



**The Lutheran High School Association  
of Greater Milwaukee**

*plan for*

# **REOPENING SCHOOLS IN 2020-2021**



# A Message From School Leadership

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July 31, 2020

Brothers and Sisters in Christ,

Our school theme for the coming school year is Do You Know the Answer? 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 schools: 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 planned start date, we recognize that each of our three schools will have variations and minor adjustments to this overall plan and that based on local mandates all three schools 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.



Cole Braun, CEO



Mark Bahr, Head of Schools



Kathryn Baganz, Principal LCL



Adam Kirsch, Principal MLHS



Wayne Jensen, Principal ML

# THE LUTHERAN HIGH SCHOOL ASSOCIATION OF GREATER MILWAUKEE COMMITMENTS

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## **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 officials.

## **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 schools 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

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## School Operations

Our plan is based on information from the CDC, AAP, DHS, DPI and state, county and local health officials. This plan will continue to evolve and change as we proceed throughout the school year and additional information is provided by local health organizations.

## Instructional Formats

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.

## 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.

## Communications

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.*

## Response to COVID-19 Positive Tests

We relied on guidelines established by the Wisconsin Department of Health Services 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 minutes) of an individual who tests positive for COVID-19.

# OPERATIONS: PHYSICAL SPACES

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## Physical Barriers

Plexiglass barriers will be utilized in public spaces where frequent contact is necessary and social distancing cannot be maintained.

## Floor Markings

Designated social distance reminder markings will be used where needed in high traffic areas and where lines form.

## Drinking Water

All water stations will be bottle fill only. No common water fountains will be available.

## Safety Signage

Reminders of general hygiene including hand washing and avoiding face touching.

Social distancing and a listing of positive COVID-19 symptoms will be placed throughout the buildings and in classrooms.

## Locker Usage

Lockers may be assigned as determined by Administration. The use of backpacks will be encouraged.

## Sanitizer Stations

Hand sanitizer stations will be placed in every classroom and in public spaces.

## Sanitizing Supplies

Will be available in classrooms for appropriate student use.

## New Space for Distancing

Non-essential furniture will be removed as necessary.

We will adjust space layouts to maintain social distancing.

Desk configurations will be adjusted to help maintain social distancing.

Social distanced locations developed for individuals who feel sick while they wait to go home.

# OPERATIONS: **HEALTHY ENVIRONMENT**

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## **Air**

We utilize high capacity air circulation and ventilation systems specifically designed by our HVAC experts to provide safe air circulation throughout the buildings

## **Cleaning**

Increased daily and weekly disinfecting, sanitizing and cleaning protocols

## **Control**

Limit the use of shared objects

## **Communal Spaces**

Adjusted procedure for uses of common spaces  
i.e. Lunch and Chapel

## **Reminders**

Personal hygiene opportunities encouraged  
i.e. Hand washing signs

# OPERATIONS: DAY TO DAY

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## **Face Coverings**

Required when social distancing cannot be maintained or when mandated by governmental authority (Individuals with medical conditions may be exempt)

## **Monitoring Temperatures**

Temperature checks performed for each individual who enters the building (100.4 max)

## **Entrances and Exits**

Limited to regulate directional flow

## **Hallways**

Directional flows designed where necessary and feasible

## **High Risk Individuals**

Encourage high risk individuals and all others with concerns to take additional appropriate measures to ensure their safety

## **Visitors**

Limited to essential visitors during the school day

# INSTRUCTIONAL FORMATS

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## FACE TO FACE TRADITIONAL

Instruction will be delivered face to face on a 5 day per week schedule as in the traditional school setting.



## REDUCED CAPACITY FACE TO FACE

Instruction will be delivered with a combination of face to face and remote learning. Students will be face to face for a portion of the week and remote for a portion of the week.



## REMOTE LEARNING

Instruction will be delivered through an enhanced remote learning format where a combination of methods will be employed to deliver instruction. Students would not be face to face in this format.



# EXTRACURRICULAR ACTIVITIES

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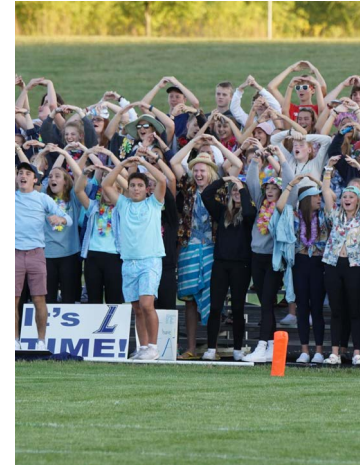
## **Athletics**

Following WIAA  
guidelines for each sport



## **Clubs and Activities**

As approved  
by Administration



## **Dances, Gatherings, etc.**

As approved  
by Administration

# HEALTH EDUCATION

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An intentional education plan for staff, students, and community focused on COVID-19 procedures for:



## **Social Distancing**

How to maintain social distancing throughout classrooms and school

## **Face Coverings**

How to wear a face covering properly and explain the times they are needed

## **Staying Home When Sick**

When to stay home, what are COVID-19 symptoms, and how long to stay home

## **Hand Washing / Avoiding Face Touching, etc.**

General education about the benefits

## **Healthy Habits**

Education about general healthy habits that can maintain and improve an individual's overall health

# COMMUNICATION

*It is important to note that all individual contact tracing is done through the local and county health departments and not our schools. We will comply strictly with FERPA and HIPAA regulations to maintain an individual's privacy and security.*

## Points of Contact

### Milwaukee Lutheran

Principal Adam Kirsch

### Martin Luther

Principal Wayne Jensen

### Lake Country Lutheran

Principal Kathryn Baganz

## Positive COVID-19 Test Result Communication

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-10 case within our immediate community, but will not provide details that might identify the affected individual to protect their privacy per FERPA and HIPAA regulations.

## Guideline Resources

### If you are sick:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

### Symptoms:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

### Contact Tracing:

<https://www.dhs.wisconsin.gov/covid-19/contact-tracing.htm>

### DPI Education Forward:

[https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Education\\_Forward\\_web.pdf](https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Education_Forward_web.pdf)

## Changes

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 our school principals.

## Individual Privacy

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

# RESPONSE TO COVID-19 OUTBREAKS

The CDC and DHS recommendations for isolation, quarantine, what determines close contact and how COVID-19 is transmitted is changing at a rapid rate. We will update our response procedures as more current information becomes available.



## **For individuals who came in “Close Contact with a positive test”:**

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

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



## **For individuals who test positive for COVID-19 or live in a household where someone tests positive for COVID-19:**

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



## **For individuals who become sick at school:**

- Individual should go immediately to the office.
- Office staff will remind the individual about COVID-19 symptoms.
- The individual will remain in the sequestered area until released by parents or they can go home if an adult.
- 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.
- The individual should keep the school office informed about your health condition.