

St. Martin's Lutheran School 2020-2021 School-Opening Plan

Last Updated: Wednesday, December 08, 2020



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To the St. Martin's Lutheran School Community:

In June 2020, St. Martin's Lutheran School made the decision to be a leader in education during the most unique of circumstances. Per my research, we were the first school in the State of Maryland to announce that we would be open for five-day, in-person instruction for the 2020-2021 school year. We then set to work on a comprehensive school-opening plan that would incorporate the necessary safety protocols needed to educate our students.

The school year thus far has been an absolute success. We have nearly 100 percent attendance on a daily basis. Teachers and students alike proclaim their disdain for virtual learning, making it very clear that the decision to be open for in-person instruction was the correct one. Throughout the year, reviewing all aspects of school operations has been a priority. As we have traversed this school year, we have found it necessary to make improvements to our school-opening plan in order to keep our students safe and learning.

This document represents those improvements. Most notably in the document you will find improvements to our dismissal process as well as enhanced procedures for keeping students safe and educated. These enhancements are in line with current Centers for Disease Control and Prevention (CDC) guidelines. CDC Director Dr. Robert Redfield stated recently "that K-12 schools can operate with face-to-face learning, and they can do it safely, and they can do it responsibly." His speech can be found here: <https://www.c-span.org/video/?c4924557/cdc-director-redfield-data-supports-face-face-learning-schools>.

The plan presented updates the framework under which school will operate this year. The purpose of this plan is to educate students in the safest and most-secure environment possible so that we can continue to provide the excellent education for which St. Martin's is known.

Be Safe & Be Well.

Thank You.

Best,



Patrick Kiley
Head of School

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Please Note: Topics are Arranged Alphabetically for Ease of Reference.

A St. Martin's Education: St. Martin's Lutheran School of Annapolis will continue to provide the exceptional education for which we have become known. Students and parents expect our best as teachers and administrators, and they will continue to receive it.

Aerosol-Generating Procedures: Aerosol-generating procedures such as nebulizer breathing treatments will not be permitted this year. Parents of students with conditions such as asthma should speak with Nurse Kathy if they have any questions.

Afternoon Procedures: Students will be dismissed to the gym where they will occupy a distance dot. The hallway near the first grade (traditionally art) classroom will be utilized if needed. Siblings may sit together.

Teachers on duty will communicate which students are to be dismissed to Mr. Kiley via walkie talkie. Mr. Kiley will announce over the loudspeaker the students who are to be dismissed. Students will exit through the double doors at the front right of the gym by the stage.

Parents may enter via Forest Drive or Spa Road where they will be directed to merge in an alternating manner into the pickup circle. All cars must exit by making a right-hand turn onto Spa Road. There will be no access to Forest Drive as there will be two lanes of traffic entering. There will be no left-hand turns onto Spa Road as it will clog the parking lot.

Extended day students will be dismissed individually as their parents arrive.

Air Filtration Units: The school is purchasing 20+ air filtration units with HEPA filters that offer a clean air delivery rate (CADR) of greater than 250 CFM (cubic feet per minute). These will be placed in every classroom, office and restroom.

Chapel: Chapel is an important part of the mission of St. Martin's. While congregating in the sanctuary is not possible at this time, options are being explored to give our students an equivalent spiritual experience.

Classrooms & Outdoor Lessons: For this school year, depending on class sizes, students may not be in what would normally be their dedicated classroom. Classes will be assigned based on the number of students in order to keep everyone at the proper social distance. Larger classes will occupy larger rooms.

Classroom assignments will be determined when class sizes are finalized and will be communicated to parents prior to the start of school. Regardless of grade, students will remain

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in their assigned classroom for the duration of all instructional time. This includes middle school students. By keeping students with the same group in the same classroom, we have created cohorts. There will be little to no interaction between the cohorts.

No students will move for a special with the exception of music, physical education and middle school religion which will be held outside. Music class will not involve woodwind instruments or indoor singing. Physical education will be limited to activities that are consistent with the guidelines in this document.

Middle school content teachers as well as specials teachers will rotate to classrooms as needed. Teachers will have the autonomy to teach classes and lessons outdoors. Temperature and weather will be deciding factors as to whether or not a class is held outside. Mr. Kiley will have the final say in whether classes go outside or not. For the purpose of outdoor classes, we are asking that parents purchase a foldable camping chair that comes in a bag along with a clipboard. These chairs are reasonable priced and come in a variety of styles, sizes and colors:

https://www.amazon.com/s?k=Children%27s+Camping+Chairs&ref=nb_sb_noss

Contingency Plans: According to guidance from the Centers for Disease Control and Prevention (CDC), if a St. Martin's student or teacher were to contract COVID-19, that student or teacher would shift to virtual learning for a period of 14 days. Close contacts would also transition to virtual learning for 14 days from the last point of contact. Close contacts are defined as individuals with more than 10 minutes of contact within six feet of an infected person. In essence, it would be their classmates or pupils. Mr. Kiley would be responsible for notifying parents of the move to online learning. Siblings of close contacts would also transition to virtual learning until a negative test can be produced.

Mr. Kiley will also be responsible for notifying the Anne Arundel County Health Department of a student or teacher infection. The health department would then lead the process of contact tracing. Parents of an infected child would also be responsible for notifying the health department. An infected teacher would also be responsible for the same reporting.

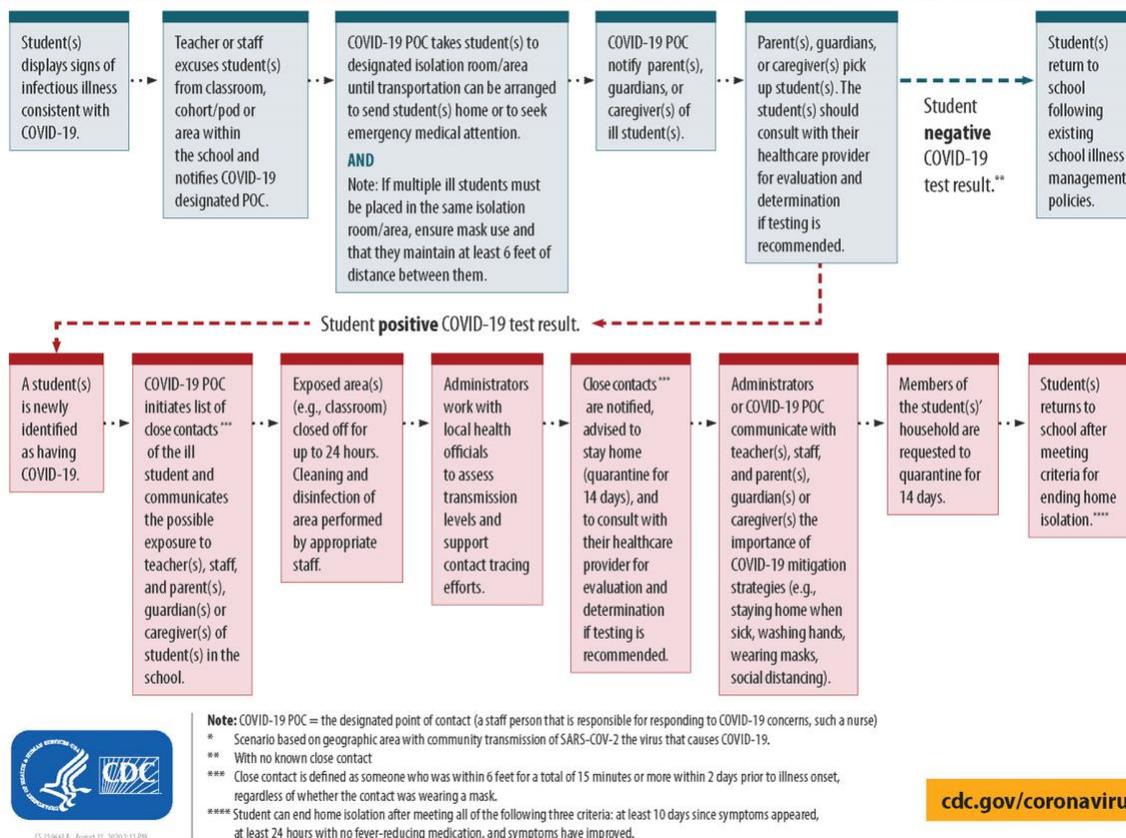
If a member of a St. Martin's student's household were to contract COVID-19, that student would self-quarantine at home or in the safest possible environment under the guidance of their family. Plans would be made to educate the student online during that time. If a St. Martin's teacher or student is COVID tested, they are not to return to school until the test result has returned negative.

The updated CDC document can be found below.

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WHAT TO DO IF A STUDENT BECOMES SICK AT SCHOOL OR REPORTS A NEW COVID-19 DIAGNOSIS*



Distance Dots: The school will have distance dots at six-foot intervals on the hallway floors. While this is primarily to assist our youngest learners, it is being implemented school wide as students could very well be learning in different classrooms on different floors than normal.

Distance Learning: Should St. Martin's have to resort to teaching online for any period of time, our distance learning plan will be in place when school begins in September. It will involve direct instruction in all content areas (including specials) Monday through Friday. The traditional school day will be mimicked as closely as possible within reason. Attendance will be taken each day, uniforms will be worn and letter grades will be assigned.

Early Dismissal: Any student with an approved early dismissal will report to the main office to check out with Mrs. Filer. Should a student need an escort from their classroom, Mrs. Filer will be responsible for going to the student's classroom to get them.

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Events: Every effort will be made to hold important events such as New Student Orientation and Back-to-School Night in compliance with these safety protocols. Hosting these events outside is currently under discussion. Other important annual events such as Grandfriends' Day could possibly be held in the Spring.

Extended Day: St. Martin's will continue to offer extended day before and after school. The PreK4 classroom will be used for PreK extended day, and a dedicated room will be used for K-8 extended day. Students from PreK will not come with students from K-8 and vice versa.

Extra-Curricular Activities: All extra-curricular activities are currently under review.

Facility Management & Sanitation: Mr. Kiley will continue to work closely with St. Martin's Building Manager Mrs. Wetz to ensure all safety precautions and protocols remain in place. Sanitation of the school will fall under Mrs. Wetz' guidance and the maintenance staff that reports to her. Specifically, backpack-style foggers are being purchased to disinfect classrooms, classroom surfaces, hallways, offices and playground equipment. In addition to the cleaning of desks by teachers, the custodial staff will clean high-touch areas four times per day with EPA-approved antiviral products.

Hand Sanitizer: Eight touchless, hand-sanitizing dispensers have been installed at strategic points and at different heights in the school:

- Main Entrance
- Intersection of Lower School Hallway & Church Hallway
- Playground Entrance
- Outside Nurse Kathy's Office
- Outside the Gym
- Between Fourth & Fifth grades
- Top of the Middle School "Up" Stairwell
- Top of the Middle School "Down" Stairwell

Humidifiers: The school is looking into purchasing humidifiers for classrooms and hallways to raise humidity to no more than 60 percent during the dry winter months.

Late Arrivals: Should a student be tardy for school, he or she should report to the main office to get a pass from Mrs. Filer. Should a student need an escort to their classroom, Mrs. Filer will do so.

Lockers: Middle school students will not use lockers this year. All students will hang their coats in or outside their classroom.

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Morning Procedures: St. Martin's teachers will report for the day by 8 a.m. and will report directly to their classrooms to prepare for the school day. Car line will open at 8:10 a.m., and all students will enter through the courtyard.

Parents may enter via Forest Drive or Spa Road where they will be directed to merge in an alternating manner into the drop off circle. All cars must exit by making a right-hand turn onto Spa Road. There will be no access to Forest Drive as there will be two lanes of traffic entering. There will be no left-hand turns onto Spa Road as it will clog the parking lot.

Morning PreK extended day students will enter through the PreK4 classroom. Morning K-8 extended day students will proceed to their assigned ED room which will be the gym. It is imperative that students in Kindergarten and above do not come along with the PreK students.

Nurse Kathy will take all students' temperatures before they enter the building.

Personal Protective Equipment: Anyone inside of the building will be required to wear a face covering or mask that covers the mouth and nose. This is non-negotiable. Students are encouraged to attach their mask to a lanyard they can wear around their neck. Should a teacher or student choose to wear a face shield, they must also wear a mask that covers their nose and mouth.

While we recognize that wearing the face covering can be bothersome at times, it is important for all to be safe and feel safe. In order to alleviate any extended discomfort, students may remove their masks at the following times:

- When eating or drinking
- **At recess or physical education at the teacher's discretion**
- At the teacher's discretion during outdoor lessons at a distance of six feet or greater

We ask that parents have their children practice wearing the mask for extended periods of time over the remainder of the summer. Lower school students will be wearing them for a maximum of 75 minutes. Middle school students will be wearing them for a maximum of 100 minutes.

Students may purchase a St. Martin's mask through Land's End, or they may express their individuality with their own. Should a student forget their mask, we will have additional ones of varying sizes available at school.

Personal Responsibility: All St. Martin's community members are asked to please be diligent in the washing of hands, the wearing of masks and the keeping of social distance. If a student, teacher or staff member is feeling even the slightest bit sick or has even a low-grade fever, they

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are required to stay home. As a community of teachers, learners and believers, all St. Martin's community members share the responsibility of keeping themselves and others safe and secure.

Professional Development: All St. Martin's faculty, staff and administrators will receive professional development in COVID-19 awareness.

Restrooms: Only one person will be allowed in the restroom at a time.

Review of Fourth Marking Period: All students will receive a comprehensive review of skills and concepts taught during the fourth marking period of the 2019-2020 school year.

School Nurse: Our school nurse Kathy Egloff, BSN, RN will be at school five days a week. Any student or staff member who falls ill will be required to isolate in a designated room at the direction of Nurse Kathy. Should Nurse Kathy be unavailable, Mrs. Filer, who will be Med Tech trained, will take her place.

Signage: Age-appropriate signage from the CDC will be posted around the school. This colorful signage encourages social distancing and provides reminders about hand washing.

Snack, Lunch & Recess: Dedicated times for snack, lunch and recess are built into the daily schedules. Students should bring their own snack each day. Parents will have the option of packing their child's lunch or purchasing hot lunch in advance. Hot lunch will still be available five days a week, and each of our vendors has said that they can provide individually-packaged meals.

All students will eat snack and lunch in their classrooms at distance. They will be forward facing in the same direction. Students should bring enough water from home to last them the day including snack and lunch. The use of water fountains will not be permitted. **A touchless water bottle filling station has been installed near the gym.**

Each student will enjoy a second recess period. This was added as an opportunity for students to grow physically and enjoy a break from a restrictive school day. Educational research shows that physical activity correlates to a better attention span in the classroom. Students will be asked to keep a minimum of six feet of social distance during recess. Teachers on recess duty will enforce the rule on a daily basis.

Soap Dispensers: Touchless soap dispensers have been installed at every sink in the school.

Socially-Distanced Classrooms: Each St. Martin's classroom that will be in use will be set up in a socially-distanced fashion that will allow for six feet of separation in all directions. Desks and chairs are not to be moved as they have been spaced out appropriately. Cooperative learning will

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look very different this year as student-to-student discussions will take place at distance. The teacher will stand at a distance of six feet or greater as she or he is teaching. Teachers will be permitted to move around the room to check student work and assist as needed. All students will be forward facing in the same direction.

Stairwells: The stairwell closest to the playground entrance has been designated as the "Up" stairwell, and the one closest to the fourth and fifth grade rooms has been designated as the "Down" stairwell. Students are expected to keep their six-foot social distance in the stairwells, and teachers will be expected to enforce it. No student will use the elevator unless there is a health concern that has been approved by Mr. Kiley. Doors to and from all stairwells will remain open at all times. Stairwells will be clearly marked with up or down signage.

Student Materials: Students will bring the required materials to school on the first day and will also be issued books and other resources. Student belongings will stay in the classroom either in or under the student's desk. A plastic bin should be brought to school to store materials such as art supplies, writing utensils, notebooks and workbooks. Students are not to share materials under any circumstance. Book bags and backpacks are permissible as students will need to carry their lunches, snacks and water.

Substitute Teachers: St. Martin's will be reviewing its current list of substitute teachers. A determination as to whether more are needed will be made at a later date.

Synchronous Learning from Home: Synchronous learning will be available for students who are home for medical reasons, or families who feel safer with their child learning from home but would like to be "in the classroom" for the lessons. This will be in the form of Google Meets.

Temperatures: Anyone, including students, entering the building will have their temperature taken with an infrared scanning thermometer. Individuals with temperatures that register 99.5 Fahrenheit or higher will not be permitted into the building.

Visitor Tracking: No parents will be allowed into the building unless they have a scheduled meeting, or there is an emergency situation. Procedures will be in place for tracking necessary visitors such as maintenance workers. Visitors will be required to wear masks, maintain social distance and use other precautions as stated in this document.

Waivers: All St. Martin's parents will have to sign waivers that they understand there is inherent risk in sending their child to school and that they release St. Martin's from all liability.