

Covid-19 Compliance Procedures and Guidelines for  
Emmaus Lutheran School  
Fall 2020  
Parent Guidebook

July 2020

Dear Emmaus Lutheran School Families:

*The Board of School Ministries and Administration of Emmaus Lutheran School have created guidelines to create a safe environment for its students, their families and the staff members. Measures to follow, at a minimum, the guidelines presented to us by the Los Angeles County and California health authorities, have been put in place. These changes, although some are only temporary, will remain in place for at least the first semester, or until further notice.*

*Emmaus Lutheran School is committed to its mission to help young people, through God's Grace, lead active Christian lives, and excel academically, socially, and physically. In so much as we can during this pandemic time, Emmaus will continue to develop well-rounded students. We know that God's plan for Emmaus, our staff, and your students is perfect, and we are trusting HIM to guide and direct all decisions related to HIS ministry at Emmaus Lutheran.*

*Emmaus understands that this is a difficult time and wishes to be as accommodating as possible while providing quality, Christian education to all of its students. Please understand that these guidelines may seem extreme, unpopular or very different from the normal school procedures, but they are for the safety of all. Prevention of the spread of COVID-19 is a community partnership, meaning that we all must work together to follow the rules and do our part. Doing so will help to maintain that level of safety everyone is striving to achieve. Cooperation is needed from parents, students and staff at all times.*

*In consultation with the CDC guidelines as outlined in the "Stronger Together—A Guidebook for the Safe Reopening of California's Public Schools", the Pacific Southwest District of the Lutheran Church—Missouri Synod "Reopening Our Lutheran Schools" guidelines, the Los Angeles County Department of Health guidelines and representative, the Alhambra Fire Department, other regional Lutheran schools and administrative teams, and Emmaus Lutheran's insurance company, the following requirements and guidelines have been created for those who will be on campus during the Fall 2020 session. Above all, constant prayers have been lifted up, knowing that our God is in control and has a definite and perfect plan for Emmaus Lutheran School. We garner our strength through Him, and we lean on Him for wisdom and understanding.*

*Please note that these guidelines are subject to change, as we navigate through these uncertain times. An updated final set of guidelines will be issued prior to the first day of school, with adjustments for new legislation and changes made. Further note that there will be a remote learning option for families who feel that they wish to have their student remain at home. Again, thank you for your trust in Emmaus Lutheran, and may God provide the comfort you need and the confidence in our school to entrust your child into our care.*

*Serving Him,*

*Mrs. Hittinger, Principal*

## CAMPUS CLEANLINESS/DISINFECTION PROTOCOL

- Overall cleanliness standards—Schools must meet high cleanliness standards prior to reopening and maintain a high level during the school year (CDC guidelines quote).
- Toys, books, learning aids, electronic device, and games will not be shared. No stuffed animals or other toys that may be difficult to clean or disinfect are permitted.
- Individual supplies should be kept in a plastic container or in a child's personal space. Teacher may opt to have student keep items in a portable holder. Items used should be cleaned daily. A teacher's procedure for cleaning supplies will be given to parents in writing, posted and included in the classroom handbook.
- Staff will follow manufacturers guidelines for use of disinfectants. Some cleaners require product to sit before being wiped down or some need to be rinsed.
  - Using any cleaning product in a closed area will be avoided—open doors or have good air flow. Running the air conditioner with doors and windows open may be necessary at times.
  - Heavy cleaning will be done prior to students' arrival and after students' dismissal to avoid overwhelming fumes. Wiping down items throughout the day is fine.
  - Supplies provided for school use have been approved for use against COVID-19 by the Environmental Protection Agency (EPA).
- Staff will close off areas used by any sick or infected person and wait 24 hours before cleaning and disinfectant, or as long as possible if it is impossible to wait 24 hours. Moving classrooms temporarily may be necessary.
- Proper circulation will be maintained during school day. This would include use of air conditioning or opening doors and windows to enhance circulation and air flow, unless it is a risk to children due to excess pollen, poor air quality or excessive heat.
- Staff will disinfect surfaces between use including:
  - Desks and tables
  - Chairs
  - Keyboards, phone, headset, copy machines
- Staff will disinfect frequently—once or twice per day minimum, high-touch surfaces, including:
  - Door handles and knobs
  - Handrails
  - Drinking fountains
  - Sink handles
  - Restroom surfaces
  - Toys, games, art supplies, instructional materials
  - Playground equipment
- Restrooms will be disinfected daily by the custodial service, per CDC recommendation. In addition, counters and restroom handles, soap dispensers will be wiped down at scheduled times during school day, as assigned to staff member.

## CLASSROOMS/CLASSES and CLASS UNITS

- Classes will remain as a unit as much as possible, including during lunch, recess and PE periods.
- Social distancing measures with the six-foot distancing of students, staff, and desks have been put into place and will be enforced. Plexiglas desk shields will be used in classrooms.
- External teachers will report to the given classroom to teach classes.
- There will be no library, choir, hand bells or after school enrichment programs (with the exception of homework help) until further notice.
- Chapel services and assemblies will be done remotely, with students remain in classrooms.

- There will be no off-campus field trips for first semester. \* (Sacramento, Catalina and DC trip (second semester) will be postponed or canceled as determined necessary).

#### FACE MASKS AND COVERINGS FOR STUDENTS, STAFF AND VISITORS TO CAMPUS

- Per California guidelines, face masks and proper PPE items will be worn by students, staff and visitors while on campus.
- Teachers will create guidelines for maintaining face mask regulations during class and outside activities time.
- Exemptions from this guideline will be made based on medical conditions and needs. A doctor's note may be requested.
- Parents, please note: If someone is on campus without a mask, it may be due to an exemption. Emmaus staff is prohibited to discuss any medical condition with anyone other than the person directly involved.

#### HANDWASHING AND HAND SANITIZER PROTOCOL

- Handwashing is the number one method for stopping the spread of germs.
- Students will be taught and lessons reinforced on a regular basis about proper hygiene measures, including handwashing, elbow coughs and sneezes, and hand sanitizer procedures.
- Students must wash hands or sanitize in the morning when entering classroom.
- Students must wash hands or sanitize before and after eating lunch and after use in the restroom or after blowing nose, coughing or sneezing.
- Hand Sanitizer must be used when hands are not washed anytime entering any classroom or office building. Hand sanitizer stations will be placed on the inside door of each classroom.
- Handwashing includes scrubbing hands with soap for at least 20 seconds and drying hands thoroughly with a single use towel. (Mrs. Hart is creating a school song to sing (in one's head) when washing hands as a way to ensure the length of time is remembered.
- Signage will be placed appropriately to remind students to wash hands or sanitize.

#### ILLNESS

- Students should stay at home when appropriate.
  - Students and families should stay at home if any of the following symptoms are experienced:
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  - If student lives in a community where COVID-19 is or might be spreading.
  - If symptoms are noticed at home, parents should do the following:
    - Take temperature
    - Practice social distancing by maintaining 6 feet of distance from others, and stay out of crowded places.
    - Follow CDC guidelines if symptoms develop.
  - Stay at home and monitor health if exposed to COVID-19

- Stay home for fourteen days if exposed.
  - Check temperature twice per day and watch for symptoms of COVID-19
  - Notify school of reason for extended absence. Students will be offered the remote learning platform during extended absences so that education will continue.
  - Stay away (as much as possible) from others who may be high risk of getting COVID—19.
  - If you are diagnosed with COVID-19, if you are awaiting test results, or you have fever, shortness of breath or other symptoms.
- If student or immediate family member has traveled from somewhere outside of the United States or on a cruise ship or river board, quarantine for fourteen days is required.
  - Students or family members (siblings or parents) are not allowed at school for the fourteen-day period.
  - Designate a specific room for the infected person in order to limit exposure to others.
  - Students in quarantine may do remote education during absence.
  - Follow CDC Guidelines for international travel.
- Students will be monitored by staff throughout the school day and staff will follow the below guidelines:
  - If a student shows signs of illness, student will be sent to the office for evaluation.
  - Students will have temperature taken and symptoms assessed.
  - Students with a temperature **100.4** or above AND/OR displaying other symptoms of illness will be sent home.
  - Students will remain in the sick room until parent arrives.
  - Student belongings will be packed by the teacher and set outside the classroom door. Parent of sick student may pick up personal belongings when picking up student from school.
  - **Students with a temperature 100.4 are not allowed to return to school until student is fever-free for 24 hours without temperature-altering medication (such as Tylenol or fever-reducers).**
- If COVID-19 symptoms are recognized, medical evaluation may be necessary.
- If a confirmed case of COVID-19 has caused exposure to the school:
  - Local health officials will be notified immediately.
  - Students and staff will be dismissed immediately for at least 2-5 days.
  - During closure, all activities will be canceled or postponed.
  - Families and staff will be discouraged from gathering or socializing with others, as to minimize the spread of exposure.
  - Deep cleaning and disinfecting will be completed to areas that the confirmed person was in or around. There will be a 24 hour wait period before cleaning will begin.
  - A determination as to when it is safe to return to school will be made on a case-to-case basis. As soon as it has been deemed safe to open, parents will be notified and school will resume.
  - In the event of a temporary school shut down, the remote learning plan will be put into effect so that no inconsistency in education will take place.
- Confidentiality will be observed under all circumstances. Staff members will not be permitted to give personal information to anyone about a student, staff member or school family. Because we are a Christian community, we will continue to pray for those who are ill, but will not tolerate accusations, misinformation or sharing of personal information.
- A plan for Emmaus Lutheran staff members has also been established with similar guidelines.

## LUNCH

- As long as it is safe to do so, students will take their lunch outside to the pavilion to eat. Tables will be marked for distanced seating and students will be assigned a spot.
- Students picking up lunch will do so from Ms. Amy at pavilion area and not in the gym.
- Students will be excused to play, and area disinfected with spray and wiped down when dismissed.
- Lunch tables will be washed prior to first lunch recess daily.
- If weather becomes an issue, students will eat in classrooms and Ms. Amy will bring lunches to each classroom.

- If students remain inside for lunch, teachers will remain with students but be provided a short break for restroom use with a lunch supervisor coming to the classroom.
- NO sharing of food from student to student will be permitted.

## PARENTS

- Parent Communication for school business needs
  - Emmaus has three offices to help parents with school related needs.
- School Office:
  - Mrs. Reid, office manager
  - (626) 289-3664 X107
  - [breid@emmausalhambra.org](mailto:breid@emmausalhambra.org)
  - Oversees school related paperwork, transcripts, lunch orders, screenings, enrollment inquiries, Gradelink related questions, parent communication, access to classrooms/notes for teachers, tardies, early dismissal, and sick children.
- Financial Office:
  - Ms. Hayley, Financial Secretary
  - (626) 289-3664 X101
  - [hxu@emmausalhambra.org](mailto:hxu@emmausalhambra.org)
  - Oversees school financial payments, field trip money, chapel offering, and the like.
  - Can make arrangements to take funds out of VANCO to alleviate need to come on campus.
  - Text or communicate with Ms. Hayley prior to coming to campus to make financial payments in cash.
- Principal's Office:
  - Mrs. Hittinger, Principal
  - (626) 289-3664 X105
  - [khittinger@emmausalhambra.org](mailto:khittinger@emmausalhambra.org) or [kit.hittinger@gmail.com](mailto:kit.hittinger@gmail.com)
  - Oversees parent concerns, communication, student discipline issues, teacher concerns, etc.
  - A response will be given within a timely manner, and as needed, an appointment will be made to speak in person or via Zoom.
- **PARENTS ARE NOT PERMITTED ON CAMPUS DURING DROP OFF or PICK UP times.** We realize this is not ideal, and it is TEMPORARY, so we offer some suggestions to make school business needs easier.
  - Please call or email Mrs. Reid or Ms. Hayley with questions or needs pertaining to school business. Either will respond to you ASAP in order to help you.
    - During morning drop off, a designated school staff member will be in the parking lot(s) to collect paperwork that must be dropped off, and will assure you that it will be given to the appropriate office. A follow-up email or phone call will be given, as needed.
    - Items that must be turned in may be sent with students to be delivered to the school or financial office. The teacher will ensure that items will be delivered to the appropriate office.
    - Call ahead if a child must be picked up early or will be arriving late to school.
    - Temperature checks will be completed before any parent will be permitted on to campus.
    - Plexiglas window shields have been installed for the safety of both parents/visitors and staff.
    - **No late lunches will be allowed to be brought on campus.** Students will be given a lunch by Hello Kitchen, and parent will be charged accordingly.
  - Teachers will establish a means of communication with parents, and this will be included in the parent/classroom handbook. Email, text, or class-related apps are all means of communication that will

assure the teacher will respond in a timely manner. If a parent needs to come on campus, then an appointment may certainly be made.

## PLAYGROUND USE AND RECESS TIME

- RECESSES
  - There will be three recess/play area zones for students to play in, and classes will be assigned weekly to a different zone.
    - Zone 1: Woodchips, Sandbox area and asphalt to the east of sandbox area
    - Zone 2: Grassy field and asphalt southwest of field next to Kindergarten
    - Zone 3: Basketball courts
  - Students must provide equipment from classroom or home to use during recess time.
  - Social distancing as much as possible is enforced and students must wear masks when less than six feet apart. Students exerting physically will not need to wear masks (running, etc.).
  - No physical contact sports allowed (for now).
- CLEANING
  - At the end of each recess, it is the teacher's responsibility to ensure that all equipment is brought in from the playground and disinfected between usage.
  - Sand toys will be placed in the disinfectant bucket to be cleaned by playground supervisors.
  - Big toys will be cleaned prior to first recess daily.

## REMOTE LEARNING

It is felt that the best situation for a student is to be in class daily, but Emmaus understands the concerns of parents who are not comfortable sending a student back to school during the fall semester. Learning from our emergency remote-learning routine from last spring, the teachers and administration have developed a stronger remote-learning program that has combined research with what was learned, in order to provide a more robust program

- Grade level teachers have been asked to create three scenarios for online learning (remote learning):
  - Students who will be learning from home daily.
  - Students who may have an extended absence due to illness or quarantine.
  - All students learning remotely due to "shelter in place" order or school closure.
- Guidelines for grade level consistency have been established, including the following:
  - Teachers will present core subject lessons live daily via Google Meet. Videos of the teacher may be added as well to reinforce learning. As all subjects are important, core classes, whenever possible, will be taught during the morning hours.
  - Teachers will have written plans for each of the three above-mentioned scenarios that will be included in each classroom handbook and posted on class web pages.
  - Assignments will be delivered electronically, as often as possible, and will be submitted electronically, to minimize paperwork. All assignments are expected to be completed unless specifically advised differently per the teacher.
  - Friday afternoons will be designated as "remote-learning students only", and those students will be asked to come to campus to meet with teachers, get assignments, complete assessments, etc. Session length and times will be determined based on the number of remote-learning students. Live-session students will have a minimum day on Friday.
  - Attendance will be taken daily for all students. Remote-learning students will be expected to be on time and present daily in class via Google Meet, as required by the teacher. Parents will be notified daily if a student is not present, unless prior arrangements have been made. It will be the responsibility of the parent to reinforce attendance from home.
- Parents will be asked to commit to either the remote learning platform or the on-campus (live) platform by August 1, so that Emmaus can finalize plans for fall 2020. A survey asking for initial preference will be sent

home with the guidelines, and followed up with a student's emergency contact information form, due August 1, where the final choice will be given.

- Emmaus is an educational institution with its focus on developing a well-rounded child. We believe that we can do this with both our remote-learning format and our live platform, given the guidelines in place and those put upon us by the local authorities.
- Parents wishing to change platforms will be allowed to do so, but there are a few conditions for this:
  - Students moving from remote-learning to live-learning will be permitted to do so as long as there is space in the classroom to make this change without compromising the students already in the live-learning format.
  - A week's notice is given prior to making a change.
  - Since these guidelines are for first semester only, one change per semester will be accommodated.
  - Students moving from live-learning to remote-learning, for reasons other than temporary absence due to illness, will be granted this change, as long as the one-week notice is given.
- Tuition for both formats will remain the same. As stated, Emmaus is providing the same education in both formats. It is the parent's option to choose to have a student stay at home to learn. The school's expenses are no different with either format, as the same teachers are teaching and providing the service and expectations in both formats. Remote-learning students will be given the same opportunities to ask questions, seek help, and be part of the community via online, so they have the same advantages as those students in the live-format community.

#### SCHOOL SUPPLIES

- Students will be supplied a list of school supplies, per usual.
- Students will only use the supplies that are provided from home. There will be no communal supplies or sharing of supplies between students.
- Students will keep items at desk, in backpack or in locker, per the teacher's guidelines.
- Items used throughout the day will be cleaned and put away prior to the end of the school day.
- Students are asked to have different supplies for home use, so that items will not need to be transported back and forth from home to school.
- Remote-learning students are expected to have all listed supplies, unless directed differently by the classroom teacher.

#### STUDENT DROP-OFF AND PICK-UP

- Morning Drop Off: NO PARENTS WILL BE ALLOWED TO COME ONTO CAMPUS from 7:50-8:15 morning drop off time.
  - Grades 1-8 Procedure:
    - All drop-off vehicles will enter through the south Almanson parking lot entrance (closest to Baldwin school). From there, cars will line up going north to south and then looping opposite the regular flow of traffic to be positioned in front of grade 6 gate (a map for clarification will be provided closer to the beginning of the school year).
    - Please provide hand sanitizer for your student prior to exiting the vehicle.
    - Stations will be set up to take and record temperatures and check for mask and proper attire prior to parent leaving and student being admitted on to campus. Those with a measured fever of **100.4 or above** or are not following dress code guidelines will be sent home.
    - Cloth masks must be worn as students exit vehicle and prior to temperature check and remain on while on campus (unless designated differently during classroom settings per teacher guidelines).
  - Grades K (and siblings of Kindergarten students) Procedure:
    - Parents will enter the basketball court parking lot off of Los Higos.

- Parents will park and walk student to check-in table located outside of the Kindergarten classroom. Masks must be worn prior to exiting vehicle and must remain in place while on campus, unless otherwise directed.
    - Student temperature will be taken and recorded. Those with a measured fever of **100.4 or above** or are not following dress code guidelines will not be permitted into the classroom and asked to return home.
    - The staff member who checks the temperature will sign student in on the sheet in front of the parent, indicating the time of drop off.
    - Parents will not be allowed to enter the Kindergarten during the morning drop off time. There WILL be scheduled time.
    - Older siblings may also be dropped off in the same area as Kindergarten students.
  - Grades K-8 Students Arriving Late Procedure:
    - We ask that parents make every attempt to get student to school on time, particularly during this pandemic situation. It is disruptive to the classroom when students are not on time to class.
    - If a student arrives after 8:15 a.m., the parent must call the school upon arrival. Student AND parent will be met outside financial office door by a staff member for temperature check clearance. Once approved, student will be able to enter campus and classroom.
- Afternoon Pick up: **NO PARENTS WILL BE ALLOWED TO PICK UP STUDENT FROM CLASSROOM.**
  - Grades K-8 Procedure:
    - All students will be picked up near the back field on campus (a map will be provided closer to the beginning of school). Entrance will be at the north gate, and similar to the past spring's drive-thru parades, parents will drive to the back, pick up student and proceed through the basketball court gate onto Los Higos.
    - Teachers will escort class to designated drop off area and will remain with students until end of grace period time. Students will then be escorted and handed over to EDC staff.
    - Students not picked up by the end of the grace period will be sent to EDC (extended day care). A separate procedure for pick up for EDC will be given at a later date.
    - Please limit visit with teacher at the time of pick up, as there are parents behind you waiting to pick up his or her child. Please remember to allow extra time to pick up student at the end of the day, and be careful to DRIVE SLOWLY and WATCH FOR CHILDREN at all times.
  - Preschool Procedure will be given directly to preschool parents.
  - Early Pick Up Procedure:
    - Parents must contact school office prior to arrival for early pickup.
    - Student will be sent from classroom to school office for dismissal.
    - Upon parent arrival, student will be escorted to front door to be released to parent.
    - Pick up rules concerning who may pick up a student still apply. Adults over 18 years old on the student emergency form will be authorized for student pick up.
      - A written note explaining additional adults authorized to pick a student up must be submitted via email or fax to the school office.
      - Verbal communication to add or change authorization will not be permitted.
- EDC Drop Off and Pick Up Procedures: TBD

#### TEMPERATURE CHECKS

- Parents are asked to do a temperature check prior to bringing a student to school. If a student has a fever of 100.4 or above, please do not administer a fever-reducing medication and then bring the child on campus.
- As outlined above in the STUDENT DROP-OFF procedure, temperature checks will be done each morning before a student is allowed to be admitted to campus.
- Throughout the day, as outlined in the ILLNESS procedure, student temperatures will be taken, as needed.

- The rule is: ANYONE ON CAMPUS WHO HAS A TEMPERATURE OF 100.4 DEGREES OR ABOVE WILL BE SENT HOME, AND MAY NOT RETURN UNTIL FEVER FREE FOR A 24-HOUR PERIOD WITHOUT ANY FEVER REDUCING MEDICATION. This has always been the rule, but one that many do not wish to adhere to at all times. This is STATE MANDATED, and more importantly, for the SAFETY OF OUR STUDENTS AND STAFF.
- Staff temperatures will also be taken upon arrival to school daily, and will be sent home if the protocol is not met.

## UNIFORMS

1. The wearing of school uniforms has been TEMPORARILY SUSPENDED for first semester (August 13-December 18, 2020). This Board of School Ministries decision was made for several reasons, including less handling of new uniforms, staff availability v. need for other COVID-19-related duties, and minimizing of costs to parents during uncertain times. Research has indicated that students who wear uniforms to school perform better academically, so this will not be the new, permanent policy, and parents will be notified ahead of time when uniform code will begin to be enforced and pre-purchase of uniforms can be made.
2. The CASUAL DAY DRESS CODE guidelines will be used for first semester. Please note that students will be checked prior to being allowed on campus for proper attire. Those not in compliance will be asked to return home until proper attire is secured.
3. CASUAL DAY DRESS CODE GUIDELINES:
  - a. Children in Grades K-8 will be allowed to wear blue jeans, slacks, jean or walking shorts
    - i. Shorts or skirts may be no more than 3 inches above the knee.
    - ii. Jeans must fit properly, with no rips or tears, extreme fading or baggy/oversized.
    - iii. Extreme styles, which tend to be distracting (abbreviated bare midriff, T-shirts with inappropriate or large logos, halter tops, tank tops, rock shirts, sleeveless shirts, tight form fitting apparel, etc.), are not permitted.
    - iv. Excessively long shorts (below the knee) or baggy clothing are not permitted.
    - v. The exception to the dress code is that T-shirts sold at Emmaus (i.e., environmental or spirit wear/Emmaus summer camp), are allowed.
    - vi. No open-toe or open-heel shoes may be worn. No writing on shorts or pants.
  - b. The decision of the Principal as to what is acceptable dress for any student will be final.
4. Students who have proper-fitting uniforms who want to wear them to school may certainly do so.
5. Students may remain in casual day attire for PE classes unless wearing something that makes it difficult to be physically active. That student will be asked to change for PE class time.