



Coronavirus (COVID-19) Operational Response Plan

**Holy Trinity Lutheran School
553 Ashmoor Ave, Bowling Green, KY 42101**

Version Date: July 2021

Designed based upon all current CDC Recommendations, Barren River District Health Department directives and recommendations, and Kentucky Licensing Standards for Child Care Programs as of the date of publication

Current Higher Guidance Recommendations and/or Health Directives always supersede this ORP

We reserve the right to deviate from this ORP at any time we deem actions are warranted

This COVID-19 Operational Response Plan is our best effort to institute best health practices to help protect against potential exposure and mitigate the impact of COVID-19 on our students and staff. There is no way to completely mitigate against the potential of COVID-19, no matter how many precautions are in place. Therefore, it is also not our philosophy to completely tear apart educational best practices and child development needs in the name of health and safety precautions alone. This plan reflects our best attempt to integrate and maintain practices which best promote student learning and social, emotional, and spiritual development in the safest manner we can determine and realistically implement, given the current situation.

Assessing Risk Levels

Risk levels and information from the CDC and Barren River District Health Department will always supersede and be considered the guiding factors in determining current COVID-19 risk levels. Due to the number of factors at play, cases related to COVID-19 that directly impact Holy Trinity Lutheran School and Preschool will be dealt with on a case by case basis.

Practicing Prevention

- Teach and practice good hygiene measures such as handwashing, covering coughs, avoiding touching eyes, nose, or mouth with unwashed hands, etc.
 - Post signage in classrooms, hallways, and entrances to communicate how to stop the spread – Covid-19 symptoms, preventative good hygiene, and school-specific protocols.
 - Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas; allow students and staff to bring hand sanitizer from home, if desired.
 - Clean/disinfect frequently touched surfaces at least daily and shared objects after each use.
 - Face masks/coverings are optional for students ages 3 and up. Allow students and staff to bring face masks/coverings to use from home, if desired; provide education for proper wearing/handling of masks.
 - Allow students and staff to bring water bottles from home.
 - Provide proper PPE for students or staff who cannot provide their own.
 - Require students to wash hands often and after sneezing or coughing into hands
-

School Calendar and Scheduling

School Calendar

It is the plan of Holy Trinity Lutheran School to operate following the 176 School Day calendar for 2021-2022 as published. To the maximum extent possible, learning will occur on campus with precautions in place.

Classroom closures may take place if a child that has been in attendance tests positive for Covid-19.

Our school community needs to be prepared for the use of NTI Days.

Each family will be offered a parent orientation session where the NTI process will be explained. Parents will be asked to sign a “Parent Contract” for NTI learning. Students and parents will have an opportunity to see the classroom, meet the teacher, share important information, and ask questions.

Everyday Proactive Preventative Actions

Hand Washing/Hand Sanitizer

Education

Beginning on the first day of school proper handwashing techniques will be reviewed at all grade levels:

- Wet hands
- Apply soap
- Scrub for 20 seconds
 - Highlight most frequently missed locations
- Rinse and dry

If soap and water are not available, hand sanitizer with at least 60% alcohol content may be used.

Hand sanitizer or sinks will be available in every classroom. Hand sanitizing stations have been installed outside of every classroom entrance to be used before touching door handles.

Information on proper handwashing will be supplied to all parents as part of parent orientation night packet.

Posters with handwashing steps will be placed near all sinks.

Frequency

Hand washing should be conducted:

- Upon morning arrival
- Before eating snacks or meals
- After eating snacks or meals
- After being on the playground
- After using restroom
- After blowing nose, coughing, or sneezing
- After having direct physical contact with another person

School Action Steps

- Every classroom without a sink will be equipped with hand sanitizer.
- Classroom doors will remain open as much as possible.
- Hand sanitizer stations have been installed outside of every classroom door (hands should be sanitized before opening the door).
- Restroom doors should remain propped open (all restrooms are designed so that a privacy wall exists when door is open) with door stoppers as appropriate for the given location to avoid touching contaminated surfaces.
- Signs from the CDC with handwashing instructions will be located in restrooms and throughout the building.

Sanitizing

High Touch Areas

The following high touch areas will be sanitized as frequently as possible:

- Tables, desks, chairs
- Doorknobs
- Light switches
- Sink faucets
- Cabinet handles

Drinking Fountains

- At this time, drinking fountains are not to be used. Students are to use plastic water bottles or disposable cups. Water bottles are to be labeled with each student's name. Water bottles should daily be taken home and regularly washed and sanitized. Parents are encouraged to have more than one water bottle per student to help facilitate proper sanitation.
-

NTI Instructional Expectations

Content

We will provide continuous new instruction in the following core subjects at a typical classroom pace:

- Math
- Literacy (Reading/Literature, English, Spelling, Writing)
- Religion

We will provide continuous new instruction in the following core subjects at a 50%-75% typical classroom pace:

- Science
- Social Studies

Instruction will continue to be provided in all other areas, including fine arts and Spanish, at the individual teacher's and grade level's NTI expectations to be communicated during parent orientation. Expectations are that all non-core subject matter work be completed as expected unless individual arrangements have been made with the classroom teacher and/or Director.

Delivery Method

Video Instruction

Teachers are encouraged to make use of educational video instruction that is either teacher created or academically accurate for the lesson material to support NTI Remote Instruction of new material in core subjects.

A live video instructional lesson will occur every day of NTI Remote Learning. Homeroom teachers will provide at least 4 days of live (via video conferencing) instruction/class check-in during a 5-day week period of NTI - at least 3 days will be devoted to core subjects of math, literacy, and/or religion and at least 1 day will be devoted to core subjects of science and/or social studies. One day per 5 day NTI period will be set aside for Fine Arts or Spanish live instruction. **A schedule of instruction times will be made during teacher back to school meetings and shared during the Parent Orientation sessions; this schedule will stand for the entire year as the pre-planned live learning times in case of NTI instruction.**

Teachers will maintain published daily office hours when they may be reached for one-on-one or small group conferencing, lessons, or support.

Preschool video instruction may include a calendar time, math or other learning lesson, reading of a story, and similar content.

Assignments

As many assignments as possible will be converted to digital delivery during NTI Remote Learning. In certain situations, a packet exchange pick-up program may be instituted. However, given our intention to be in person to the maximum extent possible, teachers are being instructed to rely on digital delivery only or on materials that they are able to send home in advance of a campus closure.

Grading

Grading will continue for all core subjects on our traditional grading scale. For non-core subjects, grading will continue using normal grading scale for that specific class/subject; if more than three weeks of NTI Remote Learning Days are used in any quarter the grading scale and practice for that non-core class may be reconsidered and readjusted. We reserve the right to alter our grading plans at any time during the school year based upon current COVID-19 levels, frequency of NTI Days, and specific issues impacting our families.

Technology

Students in grades K-6 will be allowed to check out Chromebooks in the event that closures take place. All K-6 classrooms will utilize Google Classroom to aid NTI instruction. Parents will be trained on how to access and utilize NTI technology.

Parental Expectations

Parents will be requested to sign a “Parent Contract” at Parent Orientation night. Basic expectations to be included in this contract include that parents help their students to establish a study/work location, help them establish a study/work routine, help hold them accountable to completing assignments in a timely manner, and help ensure that students continue to provide their best work.

Temporary Illness Policy Updates

- The school must be notified if any student is being tested for Covid-19 and that student may not return until negative test results are received.
- Fever free for 24 hours, unless doctor’s note verifies related to another condition.
- No admittance if anyone in household is running a fever above 100.4 or if they are displaying likely COVID-19 symptoms, unless with a doctor’s verification of a different underlying cause.
- Students with an elevated temperature of 99 or above will be monitored regarding change in temperature and conditions.
- No admittance if you have had contact with any COVID-19 Positive testing person within the past 14 days.

Illness or COVID-19 Symptoms at School

If a student becomes ill in any nature or begins to show COVID-19 symptoms while at school:

- Student will be taken to the office sick room to rest while waiting for the arrival of parent/guardian
 - No staff other than office staff caring for the child will enter this space while the child is present or until the area has been thoroughly disinfected following the use.
 - Parents will be requested to pick up the student (and in the case of a fever above 100.4 or COVID-19 symptoms, any siblings) as soon as possible.
-

- Staff members caring for the student will use PPE and remain in the office area with the student.
- Students will be removed from the classroom area as soon as possible in order for cleaning and sanitation before re-entry into the classroom area.
- If COVID-19 conditions are present, the local health officials will be contacted for further advice. Following health department guidance, staff and/or families MAY be contacted to be notified of possible exposure while maintaining confidentiality.
- Sick children and staff will not return to school until they have met the criteria to discontinue home isolation and/or provide proof of wellness from a physician.

Potential Exposure to COVID-19

The school office (270-843-1001) or Director (bhiskey@htlc-bg.org) is to be contacted immediately should you be notified that someone in your household has potentially been exposed to COVID-19 with an explanation of the circumstances (as this helps the administration take appropriate measures in response).

Failure to disclose potentially puts the entire school community at risk. Intentionally withholding or not following guidelines could result in disciplinary actions, including short or long term removal from our program(s).

Temporary Attendance Policy Updates

- Students will not be penalized for higher rates of absenteeism as long as they are documented with the school office regarding the reason, are in line with COVID-19 temporary illness policy guidelines, and work requirement expectations are met.
- Students who are in higher risk categories due to medical reasons will not be penalized for additional absenteeism as long as the school office is provided with a doctor's note/order.

Students who are not in attendance due to normal or extended COVID-19 illness policies must meet normal work requirement expectations in quantity, quality, and timeliness. Exceptions exist for students when they or an immediate family member are directly *diagnosed* with COVID-19; expectations for these individual students will be handled on a case by case basis with their teacher(s) and school administration.

In an effort to encourage students who are ill to remain at home and to not penalize students who are forced to stay home due to expanded COVID-19 illness policies, we will suspend awarding perfect attendance awards for the 2021-2022 School Year.

Campus Closure Decisions

We yield and follow any direction provided by the county/state health department regarding recommended or required closure. We will attempt to discuss any potential campus closures and communication information to stakeholders with the health department prior to making a decision or statement unless we definitively know a campus closure and/or immediate statement is required.

Although we follow Bowling Green City Schools when weather related closures take place, we may or may not follow Bowling Green City Schools with closures related to COVID-19.

Communication with Families

Communication regarding closure or other important health updates will be provided through

- All-school email
- Remind
- School PRIVATE PARENT Facebook page
- High Flier Newsletter

Tuition Policy Updates for NTI Learning

There will be no tuition reduction offered for elementary students given that teachers will continue to provide the full spectrum of new learning content during NTI Remote Instruction.

Preschool classes will be pro-rated tuition credit of 50% per day of NTI Campus Closure longer than 2 days. Our teachers will offer NTI remote learning during this time in provided materials and video conferencing check-in. *If a family does not wish to pay this 50% rate, they must withdraw from our program, forfeiting their spot to a student on our waiting list; they can then claim the bottom spot on the waiting list, if they choose. If a family forfeits their spot and would have the opportunity to re-enroll, they must re-pay the registration fee.*
