



# CAMPUS REOPENING PLAN

## Calvary Lutheran School

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# TABLE OF CONTENTS

Introduction _____	3
COVID-19 Communication Spokesperson _____	3
Faculty & Staff Temperature Checks _____	3
Student Drop-Off _____	3-4
Student Pick-Up _____	4
PPE Masks _____	4-5
Classroom Distancing _____	5
Limiting Inter-Class Contact _____	5-6
Water Fountains & Filtered Water _____	6
School Office Communication & Meetings _____	6
Parent-Teacher Communication & Meetings _____	6
Visitors on Campus _____	6-7
After-School Care _____	7
Extracurricular Activities _____	7
Student Absences _____	7
Quarantine Procedures _____	8
Confirmed COVID-19 Case Procedures _____	8
Return to School Procedures _____	8
Online Classes & Support _____	9
Student Training _____	9
School Cleaning _____	9

## Serving Together in Love

“Be strong and courageous.” These words from Joshua 1:9 are our theme for our new school year. Certainly, we are bombarded each day by temptations to doubt our God and his promises, but we have been called to walk boldly and courageously in faith rather than in fear. God has also commanded us to love one another and has given us the gift of reason to protect our body and life as well as those around us.

Members of our school family will have differing views regarding COVID-19 policies established for the beginning of our school year; however, we ask all families to walk together - strong and courageous in faith and in a loving desire to protect children, families, and staff. Together, we can model Christian love, as well as respect for those in authority, as we give children the blessing of a Christian education while seeking to reduce COVID-19 risks.

# CAMPUS REOPENING PLAN

## Introduction

The COVID-19 pandemic continues to present a unique and challenging set of circumstances for all. We are thankful for the input and support our school family has provided as our School Board, faculty, and staff have worked to address present challenges. We continue to believe that the best way to provide a Christian education is to have students on campus in the presence of Christian teachers and mentors. We cannot eliminate risk from COVID-19; however, we can do our best to reduce risks through prudent policies which still allow on-campus education.

The following policies will continue to be reviewed and revised in relation to changing circumstances, knowledge, and governmental regulations, and these policies may undergo further revision prior to the beginning of the school year. The School Board and staff will also complete a full review of COVID-19 policies quarterly. Parents and caregivers will be advised of revisions to COVID-19 policies as they occur.

## COVID-19 Communication Spokesperson

Calvary Lutheran School has designated Mrs. Amanda Walker RN as the initial contact person for COVID-19 concerns and questions. She can be reached at [admissions@calvarydallas.org](mailto:admissions@calvarydallas.org) or at 214-343-7457, option 2. Mrs. Walker is also responsible for alerting the Health Department regarding any positive COVID-19 cases at Calvary Lutheran School.

## Faculty and Staff Temperature Checks

Upon entering the school building, all faculty, staff and teaching assistants must have their temperature checked at the school office. If a temperature is over 100.0, the individual will be asked to return home. Fevers over 100.0 will be recorded in the temperature logbook.

## Student Drop-Off

School Doors will open at 7:50 AM to begin daily entrance procedures. Students and their caregivers are to remain in their vehicles until 7:50 AM and then form a line starting at our school entrance using our social distancing markings.

A staff/faculty member will be stationed at the entrance to the school wearing appropriate PPE according to CDC guidelines – gloves and mask.

Individuals will follow social distancing guidelines by maintaining 6 feet between family units. Markings will be placed from the school entrance down the sidewalk to assist with correct social distance spacing.

Each child's temperature will be taken prior to entering the school building. Students with temperatures over 100.0 will be asked to return home. Fevers over 100.0 will be recorded in the temperature logbook.



Each child will use hand sanitizer upon entering the school building.

Parents/caregivers waiting in the admittance line with their children will return to their vehicles at the time of their student's admission to the building, or continue to wait outside with proper social distancing, unless a parent or caregiver is bringing a prekindergarten or kindergarten student to a classroom. Parents are advised to remain at Calvary until their child's temperature check has been completed.

### **Parent & Caregiver School Entry at Drop Off**

**Gr. 1-8:** Parents and caregivers will not be admitted to the school building from 7:50 – 8:15 AM. Parents and caregivers seeking to speak with a member of the school office staff regarding school business are to do so by phone, text, or email or by speaking to a staff member outside from 7:50 – 8:15 AM. Parents and caregivers needing to speak further with the office staff will need to wait in their vehicles or outside until after 8:15 AM to be admitted to the building.

**Pre-K & Kindergarten:** One parent or caregiver, wearing a PPE mask covering the mouth and nose, will be admitted into the school building to bring his or her child to the classroom. All caregivers entering the school building during drop off will have their temperature taken prior to entering the school building and hand sanitizer will be used. For any temperatures over 100.0, both the caregiver and the child(ren) will be asked to return home.

After bringing the student(s) to the classroom entrance, caregivers will be directed to leave through the doors by the church offices.

### **Student Pick-Up**

For students in grades K-8, parents and caregivers are to use the carpool pick up line from 3:15 – 3:30 PM.

For students in pre-kindergarten, parents and caregivers are to sign-out their children between 3:00 and 3:15 PM. Parents and caregivers will park in the south parking lot. One parent or caregiver will enter the building through the main school doors and will be subject to the visitor policy. After signing-out his or her pre-kindergarten student, the parent or caregiver will promptly exit the building through the church office doors.

Every effort will be made to pace the pick-up line to limit children congregating in the hallway, and once outside, family groups will maintain six-foot social distancing using Calvary's social distancing markers.

### **PPE Masks**

In compliance with Governor Abbott's current order stating persons 10 years of age and older will wear a PPE mask in public spaces when within 6 feet of others:

- All adults in the building, and all students in grades 3 through 8, will wear a PPE mask covering the nose and mouth when inside the building.
- Students in grades 3-8 may remove PPE masks after exiting the building and while actively engaged in recess or physical education activities. However, students in grade 3-8 who are not physically engaged while outside (completing assignments, engaged in a class, etc.), and cannot maintain 6 feet of separation from others, are to wear PPE masks while outside.



- PPE masks may be worn by students in pre-kindergarten through grade 2.
- Families may seek alternative masking arrangements for students with existing medical conditions.

PPE masks include cloth or disposable material that covers the mouth and nose. Face shields may not be worn alone but may be worn with an appropriate mask. Face masks may contain school appropriate patterns but are not to include any text.

Acceptable PPE masks:

- made of at least two layers of breathable material that fully cover the mouth and nostrils
- may contain school appropriate patterns but are not to include any text
- must be secured with ear loops, ties, or elastic that allow the student to remain hands-free

Examples of unacceptable face coverings include gaiters, bandanas, and face shields. Face shields are permitted if used in addition to an accepted PPE mask as outlined above.

## Classroom Distancing

It is impossible to eliminate student contact and maintain a classroom education; however, we will mitigate risk by distancing student desks and seating as far as is physically and educationally possible within each classroom. In addition, the HVAC fans will run continuously through the school day to bring fresh air into classrooms.

## Limiting Inter-Class Contact

**Recess & Physical Education** - Recesses and Physical Education classes will be staggered by classroom. If multiple classrooms are out on the playground at the same time, a select playground space will be set and maintained for each classroom.

**Restroom Use** - Pre-K and kindergarten students will use the restrooms near the kitchen. Grade 1-8 students will use the restrooms in the school hallway. Faculty and staff will use the restrooms in the church narthex. Restrooms are to be used by one classroom at a time, and the number of students in the restroom is to be limited to 3 at a time.

**Lunch** – Students will eat in their individual classrooms and are to bring their own snacks and lunches. Hot lunch will not be offered as the school year begins, but a hot lunch option will be reviewed throughout the school year.

**Chapel** - To reduce risk of exposure during chapel worship, two chapel services will be offered, and students will be separated by individual classrooms during chapel. All children will use hand sanitizer prior to entering the sanctuary.

Grade 3-8 students will attend chapel on Wednesday mornings from 8:20 – 8:35 AM. Pre-kindergarten through grade 2 students will attend chapel on Wednesday mornings from 8:45 – 9:00 AM. Parents and guardians wishing to attend chapel will be admitted to the narthex from the north entry prior to the beginning of chapel. Parents and guardians attending chapel are to wear PPE masks covering the nose and mouth and will be



seated to maintain social distancing from students and other attendees. Following chapel, parents and guardians will be asked to leave before the students and to exit the narthex through the east doors.

**Classrooms** – Students are to proceed directly to their classrooms upon entering the building each morning. Students are not to enter classrooms which are not their own. If children need to be instructed by different teachers, teachers will rotate to classrooms.

**Emergency Drills** - Emergency drills will be conducted with movement by individual classrooms rather than as a school body.

## **Water Fountains and Filtered Water**

Use of all water fountains on campus will be prohibited. Fountains will be covered to prevent use. The water bottle filler function may still be utilized. Students are required to bring a filled reusable water bottle from home each school day. Each classroom will also be equipped with filtered water for drinking.

## **School Office Communication & Meetings**

Parents and caregivers seeking to speak with a member of the school office staff regarding school business are to do so by phone, text, email, or by speaking to a staff member outside rather than entering the school building from 7:50 – 8:15 AM. Parents and caregivers seeking to speak further in person with a member of the school office staff regarding school business are to wait outside and maintain six feet social distancing until 8:15 AM, or wait in their vehicles until 8:15 AM. Then, they may be admitted to the building one at a time with temperature check and use of hand sanitizer.

## **Parent-Teacher Communication and Meetings**

Parents and caregivers seeking to speak with a classroom teacher are asked to do so by phone, text, email, or note when possible. Teachers will also be available by appointment after 3:30 PM on most school days. Please contact your child's teacher by phone, text, or email to schedule a meeting after 3:30 PM. These meetings may be held virtually, in the consultation room by the school office, or in the conference room. Parents and caregivers meeting with a teacher after 3:30 PM will have their temperatures taken when admitted to the building and are to wear a PPE mask covering the mouth and nose.

## **Visitors on Campus**

Parents will not enter the school past the school office area unless it is deemed necessary by a member of the school office staff. A member of the school office staff will use the intercom to call students to the office if necessary. If a parent or visitor MUST enter the building and proceed beyond the school office, his or her temperature will be taken and marked as completed, HIPAA compliant, on the sign-in sheet and hand sanitizer will be used.

Deliveries will be made outside the school entrance.



Maintenance workers and other individuals, other than parents and caregivers, who need to access the school building during the school day, are to wear PPE masks covering the nose and mouth. In addition, their temperatures will be recorded, and hand sanitizer used.

## **After-School Care**

Students will sit at distanced study hall tables by classroom. Students in grade 3-8 will wear PPE masks while inside the building.

When outside students will be divided into two play areas by grades, PreK-2 and 3-8, if using the patio and pre-kindergarten playground, and into three play areas, PreK-K, 1-4, 5-8, if using the grades K-8 playground spaces.

Designated restrooms use as per standard school use will also be maintained during After-School Care.

If students are inside, parents and caregivers are to use the intercom at the main school doors to ring the ASC bell and identify themselves to the ASC staff. An ASC staff member will prepare children and walk them to the school door to be signed out by their parents or caregiver. Parents and caregivers are to be prepared to show ID if they are not known to the ASC staff. Parents and caregivers are to maintain 6 feet social distancing outside the school entrance while waiting for their children.

## **Extra-Curricular Activities**

No extracurricular activities will be held after school or in multiple classroom groupings during the first quarter of the school year. The ability to offer extracurricular activities will be reviewed regularly and decisions will be made quarterly.

## **Student Absences**

Student absences will be monitored in FACTS. Every effort will be given to document a reason for absence from school.

Sick children will follow policies regarding return to school after illness.

Parents and guardians are to notify the school office by 8:10 AM each morning if their child will be absent from school, and parents and guardians will be asked to share the reasons for absence as well as symptoms a child is experiencing due to illness.

Parents and guardians are also to notify the school office as soon as possible if any member of the household is demonstrating symptoms of COVID-19 or has been diagnosed with COVID-19.

Excused absences and our standard absence policy will remain in effect. Students are to attend 90% of classes in order to receive credit. The School Board may make exemptions to this attendance policy in the case of high-risk students with doctor recommendations. With approval, student virtual attendance on a device during the school day may be counted as regular attendance. If attending classes virtually, students will still be responsible for completing standard schoolwork and staying current in all classes.



## Quarantine Procedures

Any member of our Calvary faculty or staff who experiences a fever over 100.0 or evidences symptoms consistent with COVID-19 as defined by the CDC will be asked to return home immediately.

Any student who experiences a fever over 100.0 or evidences symptoms consistent with COVID-19 as defined by the CDC will be immediately removed from the student population. The student will be held in an isolated area under the supervision of a member of Calvary's faculty and staff or a Calvary teaching assistant. The school office will notify the emergency contacts on record. Students subject to quarantine measures are to be picked up within 30 minutes of contact from the school office.

Cleaning of facilities used by persons with a temperature over 100.0:

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
- If possible, wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products including storing products securely away from children.

## COVID-19 Case Procedures

If a lab-confirmed case of COVID-19 occurs to our on-campus family:

- All families at the school, staff, faculty, and students, will receive notification of a confirmed case of COVID-19.
- All students, staff, faculty, and visitors in close contact with the diagnosed person, as defined by the CDC, will remain off-campus for a time period to be determined by the CDC and local medical standards. Students who were determined to be in close contact with the diagnosed person will move to virtual instruction until their return to campus.
- The local health department will be notified.
- Affected facilities will be disinfected and cleaned according to CDC guidelines.

If any students, staff, faculty, volunteer, parent, guardian, or caregiver has been in close contact with someone who has a confirmed case of COVID-19, Calvary Lutheran School is to be promptly notified, and that person will remain off-campus for a time to be determined by the CDC and local medical standards.

## Return to School Procedures

An individual with confirmed COVID-19 or who has symptoms that could be COVID-19 as defined by the CDC can return to school when the following 3 criteria are met:

1. 72 hours have passed since resolution of fever without the use of fever reducing medicine
2. The individual has had improvement in symptoms
3. 10 days have passed since symptoms first appeared

Persons wanting to return before the above criteria have been met will require a doctor's note or a negative COVID-19 test.



## Online Classes and Support

In the event a student is unable to attend school, Calvary will offer the following online support:

- Students will be able to login and watch lessons in real time as they are delivered by the teacher.
- Students will benefit by hearing the lesson, as well as discussion and questions that take place in the classroom.

In the event of a temporary closure, daily instruction would shift to using Google Classroom and GoGuardian. Students in grades 1-8 would use their Chromebook devices, and students in pre-kindergarten and kindergarten would use Google Classroom through home or school provided internet devices.

## Student Training

All students will be trained in Calvary's COVID-19 mitigation procedures as well as proper handwashing and sanitizing procedures during the first three days of school. Appropriate instructional signage will be placed in restrooms and classrooms, and training will be reviewed with students as needed.

Each classroom will break as necessary for proper hand washing and hand sanitation during the school day including before and after snack, lunch, and recess breaks. Hand sanitizer will be readily available at the school entry, school office, in each classroom, and at the entrance to the sanctuary.

## School Cleaning

A member of the school administrative team will clean all high touch hallway, restroom, and entrance areas with approved disinfectant over the student lunch periods and at the end of each school day.

Students will assist teachers in wiping down eating surfaces and high-touch classroom surfaces before lunch and at the end of each school day.

Restrooms and hallways will be cleaned daily following the school day, and classrooms will be fully cleaned on Tuesdays and Fridays.

