
"Teaching and Training for the Glory of God"

Health and Safety Plan

In Response to COVID-19

The information below outlines the Health & Safety Plan and Procedures in response to COVID-19 that will be implemented at Shalom Mennonite School for the 2020-2021 school term. SMS is concerned about the health and safety of all students and staff. The situation will be monitored daily, consults with health professionals scheduled as needed, and changes made to this plan if deemed necessary by the plan coordinator in conjunction with the board of trustees. The implementation of this plan will be done in such a way as to establish as much of a sense of normalcy in school life as possible.

This document has been approved by the SMS Board of Trustees.

Coordinator: Mr. Dervin Martin

Team: Ms. Hilary Martin & Mr. Caleb Martin. The coordinator and team are responsible for the implementation and maintenance of this health and safety plan. They will assist with making sure the building continues to be cleaned and sanitized and that all needed supplies are stocked.

Monitoring: We ask and expect our patron families, staff members, and visitors to be honest and transparent in communication with the school office about current experiences with and/or exposures to COVID-19.

If a student, staff member, or someone living in the same household as a student or staff member tests positive for COVID-19 and/or is exhibiting symptoms of the virus (fever, cough, shortness of breath or difficulty breathing, sore throat, loss of taste, congestion, or runny nose), we ask you to communicate immediately to Mr. Martin. That staff member or student should not attend school until symptoms have been resolved. You may choose to keep siblings of sick students home as well.

If a student or staff member becomes aware of a specific exposure to COVID-19, please report this to Mr. Martin promptly and consider staying home or keeping the student home for two weeks from the time of exposure. If you become aware of a potential exposure, please also communicate promptly with Mr. Martin. Evaluations and decisions regarding school attendance will be made by Mr. Martin on a case-by-case basis in relation to the specific details of the situation.

We encourage parents to take the temperatures of their child(ren) before they leave for school in the morning on a regular basis. Staff members' temperatures will be taken and recorded daily.

if you believe that you or someone in your family is exhibiting symptoms of COVID-19, and/or you have any questions or concerns regarding your personal or family health, we encourage you to seek your family physician's professional medical advice.

Patron families are still expected to follow our standard policy for keeping their students home from school when sick. Please review this policy in your 2020-21 SMS Patron-Student Handbook. We will respect your decisions regarding the health of your children.

Hygiene Practices:

We will work to reduce risk and maintain a healthy environment onsite by monitoring group sizes, maximizing time outdoors, keeping classrooms well-ventilated, regular cleaning of classrooms, water fountains, and bathrooms, and implementing the following protocols and procedures:

1. **Handwashing:** All students and faculty members are encouraged to wash their hands and/or use hand sanitizer throughout the day. Homeroom teachers are responsible to make sure students' hands are cleaned throughout the day. Handwashing procedures will be reviewed the first week of school. Please join us in teaching and training your children in good hygiene habits.

2. *Surface Cleaning:* Desks, door surfaces, handrails, and water fountains will be cleaned daily. Computer keyboards will be sanitized after every use.
3. *Face-coverings & Physical Distancing:* Because we want to relate to each student and teach well, staff and students will not be required to wear face-coverings or to practice legalistic physical distancing. If a staff member chooses to or parents choose to have their students wear face-coverings, we will respect those decisions. We will encourage staff members to not wear face-coverings, face shields, etc. during general teaching times when sufficient physical-distancing is normal practice.
4. *Ventilation:* Air economizers will be added to ventilation units to increase the fresh air exchange in our building.
5. *Classroom Spacing:* Student seating will be arranged to allow for extra space between students.
6. *Lunchtime Distancing:* We will continue to have each grade eat their lunches in their designated homeroom classroom.
7. *Water Fountain Use:* While water fountains will be cleaned daily, students are encouraged to bring and use personal water bottles rather than using the school water fountains.
8. *Hallway Travel/Waiting in Line:* Classes using the hallways will be monitored by staff members, with the goal of limited interaction between groups. We will continue to have students respect the personal space of others when walking and waiting in organized lines for activities.
9. *Recess & P.E. Activities:* Staff members will choose games/activities that have minimal direct contact between students.
10. *Chapel/Assembly Seating:* Extra space will be given between groups, where possible.
11. *Shared Items:* Items that are normally or readily shared among students will be limited, but those that are (art supplies, books, etc.) will be sanitized after each use and/or daily.
12. *Music & Art:* These classes will be held in the APR (All Purpose Room), where more space is available.
13. *IU-13 Students:* Due to the Intermediate Unit (IU) being a state-provided service, IU-13 teachers are required to wear face-coverings and they are asking that IU students do the same. SMS will supply masks for those students who do not have one available.

Transportation. We will work to reduce risk and maintain a healthy environment inside our buses and while loading/unloading at school. Shalom bus drivers and substitute drivers are responsible for the following guidelines:

1. *Surface Cleaning:* Highly touched areas inside the bus will be cleaned, sanitized, and disinfected daily. (Handrail, seat tops)
2. *Assigned Seating:* Students will sit in family units, loading from the back to front. Where possible, an empty seat will be designated between each family group.
3. *Face-coverings:* Neither students nor bus drivers are required to wear face-coverings. If a driver chooses to or a patron chooses to have their students wear face-coverings while on the bus, those decisions will be respected.

Training and Communication: All staff members will be trained on implementing these health and safety procedures during our staff orientation, August 18, 2020. Copies of this health & safety plan will be available in each classroom, on each bus, and have been distributed to all staff and patrons.