

RETURNING TO SCHOOL 2020 ARIZONA LUTHERAN ACADEMY

TASK FORCE SUMMARY

ALA's primary mission is to bring students' hearts closer to their heavenly Father. Each year it is God who assembles the student body, faculty, and staff at ALA with this purpose in mind, and he blesses what is done in his name. We are confident that God will bless this community in any school setting, whether remote or on campus. That being said, we believe we can best carry out our mission by bringing students back to our campus this fall. Results of our survey to parents show that the majority of parents feel that this is preferable and also possible to do safely.

We consider it a privilege to interact with you and your children each day and we desire to remain faithful in serving you. We would not plan to do so in person this next school year if we determined that it would put the health and lives of our students and families at risk. We also consider the promise we have made to you to bring the highest quality of education possible to our students through classroom and extra-curricular experiences. We consider, too, the role of the government which God has established as his servants in the United States, in Arizona, and in local communities to do what it deems is appropriate to protect the health of its citizens. By God's command we will comply with the government he has established for us, believing it is God's vessel to bless us according to his plans, whatever those good plans are.

In considering all this, we believe that, with modification to existing policy and procedures and in carrying out best practices for health and wellness, we will be able to orchestrate a safe return of all students, faculty, and staff to campus when the government determines it is safe to do so. We plan on returning with as close to a normal school day as possible, distancing when feasible and exercising safe health practices when it is not. Education for both students and teachers will be necessary, but it begins with a mindset that being able to meet together each day is a privilege that must be earned at this time through love and respect for each other as Jesus teaches. We pray that we will be able to safely return to school and enjoy the blessings that come from a community of believers focused on studying God's Word together.

OUR CIRCUMSTANCES

Survey of parents conducted 6/23-26/2020 119 respondents		
Question	Answered 8-10 (most favorable)	Answered 1-3 (least favorable)
What is your favorability to being on campus for the upcoming year?	72.3%	6.7%
What is your favorability to doing a blended experience (part on campus, part off campus)?	26.1%	32.8%
What is your favorability to doing a full online learning experience for the upcoming year?	12.6%	75.6%
Acknowledge parental primary responsibility for assessing student health and decision based on symptoms: 99.2%		

Arizona Lutheran Academy is under the jurisdiction of Maricopa County, which issued an order regarding face masks in places of public accommodation

<https://www.maricopa.gov/DocumentCenter/View/61311/Regulations-on-Face-Coverings>

This order is in effect until further notice.

Face mask efficacy is debated on the public stage. *The Lancet*, a peer-reviewed medical journal, published 6/1/20 a meta-analysis of 172 studies on face mask efficacy.

[https://www.thelancet.com/journals/lancet/article/PIIS0140-6736\(20\)31142-9/fulltext#%20](https://www.thelancet.com/journals/lancet/article/PIIS0140-6736(20)31142-9/fulltext#%20)

For comparison's sake, an article published 5/21/20 in *The New England Journal of Medicine* makes some interesting claims: <https://www.nejm.org/doi/full/10.1056/NEJMp2006372>

The necessity of having children experience on-campus schooling is advocated by many in the pediatric-care world, including (but not limited to) the American Academy of Pediatrics:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

But the same institution urged caution and a safe return:

<https://services.aap.org/en/news-room/news-releases/aap/2020/pediatricians-educators-and-superintendents-urge-a-safe-return-to-school-this-fall/>

AN ON-CAMPUS EXPERIENCE (SCENARIO 1)

The plan is to open school to on-campus delivery of instruction **beginning August 17, 2020**, following the guidelines laid out within this document.

A. General Health Protocols

- a. Staying Home When Appropriate
 - i. Parents have the primary role in this instance.
 - ii. A list of symptoms will regularly be posted and students will be reminded weekly as well. The CDC lists the symptoms as follows ([CDC site](#))
 1. Fever or chills.
 2. Cough.
 3. Shortness of breath or difficulty breathing.
 4. Fatigue.
 5. Muscle or body aches.
 6. Headache.
 7. New loss of taste or smell.
 8. Sore throat.
 9. Congestion or runny nose.
 10. Nausea or vomiting.
 11. Diarrhea.
 12. If these symptoms exist and persist, families should get their child tested for COVID-19. If symptoms are noticed on campus by ALA staff, the school may ask families to have a test administered with results shared to the school before the student returns
 - iii. The notice regarding symptoms should be taken in the context of steps to take to ensure we can continue meeting together on campus as much as possible.
 - iv. Guidelines for return to school for individuals who are symptomatic or have been exposed can follow [the Arizona Department of Health Services document](#).
- b. Students should not share phones, water, food, calculators, or any other items.
- c. Students and staff should avoid physical contact, such as hugging, hand-holding, etc.
- d. Students and staff should be conscious to cover coughs and sneezes with a tissue or their elbows.
- e. Students and staff should wash hands often. Sanitizer will be available in every classroom and at various other places across the campus.
- f. Students and staff should avoid touching their faces as much as possible.

- g. All students and staff will wear facemasks during passing periods and at all times in the bathrooms.
 - i. Face masks are required for teachers and students where physical distancing is not possible. This includes most classrooms, bathrooms, and hallways during passing periods.
 - ii. Students should bring a mask each day to be used where necessary. A small number of masks will be available in cases where students may have forgotten a mask at home; this is expected to be a rare occurrence.
 - iii. Families are directed to launder and sanitize facemasks regularly or dispose of them appropriately.
- h. To reduce the congestion and numbers of students in the bathrooms, the gym bathrooms will be open for student use daily. Touchless water faucets and paper towel dispensers will equip the bathrooms.
- i. Students should bring their own water bottles and avoid sharing them at any time.

B. Academic Model

- a. Students will be required to bring a backpack or computer bag to school for books, Chromebook, mask storage, charging cords, headphones, and any personal items necessary for a school day. Backpacks and bags must stay on the person, under a desk or chair, or in a locker or designated depository at all times.
- b. Students will be required to replenish backpacks at certain times:
 - i. Before School - all necessary items for A and B period
 - ii. At Chapel or Thursday break - all necessary items for C, D, and E period
 - iii. At Lunch - all necessary items for F, G, and H period
 - iv. Note schedules in rear section to determine times for these transitions
- c. Classes will be held as they would be normally except for adhering to general health and sanitation protocols stated elsewhere. Class lengths have been shortened to allow for additional health steps.

C. Absences and Makeup Work

- a. These will be observed according to the typical procedures stated in our handbook.
- b. For acute cases of COVID, special exceptions may be made, similar to handling other conditions that are extreme.

D. Classroom

- a. Students will be required to bring facemasks to school for use during the day where physical distancing is not feasible.

- b. Teachers will layout classrooms to accommodate guidelines for distancing 6 feet or more at all times. When this is not possible, facemasks will be worn by teachers and students.
- c. Teachers will assign seats for students in the classroom with all students facing the same direction to mitigate possible spread of illness.
- d. Classrooms will be sanitized following each period of use.
- e. Students should hand sanitize upon entering every classroom. Sanitizing stations will be available in each classroom.
- f. All classes will be on camera for remote access live and recorded for access later.
- g. All class materials will be communicated, posted, and performed through Google Classroom.
- h. Students must wear masks during passing periods.

E. Sick Policy

- a. The current sick room will be designated as the COVID sick room. All students experiencing symptoms will be directed there until they can be picked up by a parent/legal guardian.
- b. Full sanitization will occur after each use. Ideally sanitization will occur after 24 hours, with the door closed before sanitizing. If 24 hours is not feasible, the longest time possible will be observed before cleaning.

F. Case of COVID Reported on Campus

If a student or teacher tests positive for COVID-19,

- a. That individual must remain at home in quarantine until one of the following conditions is met, in accordance with guidelines set by the Maricopa County Department of Public Health:
 - i. If symptomatic, remain home for 10 days AND 72 hours after symptoms have disappeared.
 - ii. If asymptomatic, remain home for 10 days.
- b. The school will notify families that a positive test result has been received.
- c. Individual families will need to consider for themselves whether or not to be tested.

G. Communication

- a. Families will be informed of the general plan for reopening when the document is shared electronically with them.

- b. All families will receive further instruction about protocols and procedures in meetings that will occur before the school year opens.**
- c. Pertinent messaging for the whole school will be made primarily through the message blog, released every day at 4:00pm. As needed, additional messaging may occur through athletic releases or social media platforms.
- d. Regardless of what may be happening, an official weekly statement of update will be posted on Friday of each week. Any new protocols will be applicable beginning the following Monday.
- e. A specific message center will be designated on the ALA website for easy access.
[ALAcoyotes.org/reopen](https://www.alacoyotes.org/reopen)

H. Arrival and Screening

- a. Parents are the primary means of pre-screening students. Every student's physical condition should be assessed by parents in the morning before leaving for school.
- b. Parents must commit to keeping students at home if they present any COVID-like symptoms and must also notify the school.
- c. Faculty and staff will pre-screen at home. Faculty and staff will undergo a wellness and temperature check upon arriving at school daily.
- d. School gates and other doors will remain closed until 7:30am (8:30am on Mondays/first days). Students should proceed directly to a screening station upon arrival on campus.
- e. Screening stations will be set up in the school plaza and each student will utilize the same station each day. Screening will include a brief questionnaire and a temperature check.
- f. After the screening process is complete, students must go to their school lockers immediately to get their class needs. Initially there will be no athletic lockers due to locker room remodeling. When athletic lockers are available, their use may be engaged only after screening is complete.
- g. Screening will take place from 7:30am-7:55am (8:30am-8:55am on Monday/first days). Any screening after 7:55am (8:55am on Monday/first days) must be done in the office.
- h. In the case of inclement weather, temporary stations will be set up in the gym and special instructions for arrival will be provided.

I. Chapel

- a. Chapel will exist under the standard schedule. Monday and Thursday chapels will be done in small groups in the confines of regular classes. Tuesday, Wednesday, and Friday chapels will be large group meetings in the gym.

- b. Additional chairs will be set up to accommodate social distancing guidelines. Students will be seated partially on the bleachers and partially in chairs according to assigned seating.

J. Lunch

- a. Lunch will occur at the same time for all students but with designated/spaced seating.
- b. Physical distancing will be enforced while ordering from the lunch truck.
- c. Microwaves will be strategically placed on carts around the eating areas.
- d. Masks will not be required while eating.
- e. In inclement weather, all students will eat in their homerooms.

K. Dismissal

- a. A staggered dismissal will occur after end-of-day announcements.
- b. Athletes will head directly to their practices. Non-athletes may head to the after-school study hall, the picnic tables, or the gym lobby.
- c. Physical distancing must be practiced or masks must be worn during after-school hours.
- d. Parents are encouraged to pick up students if at all possible immediately after their daily obligations are complete.

L. Transportation

- a. All students must wear facemasks when riding on a school-owned vehicle.
- b. Students and drivers must sanitize their hands upon entering and exiting. Hand sanitizer will be available on every vehicle.
- c. Sanitization of each vehicle will occur after every use.

M. Athletics

- a. Guidelines issued by the AIA will be observed in running practices or running seasons.
- b. Locker room protocols will be established by the Athletic Department in keeping with the remodeling status as it unfolds.
- c. Evaluations regarding fan attendance, physical distancing, and concessions will be made as the time draws nearer and with guidance from the AIA.
- d. Students and parents may be asked to drive for away games to limit the numbers in the bus.

N. Fine Arts

- a. Studies are underway for the best management of choral and instrumental experiences.
- b. The Fall Concert will be evaluated as the time draws nearer.
- c. The practicality of singing in area churches for ALA Sundays will be evaluated as the time draws nearer.
- d. For visual arts, there will be no sharing of tools and equipment.

O. Clubs and Events

- a. These will be evaluated individually as they arise.

P. Visitors

- a. All visitation from non-essential personnel will be suspended.

Q. Cleaning

- a. Desks and chairs will be cleaned and disinfected after each class and at the end of the day.
- b. Chairs and bleachers will be cleaned and disinfected after use in chapel.
- c. Tables and chairs will be cleaned and disinfected after lunch.
- d. Hand sanitizer and paper towels will be readily available in every classroom, in the gym, in the lobby, and in the office for regular student and staff use.
- e. Cleaning supplies will be plentiful and stored safely from students in each classroom and in cleaning supplies storage areas.
- f. All students will have all their own supplies for every class. If items need to be shared, cleaning and disinfecting will be done after each use.
- g. Water fountain mouthpieces will be covered so they cannot be used.
- h. Water fountains will be thoroughly cleaned and disinfected at regular intervals.
- i. High-touch areas (doorknobs, light switches, etc.) will be cleaned at regular intervals.

R. Duration

- a. All protocols and procedures stated within this plan for reopening are subject to a weekly review (more frequent is possible if conditions warrant it).
- b. Any changes deemed appropriate in light of new data and information are subject to implementation immediately upon review.

AN OFF-CAMPUS EXPERIENCE (SCENARIOS 2 & 3)

The plan is to open school to on-campus delivery of instruction **beginning August 17, 2020**, following the guidelines laid out within this document. If circumstances exist by which we will need to consider closing campus short or long term, the following steps will be observed:

Scenario 2 - If a student or teacher tests positive for COVID-19

- ~~A. That individual may already be at home in quarantine and should then stay there until a negative test result is received.~~
- ~~B. If not already at home, that individual must begin quarantine and remain until a negative test result is received.~~

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July 23, 2020 - UPDATE FROM MARICOPA COUNTY DEPARTMENT OF PUBLIC HEALTH

- If asymptomatic and not severely immunocompromised, may return 10 days after a positive test.
- If asymptomatic and severely immunocompromised, may return 20 days after a positive test.
- If severely symptomatic, may return 20 days after a positive test AND 24 hours after resolution of fever and improvement of other symptoms.
- If not severely symptomatic but severely immunocompromised, may return 20 days after a positive test AND 24 hours after resolution of fever and improvement of other symptoms.
- If not severely symptomatic and not severely immunocompromised, may return 10 days after a positive test AND 24 hours after resolution of fever and improvement of other symptoms.

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- C. School will continue in session on campus under routine conditions.
 - a. Thorough cleaning methods already in place will continue.
 - b. Teachers in quarantine can teach from home; students will still meet in the classroom for class presentations, under supervision from a substitute.
 - c. Students in quarantine will have access to class sessions via Google Meet for live interaction (or by being recorded live) in classrooms for students in attendance at school. Every class will be recorded live with dedicated Chromebooks and audio equipment.
 - d. Class expectations will be the same for students in quarantine and for students on campus. Work to be submitted will be subject to the same schedule laid out in our handbook, with latitude for the submission of work due to illness. Teachers may make exceptions for extenuating circumstances for students who are suffering symptoms of COVID. Classwork for every class will be referenced and provided in Google Classroom every day.

- e. Grading policies will remain consistent for those in quarantine and those on campus.
 - f. Attendance for students in quarantine will be taken each period as students login to Google Classroom and acknowledge in a message to the teacher that he/she was present.
 - g. Quarantined students with special needs or who are known to struggle will be required to sign in to a live video session with the Student Success Coordinator during the same period that they would meet when on campus.
 - h. Teachers will be held accountable to providing a consultation schedule in some format once per day while a student is in quarantine. This may be done in a group session given as an invitation to any who need it.
- D. These guidelines can serve for temporary use for
- a. A student who is at home for non-COVID illnesses;
 - b. A student who has a compromised immunity or has a family member with compromised immunity or higher risk factor;
 - c. International students if their return to campus is delayed;
 - d. Families who have concerns about returning to on-campus experience (they could consider this option for an at-home experience through ALA)

However, families should understand that learning from a home site cannot completely replicate what is done in the classroom.

- E. These procedures will be in place if student on-campus attendance stands at 75% or more.
- F. Training: Teachers will be trained in effective use of Google Classroom and Google Meet as well as strategies to maximize 1:1 computing. These techniques will be exercised every day so that a switch for an individual teacher or student will not be a difficult transition. All staff will be trained on proper cleaning and observational techniques that will need to be implemented.

Scenario 3 - If an entire campus shut down occurs

- A. This would be due to an absenteeism of greater than 25% of the student body or due to government order.
- B. Such a course of action will be enacted for a designated set of time not more than one week before evaluation and reconsideration are undertaken (exception is if the government order stipulates a date). Return to school in this circumstance will be based on expected absenteeism of less than 10%.
- C. All instruction would be delivered via Google Classroom and Google Meet.
 - a. Students will have their assigned devices.

- b. Teachers will deliver live classes.
 - c. We will maintain a regular bell schedule with approximately 39-minute classes. Instruction/interaction will comprise 25-35 minutes of the period typically with time for individualization at the end.
 - d. Instruction will occur Monday/Tuesday and Thursday/Friday with Wednesday reserved for individual or check-in sessions (assessments could also occur on Wednesday during live sessions) following the same bell schedule.
 - e. Consideration will be given to switching to a block schedule during an entire campus shutdown.
 - f. Grading policies will remain consistent as when on campus.
 - g. Attendance for students will be taken each period as students login to Google Classroom and acknowledge in a message to the teacher that he/she was present.
 - h. Students with special needs or who are known to struggle will be required to sign in to a live video session with the Student Success Coordinator during the same period that they would meet when on campus.
- D. Training: Teachers will be trained in effective use of Google Classroom and Google Meet as well as strategies to maximize 1:1 computing. These techniques will be exercised every day so that a switch for an individual teacher or student will not be a difficult transition. All staff will be trained on proper cleaning and observational techniques that will need to be implemented.

Communication

- A. **These procedures will be explained to parents and students at required sessions before school starts.**
- B. Procedural updates will occur every Friday via our blog announcements and more often if required. This weekly communication will continue from the first week of school until the pandemic crisis is lifted. Text blasts and email blasts can be used when heightened urgency calls for it. Information may also be shared as appropriate via our athletic communication line and through social media.

DELEGATIONS OF AUTHORITY

COVID Points of Contact

- ❖ Kurt Rosenbaum, Rosenbaum@ALAcoyotes.org
- ❖ Becky Jaehnig, jaehnig@ALAcoyotes.org

Delegations

- ❖ Doug Meyer, Meyer@ALAcoyotes.org
 - General oversight in principal's absence

- ❖ Adam Wiechmann, Wiechmann@ALAcoyotes.org
 - Academic delivery
 - Meeting/revising standards
 - Test/assessment questions
 - Appropriateness of workload
 - Grading questions

- ❖ Direct department heads
 - Science – Wiechmann, Wiechmann@ALAcoyotes.org
 - Math – Steiner, Steiner@ALAcoyotes.org
 - Social Studies – Rosenbaum, Rosenbaum@ALAcoyotes.org
 - Language - Wells/Aleisa, Wells@ALAcoyotes.org and Aleisa@ALAcoyotes.org
 - Religion – Bode, Bode@ALAcoyotes.org
 - General – Gray, Gray@ALAcoyotes.org

- ❖ Gary Gray, Gray@ALAcoyotes.org
 - Late work management
 - Special needs management alongside Janet Brussman, Brussman@ALAcoyotes.org

- ❖ Becky Jaehnig, Jaehnig@ALAcoyotes.org
Working with Jen Bode and Taunya Solofra
 - Communications
 - Family contact and inquiry
 - Hourly employee management

- ❖ Matt Groth, Groth@ALAcoyotes.org
 - Technology questions
 - Hardware and software distribution and accessibility

- ❖ Dave Peter, Peter@ALAcoyotes.org
 - Athletic and practice questions

- ❖ Josh Severeid, Severeid@ALAcoyotes.org
 - Fine Arts rehearsals and performance questions

- ❖ Mark Feliciano, Feliciano@ALAcoyotes.org
 - Cleaners
 - Supplies

- ❖ John Mueller, Mueller@ALAcoyotes.org
 - Funding

- ❖ Michelle Meyer, Admissions@ALAcoyotes.org
 - Funding research and assistance

- ❖ Matt Heyn, Heyn@ALAcoyotes.org
 - Housing needs
- ❖ Brad Bode, Bode@ALAcoyotes.org
 - Counseling and student emotional wellness