



# Phase 4-5

COVID-19 Preparedness  
Plan for St. Lorenz

# Table of Contents

**III** *Note from the Office of the Superintendent.*

**IV** *Return to School Task Force and Contributors*

**1-5 Phase 4**

**1** *Personal Protective Equipment*

**2** *Hygiene*

**2** *Spacing, Movement and Access*

**3** *Screening Students and Staff*

**3** *Testing Protocols for Students and Staff Responding to Positive Cases*

**3** *Responding to Positive Tests Among Staff and Students*

**4** *Food Service, Gathering and Extracurricular Activities*

**4** *Athletics*

**5** *Cleaning*

**6** *Busing and Student Transportation (Including Extracurriculars and Athletics)*

**7** *Mental and Social Emotional Health*

**8-12 Phase 5**

**8** *Personal Protective Equipment*

**8** *Hygiene*

**9** *Spacing, Movement and Access*

**9** *Screening Students and Staff*

**10** *Testing Protocols for Students and Staff Responding to Positive Cases*

**10** *Responding to Positive tests Among Staff and Students*

**11** *Food Service, Gathering, and Extracurricular Activities*

**11** *Athletics*

**11** *Cleaning*

**12** *Busing and Student Transportation (Including Extracurriculars and Athletics)*

**13 Resources**

# Office of the Superintendent of Lutheran Schools, MI District

*July 15, 2020*

VIA ELECTRONIC DELIVERY



Lutheran School Families, Educators, and Friends,

We hope you are enjoying your summer and staying safe during this challenging time. We know many of you have questions about what school will look like this fall, and we appreciate your patience and understanding as we look to make sound decisions on what is best for our Lutheran schools and all those we serve.

Your favorite administrators and school leaders have been wrestling with all the items pertaining to school opening this fall and what that means for students, teachers, and parents. The governor's office has shared the MI Safe Start Plan that has guided our discussions and has required several protocols our schools must follow. The following document is intended to outline the plan for your local Lutheran school for phase 4 and 5.

I am grateful for the collaboration among our Lutheran school principals as well as our partnerships within the Michigan Association of Nonpublic Schools (MANS). It is reassuring to know we are supported by our brothers and sisters in our parochial schools throughout the state.

We will continue to boldly pray that the Good Lord works a miracle and eradicates this virus from our communities, country, and the world. And at the same time, we will rely on Him for guidance, wisdom, and peace as we move through these ever-changing times. God's richest blessings on the upcoming school year and may His love continue to flow to us and through us no matter the circumstances!

Serving Him,

A handwritten signature in dark ink, appearing to read 'Travis Grulke'.

Travis Grulke  
Superintendent of Schools  
Michigan District, LCMS

## Return to School Task Force

Andy Agans, Commission for Christian Education and Parent at St. Lorenz

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## Additional Contributors

Michigan Association of Non-Public Schools

LCMS Michigan District

Frankenmuth Public School District

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## Phase 4

If Saginaw County is in Phase 4, as described in the MI Safe Start Plan, the following will be adhered to:

### PERSONAL PROTECTIVE EQUIPMENT

- All staff will wear facial coverings when in **classrooms**, except (1) during meals and (2) when face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
- All passengers and drivers will wear facial coverings when on a **school bus**, except (1) when eating and (2) when face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- All staff and all students will wear facial coverings when in **indoor hallways and common areas**, except (1) during meals and (2) when face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- All students preschool through grade 5 will not be required to wear facial coverings in their **classrooms**, unless (1) students do not remain with their cohort class throughout the school day and (2) come into close contact with students in another class. Cohort is defined as students in same grade level.
- All students in grades 6-8 will wear facial coverings, except (1) during meals and (2) when face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- St. Lorenz will not conduct indoor assemblies that bring together students from more than one cohort.
  - School Chapel may be allowed provided that all St. Lorenz Church guidelines are followed.
- *Facial coverings may be homemade or disposable level one/basic-grade surgical masks, and/or face shields.*

## HYGIENE

*St. Lorenz will do the following:*

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
  - Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
  - Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
  - Systematically and frequently check and refill soap and hand sanitizers.
  - Provide for handwashing with soap and water for all students and staff.
  - Limit sharing of personal items and supplies such as writing utensils.
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## SPACING, MOVEMENT AND ACCESS

*St. Lorenz will do the following:*

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- Post signs to indicate proper social distancing.
- Provide social distancing markers in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper hand hygiene techniques.
- Restrict entrance to the school to students and staff only, with the following allowances: Family members or other non-staff adults who deem it essential to enter the building must be screened for symptoms, sanitize hands and wear a facial covering while in the building. Records, including date and time, should be kept of all non-staff adults entering and exiting the building.

## SCREENING STUDENTS AND STAFF

*St. Lorenz will do the following:*

- Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Identify and designate a quarantine area and a staff person to care for students and personnel who develop signs or symptoms of COVID-19 at school.
- Students and personnel who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. Identified staff person caring for these children/staff will wear a facial covering.
- Symptomatic students and personnel sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home. The staff member will contact the school administrator.

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## TESTING PROTOCOLS FOR STUDENTS AND STAFF RESPONDING TO POSITIVE CASES

*St. Lorenz will do the following:*

- Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Symptomatic students and staff will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

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## RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

*St. Lorenz will do the following:*

- Cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. The Local Health Department will initiate contact tracing, following regular public health practice.

- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

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## FOOD SERVICE, GATHERING, AND EXTRACURRICULAR ACTIVITIES

*St. Lorenz will do the following:*

- Prohibit indoor assemblies that bring together students from more than one cohort.
  - School Chapel may be allowed provided that all St. Lorenz Church guidelines are followed.
- If cafeterias are used and six feet of distance between students is not possible, mealtimes will be staggered, or physical barriers will be used. Serving and cafeteria staff will use barrier protection including gloves and masks.
- Classrooms or outdoor areas can be used for students to eat meals at school.

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## ATHLETICS

*St. Lorenz will do the following:*

- Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event. On non-school days Monitoring Form needs to be completed by all participants (this includes all adult volunteers, coaches and administrators)
- Disinfect all equipment before and after use.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

- Spectators are allowed, provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.

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## CLEANING

*St. Lorenz will do the following:*

- Frequently touched surfaces, including light switches, doors, benches and bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Clean classrooms after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.
- Wipe down student desks with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.
- Playground structures will continue to undergo normal routine cleaning but using an EPA-approved disinfectant is unnecessary.
- Ensure safe and correct use and storage of cleaning and disinfecting products, including storing products securely away from children with adequate ventilation when staff use products.
- Staff must wear gloves and surgical masks when performing all cleaning activities.

## BUSING AND STUDENT TRANSPORTATION

### (INCLUDING EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS)

*When we use the Frankenmuth Public School Buses, we will defer all safety guidelines to them. The following is intended for St. Lorenz busing guidelines.*

- The use of hand sanitizer should be used before entering a school bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, will wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- Clean and disinfect transportation vehicles before and after every transit route. Children will not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's operating area, vinyl seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.
- Weather permitting, doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

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## MENTAL & SOCIAL-EMOTIONAL HEALTH

*St. Lorenz will do the following:*

- Establish a point person to facilitate mental health referrals, communications to families/ students, and public-facing wellness materials.
- Provide all staff with timely, responsive, and ongoing training/professional development.

# Phase 5

*If Saginaw County is in Phase 5, as described in the MI Safe Start Plan, the following will be adhered to:*

## PERSONAL PROTECTIVE EQUIPMENT

- Face coverings are optional for students and staff when in classrooms. If a staff member or student has been identified to be at increased risk of illness by their physician, face covering should be worn.
- All passengers and drivers will wear facial coverings when on a school bus, except (1) when eating and (2) when face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- All staff and all students will wear facial coverings when in **indoor hallways and common areas**, except (1) during meals and (2) when face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- **Exception:** Facial coverings are not required for our Early Childhood students following LARA guidelines.
- St. Lorenz will not conduct indoor assemblies that bring together more students than the most recent Executive Order allows.
- School Chapel may be allowed provided that all St. Lorenz Church guidelines are followed.

## HYGIENE

*St. Lorenz will do the following:*

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Systematically and frequently check and refill soap and hand sanitizers.
- Provide opportunities for handwashing with soap and water by students and teachers.
- Limit sharing of personal items and supplies such as writing utensils.

## SPACING, MOVEMENT AND ACCESS

*St. Lorenz will do the following:*

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- Post signs to indicate proper social distancing.
- Provide social distancing markers in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper hand hygiene techniques.
- Restrict entrance to the school to students and staff only, with the following allowances: Family members or other non-staff adults who deem it essential to enter the building must be screened for symptoms, sanitize hands and wear a facial covering while in the building. Records, including date and time, should be kept of all non-staff adults entering and exiting the building.

## SCREENING STUDENTS AND STAFF

*St. Lorenz will do the following:*

- Cooperate with the local public health department regarding ongoing protocols for screening students and staff.
- Maintain a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
- Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. Identified person caring for these children/staff will wear a facial covering.
- Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home. Staff member will contact the school administrator.

## TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES

*St. Lorenz will do the following:*

- Cooperate with the local public health department regarding ongoing protocols for screening students and staff.
  - Request symptomatic students and staff be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
  - Notify families of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
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## RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

*St. Lorenz will do the following:*

- Cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. The Local Health Department will initiate contact tracing, following regular public health practice.
  - Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
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## FOOD SERVICE, GATHERING, AND EXTRACURRICULAR ACTIVITIES

*St. Lorenz will do the following:*

- Prohibit indoor assemblies that bring together students from more than one classroom.
  - School Chapel may be allowed provided that all Saint Lorenz Church guidelines are followed.
- If cafeterias are used and six feet of distance between students is not possible, mealtimes will be staggered, or physical barriers will be used. Serving and cafeteria staff will use barrier protection including gloves and masks.
- Classrooms or outdoor areas can be used for students to eat meals at school.

## ATHLETICS

*St. Lorenz will do the following:*

- Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event. On non-school days Monitoring Form needs to be completed by all participants (this includes all adult volunteers, coaches and administrators)
- Disinfect all equipment before and after use.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.

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## CLEANING

*St. Lorenz will do the following:*

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

## BUSING AND STUDENT TRANSPORTATION

### (INCLUDING EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS)

*When we use the Frankenmuth Public School Buses, we will defer all safety guidelines to them. The following is intended for St. Lorenz busing guidelines.*

- Require the use of hand sanitizer before entering a school bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, will wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- Clean and disinfect transportation vehicles before and after every transit route. Children will not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's operating area, vinyl seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.

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## MENTAL & SOCIAL-EMOTIONAL HEALTH

*St. Lorenz will do the following:*

- Maintain a point person or establish an access navigator to facilitate mental health referrals, communications to families/ students, and public-facing wellness materials.
- Provide all staff with timely, responsive, and ongoing training/professional development.

# RESOURCES

## GENERAL

Executive Order  
[EO 2020-142.pdf](#)

Roadmap  
[MI Safe Schools Return to School Roadmap](#)

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19)  
[www.cdc.gov/coronavirus/2019-nCoV](#)

State of Michigan: COVID-19 response  
[https://www.michigan.gov/mde/0,4615,7-140-37818\\_53456---,00.html](https://www.michigan.gov/mde/0,4615,7-140-37818_53456---,00.html)

CDC: Resources for Childcare, Schools, and Youth Programs  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Federal OSHA  
[www.osha.gov](#)

## HYGIENE

Handwashing video translated into multiple languages  
[www.youtube.com/watch?v=LdQuPGVcceg](#)

CDC Prevention  
[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](#)

CDC Hygiene Etiquette  
[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](#)

## HOUSEKEEPING

CDC Disinfecting  
[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](#)

CDC Cleaning  
[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](#)

Environmental Protection Agency (EPA) [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](#)

## EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

CDC Sickness Steps  
[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](#)

## OSHA TRAINING

Federal OSHA  
[www.osha.gov/Publications/OSHA3990.pdf](#)

## SOCIAL DISTANCING

CDC  
[https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](#)

Social distancing calculator  
[https://www.banquettablespro.com/social-distancing-room-space-calculator](#)

## MENTAL HEALTH

Stephens Ministry  
<http://www.christgiveshope.org>