



MARTIN LUTHER HIGH SCHOOL

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“THE ML RE-OPENING PLAN FOR THE 20-21 SCHOOL YEAR”

A Message from School Leadership

Our school theme for the coming school year is Do You Know the Answer? It is based upon this section of scripture: “But in your hearts honor Christ the Lord as holy, always being prepared to make a defense to anyone who asks you for a reason for the hope that is in you; yet do it with gentleness and respect.” 1 Peter 3:15. We know the answer is Jesus. However, today our communities are filled with anxiousness, uncertainty, fear, nervousness and many questions related to reopening schools. Our community is also filled with excitement and enthusiasm as we prepare to come back to school.

We take the safety of the families and the communities we serve very seriously, and we know that the issues related to how school will operate this fall amid the COVID-19 pandemic are confusing and complex. COVID-19 has and will impact the lives of our students, staff, families and community. Our school “Reopening Team” has been meeting regularly. We have surveyed families, staff and the community and have used information from the CDC, AAP, DHS, DPI and local health officials to craft this reopening plan. This plan will continue to evolve and change as we proceed throughout the school year and additional information is provided by local health organizations.

Our reopening plan focuses on five areas of our school: school operations, instructional formats, health education, communications, and procedures for managing positive COVID-19 results and individuals who were in close contact with positive COVID-19 individuals. Our plan takes into consideration the social, emotional, and relational impact on our students and staff as we commit to the best solutions to continue to deliver on our Core Values of Biblical Truth, Relationships, Communication, Growth, and Love.

As we look forward to the return to school with our “face to face” instructional format in August 2020, on our originally planned start date, we recognize that each of our three schools will have variations and minor adjustments to this overall plan. Based on local mandates all three schools (ML, MLHS, LCL) may not be able to deliver the same instructional format. We are prepared to move from one instructional format to another as required or mandated.

We are thankful for the partnership we have with you as we seek to develop each student in his/her relationship with Jesus Christ! Thank you for your patience and cooperation as we prepare to safely return to school. Our prayer is that our entire community may embrace opportunities to build our faith in Jesus Christ. We will strive to be supportive of one another and flexible as we encounter unique challenges together. We are truly blessed to have a caring and compassionate community as we work together in ministry.

Our Commitments

- **Safety**

We take the safety of the families and the communities we serve as a top priority. Our plan reflects guidance from the Center for Disease Control (CDC), the American Academy of Pediatrics (AAP), the Wisconsin Department of Health Services (WDHS), the Department of Public Instruction (DPI) and state, county and local health official, primarily, the Greendale Health Department.

- **Instructional Formats**

Our plan reflects a preference for traditional face to face learning as we firmly believe that this is the best opportunity for us to positively impact students as we look to Share Jesus, Shape Lives and Develop

Leaders in alignment with our Brand, Mission, Vision and Core Values. Possible instructional formats include “Face to Face Learning,” “Reduced Capacity Face to Face Learning,” that includes a combination of face to face and remote learning components, and “Not Face to Face Remote Learning” when face to face learning is not possible.

- **Flexibility**

Our plan is developed to allow our school to move between Instructional formats in a fluid manner while recognizing the challenges and demands that this may place on the students, families and staff. We will conduct school, with many safety measures in place, in a face to face format unless it is impossible to do so safely, or we are mandated by the authorities to utilize a different format.

Elements of Our Reopening Plan

1. School Operations

CDC, AAP, DHS, DPI and state, county and local health officials’ guidance will continue to shape the design and execution of our plan. This plan will continue to evolve and change as we proceed throughout the school year and additional information is provided by local health organizations.

A. Physical Spaces

- I. Safety Signage
 - Signs at Martin Luther will emphasize:
 - General hygiene reminders – washing hands regularly and avoidance of touching your face
 - The use of masks/face coverings while on campus
 - Proper social distancing measures
 - Symptoms of COVID-19 to be aware of as a self-check
- II. Floor Markings
 - Floor markings designating social distancing at Martin Luther will be used:
 - In high traffic areas (office reception areas)
 - Where lines form (cafeteria)
 - Blue tape markings will be utilized
- III. Sanitizer Stations
 - Hand-sanitizing stations will be mounted in each classroom as well as shared public areas including the offices and cafeteria.
 - The sanitizer used is Spartan Chemical Foamy iQ – Benzalkonium Chloride (BZK).
- IV. Sanitizing Supplies
 - Each classroom will have one-time-use disposable sanitizing wipes available for student and staff use.
 - Students will sanitize their individual workstations (including computers) at the end of each class period.
- V. New Space for Distancing
 - Classroom spaces will be reconfigured as necessary to maximize three feet of distancing space between students as recommended by AAP.
 - When necessary, non-essential furniture will be removed from the classrooms to allow further spacing.
 - All students will face in one direction in the classroom.
 - A dedicated office space within the main floor offices has been designated as sequester space for students experiencing potential COVID symptoms. Students will remain in this space until a parent is able to pick up the student.
- VI. Physical Barriers

- Plexiglass barriers will be utilized in public spaces where frequent contact is necessary.
 - Barriers are installed in the main office reception areas
 - Barriers will be installed in Cafeteria at the Point of Sale kiosks
 - Individual Barriers (in conjunction with other measures) will be used in classrooms for teachers who are part of a high-risk population
- VII. Locker Usage
 - Lockers will be assigned to students as usual with broad discretion for student use.
 - The use of personal backpacks will be encouraged for students.
- VIII. Drinking Water
 - No common water fountains will be available. Each fountain will be bottle fill only.

B. Healthy Environment

- I. Air
 - We utilize high capacity MERV 8 filters in all HVAC units. We will be installing MERV 13 filters. Our air circulation and ventilation systems are specifically designed by our HVAC experts to provide safe air circulation throughout the buildings.
 - We will recycle air in our classrooms by keeping our windows open (during the school day) as much as possible.
 - Teachers will be encouraged to host classes outdoors when they can do so effectively.
 - Two high-risk areas are in the music program. Therefore, we adopted recommendations from the Wisconsin Music Educators Association.
 - Choir – we will move choirs into the fine arts center where proper distancing can be ensured. Students will be required to keep their masks on. Students will all face the same direction. The choir director will maintain proper distancing for music instruction.
 - Band – we will move band rehearsals into the fine arts center as well. We will be using instrument covers as well as the precautionary mask adjustments to safely play instruments. Special instrument disinfectant will be used after each student use.
- II. Cleaning
 - Daily and Weekly disinfecting, sanitizing, and cleaning protocols will be utilized using 3M Twist and Fill 40L Disinfectant Cleaner.
 - On days when classes are not held on campus, additional cleaning will take place.
 - Cleaning of cafeteria spaces will be completed after each lunch service using 3M Twist and Fill 40L Disinfectant Cleaner.
- III. Control
 - The use of shared objects will be limited and/or discouraged.
 - Physical Education equipment will be properly sanitized
 - Textbooks, sheet music, and instruments will not be shared by students
 - Computers will be properly sanitized after use by each student.
- IV. Communal Spaces
 - Martin Luther will not host any gathering larger than the allowed large group gathering size guidance and recommendations from the Greendale Health Department.
 - Several adjustments to our standard procedures will be utilized:
 - Chapel will occur three times weekly as usual. One grade level per chapel will relocate to the fine arts center and participate via the livestream broadcast.
 - Lunches will utilize two separate spaces for service and eating. Seating for 50-75 students to eat lunch will be placed in the main floor atrium space. This

will allow for effective social distancing in both the cafeteria and atrium spaces.

V. Reminders

- Signs will be posted around school encouraging proper personal hygiene
- In-person reminders will be intentionally delivered by teachers in class.

C. Day to Day

I. Face Coverings

- The state order requires all students, faculty, and staff to wear masks.
- Masks will be required consistent with the state executive orders. Those orders allow for a few exceptions related to health concerns, etc.
- Masks will be required whenever social distancing cannot be maintained or when mandated by government authority.
- Student group work will always require the use of masks.

II. Monitoring Temperatures

- Temperature checks will be taken of every individual when they arrive in the building.
- Individuals with a temperature over 100.4 degrees will not be allowed to remain on campus and/or sequestered in the dedicated office area sequester space until transportation is available to return home.

III. Hallways

- Where possible in the building, single direction hallways and stairwells will be utilized.
- Where not possible, clear separation for proper distancing between individuals will be established and encouraged.

IV. Visitors

- Only essential visitors will be allowed in the building during the school day.

V. High Risk Individuals

- We will be encouraging any high-risk individual to take additional appropriate measures to ensure his/her safety.
- Staff who are determined to be high-risk will be provided with appropriate accommodations – possibly including additional or modified PPE, modifications to work-space or classroom, or rules in the classroom.

2. Instructional Formats

ML will be returning this fall with full school face to face (traditional) instruction five days per week.

If circumstances change, we may be required to execute alternative plans.

Possible ML instructional formats include “Face to Face Learning,” “Reduced Capacity Face to Face Learning,” that includes a combination of face to face and remote learning components, and “Not Face to Face Remote Learning” when face to face learning is not possible.

Because we are a school that strongly values face-to-face instruction, we have multiple formats that can be implemented to safely provide instruction to our students. While we can be flexible in transitioning seamlessly to various formats, because of our value on relationships in the physical environment, we will always shift to face-to-face formats whenever we can safely do so.

A. Face-to-Face Traditional

I. Number of Students

- Our entire student body is present on campus.
 - With a total building area, we can safely provide students with appropriate space throughout the day.
 - Proper spacing within the average classroom area (three feet by AAP) would safely allow each student appropriate space during their classes.
- II. Time
- Students would attend five days a week from 8:00 a.m. to 3:15 p.m.
 - If additional sanitizing needs are required, the school week could be reduced to four days at any point with Wednesday being used as a remote workday.
 - Late start or early release options could be explored for all students across all grade levels.
- III. Remote Learning Option
- For students who have the need to learn remotely, plans for instruction can be developed with and approved by Student Services.

B. Reduced Capacity Face-to-Face

- I. Student Number
- The student body will be split into two equal groups. Only one group will attend on any school day.
 - Proper spacing within the average classroom area would safely allow each student to maintain social distancing.
- II. Time
- Each group will meet on campus two days a week for face-to-face instruction:
 - Group A will attend four class periods on Monday & Tuesday
 - Group B will attend four class periods on Thursday & Friday
 - Both groups will learn remotely on Wednesday and on the days they do not attend school on site.
- III. Face-to-Face = Block Schedule
- As a means to reduce student contact, learning will shift to a block schedule with students only meeting in four classes daily (instead of the former schedule with eight classes daily).
 - The move to this schedule also reduces the number of passing periods and student transitions during the day from nine to five (including lunch).
- IV. Remote Learning
- For students who have the need to learn remotely, plans for instruction can be developed with and approved by Student Services.

C. Remote Learning

- I. Student Number / Time
- All students will utilize remote learning
 - ML will engage in one of two remote/ virtual instructional models; Group A/ B Model or a Block Schedule
- II. Group A and B model comparable to reduced capacity groupings
- All students utilizing remote learning
- III. Block Schedule
- Students will have four classes daily – alternating between odd and even period days
 - Odd Period Days will be periods 1,3,5,7
 - Even Period Days will be periods 2,4,6,8
- IV. Format
- Instruction will be either asynchronous or synchronous.

- Asynchronous instruction allows students the flexibility to access learning through our Learning Management System when convenient for their schedule.
- Synchronous instruction allows for the live virtual interaction with teachers and peers.
- One-on-one and large group student support will be synchronous through video conferencing technology.

Extra-Curricular Activities

All extracurricular activities must be approved by the Administration. For athletics, we are following the WIAA guidelines as well as our Conference recommendations. All other extra-curricular activities will be modified to ensure safe practices.

3. Health Education

Education is planned for staff, students and families related to health and healthy habits. This includes topics like social distancing, face mask wearing, staying home when sick, hand washing, avoiding face touching and general habits to maintain good health.

A. Social Distancing

- I. How to maintain social distancing throughout classrooms and school

B. Face Coverings

- I. How to properly wear a face covering and the times they are required on campus

C. Staying Home When Sick

- I. How to recognize COVID-19 Symptoms
- II. When and for how long to stay home when ill

D. Hand Washing / Avoiding the Touching of Ones Face

- I. General education about the necessity

E. Healthy Habits

- I. Education about general healthy habits that can maintain and help improve an individuals overall health

4. Communication

We aspire for interactions which are honest, respectful, clear, consistent, and timely, where expectations and accountability are embraced. Regular communication will be provided related to plan changes, any positive COVID-19 tests and other reopening adjustments through an individual point of contact at each school. It is important to note that all individual contact tracing for positive COVID-19 tests is done through the local and county health departments and not our schools. We will comply strictly with FERPA and HIPAA regulations to maintain the privacy of all individuals.

A. Individual Privacy

We will comply strictly with FERPA and HIPAA regulations to maintain identity safety and security.

B. Communication of Positive COVID-19 Test

- I. We will rely on our students, families, staff members, and local health officials to communicate the identification of a positive COVID-19 case to the school. The local health department, and not the school, is responsible for communicating, through their positive COVID-19 test contact tracing, those who might have experienced exposure. We will communicate to our school community when we become aware of a positive COVID-19 case within our immediate community but will not provide details that might identify the affected individual to protect his/ her privacy per FERPA and HIPAA regulations.
- II. Martin Luther will send emails to all families regarding the identification of any individual who tests positive and who has been in the building in the last 10 days.

C. Changes

- I. Changes to this plan will be communicated to our school community as they are made. Changes in school operations, daily procedures and instructional formats being used will all be communicated by the school principal.

5. COVID Response

We relied on guidelines established by the Wisconsin Department of Health Services, the Greendale Health Department and the Department of Public Instruction to develop our procedures for individuals who contract COVID-19 and for individuals who come in close contact (within 6 ft for a minimum of 15 cumulative minutes) of an individual who tests positive for COVID-19.

A. For individuals who test positive for COVID-19 or are in a household where someone tests positive for COVID-19:

- I. The individual must follow requirements of the health department.
- II. Monitor his/her health for symptoms.
- III. Follow quarantine and isolation guidelines from the CDC. Found here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- IV. Communicate with the school office about your health condition.

B. For individuals who came in “Close Contact” with an individual testing positive for COVID-19:

Close contact is defined as contact within 6 ft for a minimum of 15 cumulative minutes.

- I. The individual will be notified by the health department and will be required to remain out of school while awaiting test results.
- II. Monitor his/her health for symptoms.
- III. Stay home when feeling sick or displaying any symptoms.
- IV. Get tested if the individual desires to get tested.
- V. Communicate with the school office about your health condition.

C. For individuals who become sick at school (not just COVID-related):

- I. The student will immediately be excused to go to the office.
- II. The student’s temperature will be immediately recorded.
- III. If the student has any COVID-like symptoms, they will be immediately sequestered in the office sequester area until they are able to leave the school.
- IV. Parents will be contacted to pick up the student or they will drive themselves home.
- V. The individual will remain home until illness passes. The individual can take advantage of testing if they believe symptoms indicate a potential COVID-19 positive test.
- VI. The individual’s guardian should keep the school office informed daily about his/ her health condition.

All of this is subject to change.

Please watch your emails carefully for updates.

Thanks for your patience, support, and understanding as we navigate all of this together!

Christ’s peace to all!

