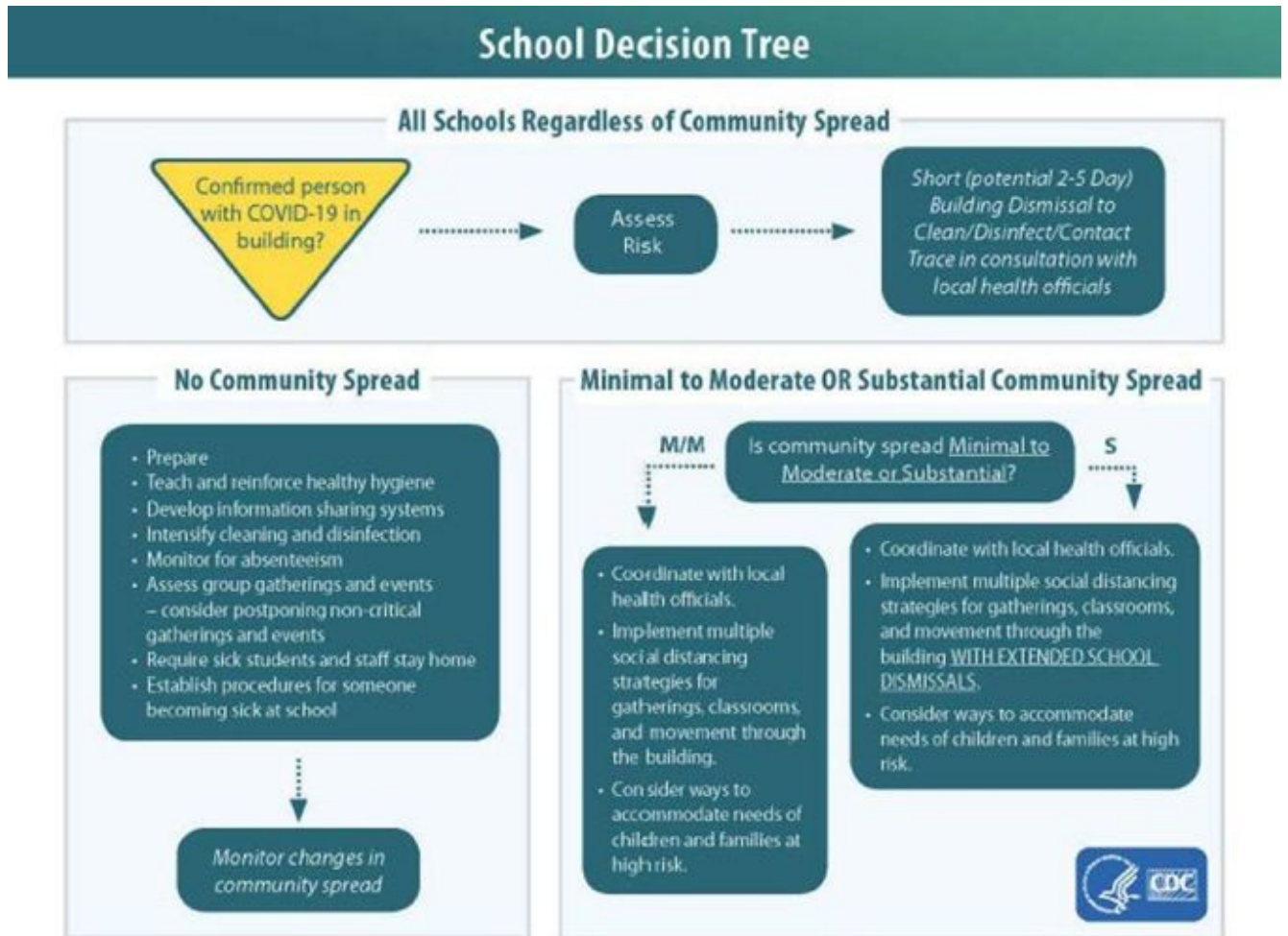
## II. **Personal Protective Equipment (PPE) Standards in the Health Office**

- a. Appropriate PPE must be utilized in conjunction with universal precautions and proper hand hygiene.
  1. Soap and water scrubbing for 20 seconds is the preferred method. Hand sanitizer with at least 60% alcohol is also acceptable.
  2. Soap and water handwashing must be used in the case of gross soiling.
- b. Non-Respiratory Condition
  - i. GI
    1. Consider use of gowns, mask/facial shield, protective eye wear and shoe covers in the case of active or impending emesis (vomiting).
  - ii. Integumentary (Skin)
    2. Standard precautions evaluate the need of PPE dependent on clinical picture such as draining wounds, potential exposure to blood borne pathogens.
  - iii. Miscellaneous
    1. Use clinical judgement to evaluate the risk of exposure and implement appropriate PPE.
- c. Respirator Condition
  - i. Upper Respiratory Complaint and Afebrile (Not feverish)
    1. Consider mask use during assessment to prevent droplet transmission during close contact.
      - a. If lun and cough is intermittent or absent, teach proger respiratory hygiene etiquette. Evaluate clinical picture if appropriate to remain in school.
      - b. If lungs auscultated (listening to internal sounds of the body) other than clear and/or secretions are yellow or green, and cough is persistent - use a mask and refer the student out for evaluation. Move the student to an isolation room.
  - ii. Respiratory Condition Febrile (with fever)
    1. Per CDC and NASN, “The use of facemasks for persons with respiratory symptoms and fever over 100.4 is recommended if available and tolerated by the person and developmentally appropriate.”
      - a. Depending on the clinical picture, consider use of protective eyewear, facial shield, gown and shoe covers if assessing within close proximity and risk of droplet transmission.

2. Isolate the student in a separate area.
  3. Must be sent home and follow up with a medical provider with clearance note prior to returning to school .
- d. Febrile with/without acute or comorbid condition.
- i. Send home until “Return to School” Guidelines met
  - ii. Educate parents on recognizing warning signs about when to consult medical attention.

### **III. Communicable Disease Monitoring**

- a. Include tracking symptoms, etc.
  - i. MLS will track regional/state data per PA Department of Health website.
  - ii. MLS will utilize available software (Health E Tools) to track local data.
- b. Considerations for school closure
  - i. MLS will reference CDC “Considerations for School Closures) Guidelines.
  - ii. MLS will coordinate decisions with local health officials, local school districts and the Pandemic Team.



CDC Considerations for Schools:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

CDC School Decision Tree:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

**Providing/requiring personal protective equipment (PPE) such as:**

- Masks, gloves, face shields, etc.
- Personal hand sanitizer.

The purpose of PPE is to protect employees, students, and visitors from exposure to communicable diseases. PPE will be provided (to the extent possible, but staff and students may be asked to provide their own washable face coverings), used, and maintained when it has been determined that its use is required to ensure the safety and health of MLS employees, and students, and that such use will lessen the likelihood of illness.

PPE is used as an important risk mitigation strategy to reduce transmission risk to/from employees, students, and visitors overall. PPE should be worn and sanitized per Center of Disease Control (CDC) guidelines. <https://www.cdc.gov/>

Face masks should cover the nose and mouth to ensure protection and effectiveness. Before touching or adjusting a face mask, employees should wash their hands or use hand sanitizer. Cloth face masks should be regularly cleaned, ideally after each use. A washing machine on the hot water setting with normal detergent should be sufficient for cleaning a cloth mask. Disposable masks should be thrown out after use.

Employees/students should avoid touching their faces and must wash hands thoroughly with soap and water several times during the day to reduce risk and prevent person-to-person potential infections, in addition to regular practices of hand-washing and proper hygiene practices.

Detailing cleaning procedures and procuring ongoing supplies.

In addition to maintaining pre-existing cleaning protocols, buildings will be cleaned and disinfected regularly in accordance with guidelines established by the CDC. Classrooms, hallways, and other areas will need to undergo regular thorough cleanings to minimize the spread of COVID-19.

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

Procure any needed PPE recommended by public health officials including, but not limited to gloves, face masks, hand soap, hand sanitizer and disinfectant. Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

CDC / EPA Cleaning Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReopeningAmericaGuidance.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

<https://www.epa.gov/sites/production/files/202004/documents/316485creopeningamericaguidance4.196pm.pdf>



**Martin Luther School COVID-19 Employee-Screening Procedures**

Effective [date], all employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

Every employee will be screened, including having his or her temperature taken, when reporting to work. Employees should report to [location] upon arrival at work and prior to entering any other areas of Martin Luther School property.

Each employee will be screened privately by a school nurse or administrator using a touchless forehead/ temporal artery thermometer or infrared thermometer. The employee's temperature and answers to respiratory symptom questions will be documented, and the record will be maintained as a private medical record.

Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND
- At least seven (7) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

**An employee who experiences fever and/or respiratory symptoms while home should not report to work.** Instead, the employee should contact his or her immediate supervisor for further direction.

## **Martin Luther School COVID-19 Student-Screening Procedures**

Effective [date], all students will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

Every student will be screened, including having his or her temperature taken, prior to entering the school building. Students should report to their classrooms upon arrival prior to entering any other areas of Martin Luther School property.

Each student will be screened by a school employee using a touchless forehead/ temporal artery thermometer or infrared thermometer. The student's temperature and answers to respiratory symptom questions will be documented, and the record will be maintained as a private medical record.

A student who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. The student (parent) should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

A student sent home can return to school when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND
- At least seven (7) days have passed since the symptoms began.

A student may return to school earlier if a doctor confirms the cause of a student's fever or other symptoms is not COVID-19 and releases the student to return to school in writing. The student's absence will be recorded as an excused absence during the time periods outlined above.

**A student who experiences fever and/or respiratory symptoms while home should not report to school.** Recommendations and updates regarding amended attendance policies and procedures will be distributed to students.

**Martin Luther School Notice of Workplace Exposure to a Communicable Disease**

We have been notified that one of our employees/students has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at [location] may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform the District Office and contact your healthcare provider. Martin Luther School will keep all medical information confidential and will only disclose it on a need-to-know basis.

Martin Luther School is taking measures to ensure the safety of our employees and students during this coronavirus outbreak. These measures can be found in the MLS Phased Reopening Plan.

For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

**Student Arrival Community**

- Arrivals will not begin until a predetermined and announced time.
- Staff assisting with flow control will be at entrances to ensure an orderly progression, with safe distance, into the building.
- As students arrive, they will have temperature scanned.
- Any student with temperature over 100 degrees will have a 2nd scan to ensure a fever is present.
- Before entering the building, students will sanitize / wash hands.
- Staff will direct any student presenting with fever to report to the quarantine room, followed up by notification to the building office. Parents will be notified promptly to pick up the student.
- Students will report to classrooms directly after arriving, avoiding congregational settings.

**Student Arrival Residential**

- Arrivals will not begin until a predetermined and announced time. Each RT Unit will transition to school as a unit avoiding any congregant situation.
- Staff assisting with flow control will be at entrances to ensure an orderly progression, with safe distance, into the building.
- As students arrive, they will have temperature scanned.
- Any student with temperature over 100 degrees will have a 2nd scan to ensure a fever is present.
- Before entering the building, students will sanitize / wash hands.
- Staff will direct any student presenting with fever to report to the quarantine room, followed up by notification to the building office. Residential will be notified promptly to pick up the student.
- Students will report to classrooms directly after arriving, avoiding congregational settings.

### **Student Departure Community**

- Students will wash hands/ sanitize before dismissal.
- Students will be escorted to the bus and board.
- Parent drop off/pick-up will be scheduled during arrival/dismissal time.  
Parents/Caregivers will remain in the car and students will be picked up/ dropped off by a MLS staff member.

### **Student Departure Residential**

- Students will wash hands/ sanitize before dismissal.
- Students will transition to back to RT as a unit avoiding any congregant situation

**Attachment #7**

**Meal Procedures**

(Once these procedures are completed they will enter them here)

**Attachment #8**

**Quarantine Procedures**

(Once these procedures are completed they will enter them here)