



Martin Luther School

Reopening Plan
2020-2021

The logo for the Mountain Lake School District (MLS) is displayed in white, bold, sans-serif capital letters within a red circular shape on the left side of the slide.

MLS

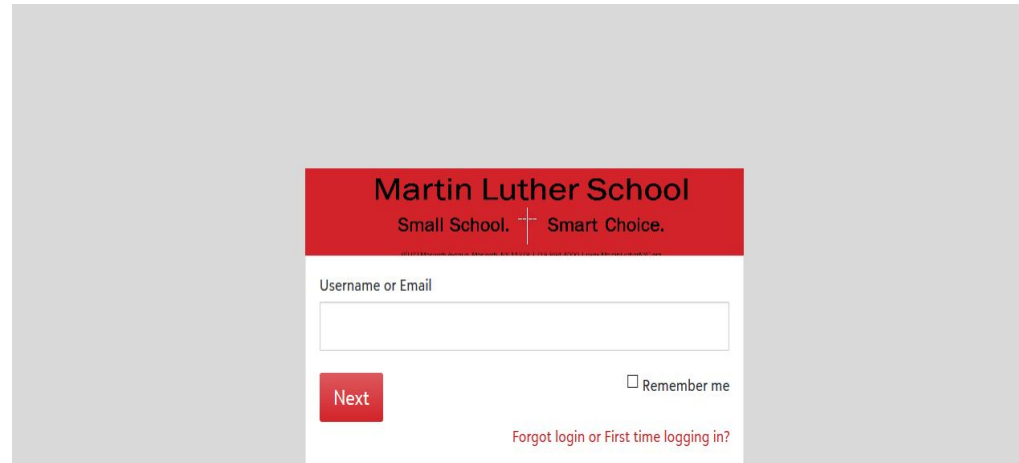
Our entire community is responsible for one another. Indeed, each of our individual actions can have a direct impact on our larger community.

By leading with empathy, and in the spirit of moving “me” to “we”, we ask for every member of our community to commit to health, safety, and success of our 2020-2021 school year by following a set of Community Guidelines

It is important to understand that plans must be flexible and adaptable in the face of the unpredictable nature of the Covid-19 public health crises. This plan is a fluid document that will be adjusted as circumstances warrant.

Communication

- **Blackbaud**



Martin Luther School
Small School. + Smart Choice.

Username or Email

Remember me

Next

[Forgot login or First time logging in?](#)

- **Email - current working addresses are needed**
- **School Website:**
<https://www.martinluthernyc.org/>
- **Phone - up to date numbers of parents and students are needed**
- **Zoom Meetings**

■ **Entry to the Building**

Only students and employees are allowed to enter the building

Parents and nonessential visitors need an appointment or prior approval to enter

Deliveries made to designated areas only



COVID-19 SYMPTOMS

Stay Home

Any student or adult who is not feeling well or has a fever must remain home for the safety of everyone

Symptoms



Fever



Cough



Shortness of breath



Chills



Repeated shaking with chills



Muscle pain



Headache



Sore throat



New loss of taste or smell

2–14 days

Symptoms may appear 2-14 days after exposure to the virus.

Emergency warning signs

Seek medical attention immediately if experiencing any of these symptoms:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Source: Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)



Health Checks and Screening

Before entry everyone is subject to contactless temperature check

Staff and students complete daily screening questionnaire

Screening Information

Records will be maintained confirming that individuals were screened and deemed Cleared or Not Cleared to enter the building.

Anyone with a temperature of 100.0 degrees or higher will not be allowed to enter the building.

- Having knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
- Having tested positive through a diagnostic test for COVID-19 in the past 14 days.
- Having experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days;
- Having traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

It is expected that everyone screen themselves in the morning before coming to school.

We are all relying on each other to be safe!

Please be upfront and honest about Covid-19 symptoms or possible exposure

- **Students or employees who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) will be immediately separated from other students and employees and supervised in a safe, contained area (isolation room) until their parent/legal guardian or emergency contact can retrieve them from school; or ensure that they are able to get home safely before dismissing them.**

Parents must arrange for their child to be picked up in a timely manner.

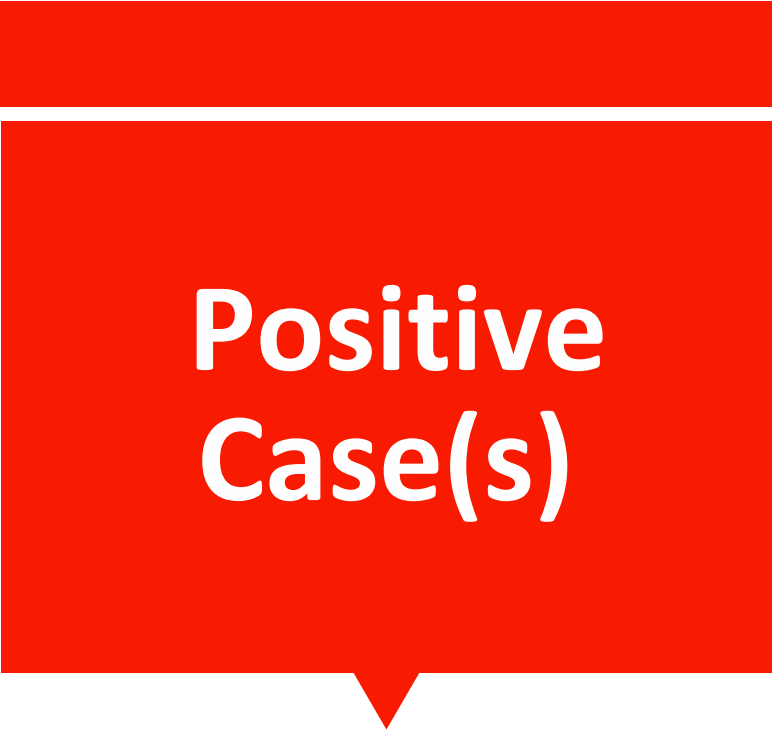
Becoming Sick at School



RETURN TO SCHOOL

1. If not diagnosed by a healthcare provider as having Covid-19, a student or staff may only return to school if:
 - There is no fever, without the use of fever reducing medicine, and they feel well for 24 hours.
 - A healthcare provider has given written consent for them to return to school if they have been diagnosed with another condition.
2. If a person is diagnosed with Covid-19 by a healthcare provider, they may not return to school and will stay home until:
 - It has been at least three days since the person has had a fever (without fever reducing medicine).
 - It has been at least ten days since the person first had symptoms.
3. The decision of whether a Covid-19 test needs to be conducted should be determined by a healthcare provider or the health department.

During an absence, students should attend classes remotely.



Positive Case(s)

It is mandatory that students, their families and staff members communicate if they have Covid.

MLS will follow local DOH requirements for determining when an individual can return. MLS will require documentation from a health care provider, negative Covid testing and symptom resolution.

This may result in closure of a part of the building or the whole building for 24 -72 hours or for 2 weeks at a time for cleaning and mitigating Covid-19.

If a student in a class (cohort) is confirmed to have Covid then the class will self quarantine for 2 weeks.

If 3 classes are under quarantine or attendance is below 5% for single day, (not clear regarding temperature checks,) 10% faculty absent or NY reaches 5% then school will close.

Contact tracing will be done with assistance from MLS to help the DOH track and trace anyone who has been in contact with positive cases. Medical privacy laws do not allow name of person to be revealed.

TIPS FOR CLEANING AND DISINFECTING



USE EFFECTIVE SOLUTIONS SUCH AS:

- EPA-REGISTERED HOUSEHOLD DISINFECTANTS
- DILUTED HOUSEHOLD BLEACH SOLUTIONS
- ALCOHOL SOLUTIONS WITH AT LEAST 70% ALCOHOL

IF SURFACES ARE VISIBLY DIRTY, FIRST WIPE TO CLEAN THE DIRT WITH DETERGENT OR SOAP & WATER. THEN APPLY DISINFECTANT.



WHEN YOU SPRAY DISINFECTANT, LEAVE THE SURFACE WET FOR AS MANY MINUTES AS LISTED ON THE BOTTLE BEFORE WIPING AWAY. THIS COMMONLY MISSED STEP IS KEY IN ALLOWING THE SOLUTION TO WORK.

SOURCE: [HTTPS://WWW.CDC.GOV/CORONAVIRUS/2019-NCOV/COMMUNITY/HOME/CLEANING-DISINFECTION.HTML](https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html)



Cleaning and Disinfecting

1. Cleaning and disinfecting will be done on a regular routine and a log will be kept.
2. The facilities will be thoroughly cleaned each night and rechecked in the morning.
High touch surfaces and high traffic areas will be cleaned throughout the day.
PPE will be used by all persons doing any cleaning and disinfecting.



Undergoing Deep Cleaning Before Re-Opening

Our Library is has been repurposed to a classroom

Locker rooms will not be used

Building is ready for individuals to return - Air-conditioned locations, plumbing and ventilation systems have been inspected.

Touchless Hand Sanitizers (at least 60% alcohol) will be available in every classroom and key areas throughout the building

Touchless Soap Dispensers will be available in all bathrooms and by sinks in the building

Touchless Paper Towel Dispensers will be available in all bathrooms and by sinks in the building

Face masks and shields available if needed

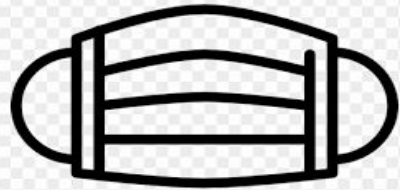
Wipes will be available

Gloves will be available



**Safety
Supplies**

**Masks required
to be worn at all times
(initial or label them)**



Every person is asked to bring 2 masks per day

**Cloth masks- individuals encouraged to have 5
(enough for daily washing)**

**Replacement is available during the day if one
becomes damaged or soiled**

Mask Breaks:

In Allocated Space in classroom if available

At Work Space with proper social distancing

At Mealtime with proper social distancing

With Medical Clearance

**During Physical Education classes outside with
12+ ft distancing**

Physical/Social Distancing Markers Throughout the Building



Bathrooms: no more than 2 people at a time allowed

Classrooms: Desks have been arranged to meet permitted numbers and all facing forward

Hallways: modified one way/bidirectional. Staff will monitor between class periods

Staircases have been designated one way (except in emergency and drills)

MIDDLE SCHOOL COHORTS - classes on the first floor - teachers will rotate classrooms except Art/Music/Physical Education. Lunch in classroom

HIGH SCHOOL- classes on the second floor - students rotating classrooms - Art/Music/Physical Education report to locations - Lunch in Cafeteria

Hand Hygiene



Immediately upon entry all individuals must hand sanitize before reporting to their destination.

Touchless sanitizers available in all rooms

Handwashing available in bathrooms and in Science/Art rooms

Water Fountains- only the touch free refillable spout will be used

EQUIPMENT MANAGEMENT

All individuals are required to maintain their own supplies.

SHARING will be discouraged and restricted.

In limited cases of a need to share equipment, it will be sanitized before and after use.

NOTE: LOCKERS AND PE/ATHLETIC LOCKERS ARE NOT PERMITTED TO BE USED

**ARRIVAL
AND
DISMISSAL**

Everyone will enter the front door located on
Maspeth Ave.

from 7:30am - 8:00am socially distanced
outside - once cleared for entry, students will
go directly to Period 1 Class

Everyone will leave the building through the
back door on 57th Rd.

Dismissal will begin at 1pm for the upper
grades at 15 minute intervals finishing with
the lower grades by 2:30pm



Food Service

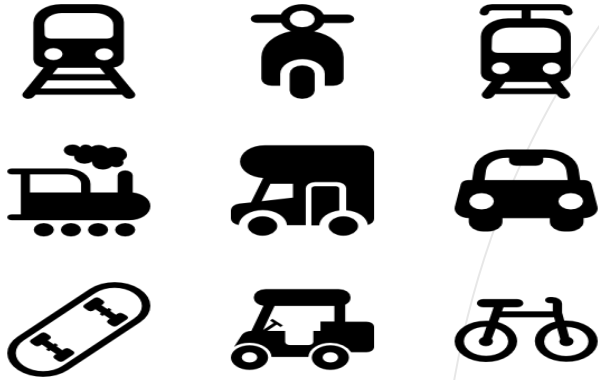
Touchless payment options will be encouraged

Grab and go breakfast - eat in classroom

Lunch - students will have assigned seats, will be socially distanced and will be called up to pick-up window to avoid crowding

No sharing of food

Cleaning will occur between Lunch periods



Students receiving Bus/Train Passes from the MTA must follow the directives of this agency when using this service.

Parents please do not linger when dropping off your child by car to avoid congestion in front of the school.

Please go to 57th Rd to pick up your child.

There will be no bus rentals at this time for any activities

Transportation

**Social/Emotional
Health**



Chapel weekly via Zoom

**Incorporation of Collaborative for Academic, Social and Emotional Learning
Critical Practices into curriculum**

**Best Practices for Staff to support students undergoing adverse childhood
experiences (ACES) and trauma**

**School Counselors will run weekly volunteer groups on campus and virtually
School Counselors will assess mental health and monitor student engagement**

**Instructional Support team to monitor Academic and Social/Emotional
progress and Response to Intervention**

Established a Diversity, Equity and Inclusion Committee

Models of Instruction

HYBRID: combines on-campus and remote learning every other day

REMOTE LEARNING: stay at home and receive live instruction. Allows continuous learning each day without loss of instruction

NOTE - Remote learning will occur for all students if there is a need to shut down the building for a short or long period of time

Group A = all students with last name A-L = Hybrid

Group B = all students with last name M-Z = Hybrid

Group C = IEP, 504, international students = every day on campus

Group D = opt for remote only - may change to Hybrid at the quarter

Schedule

Orientation Day Thursday Sept. 3 - TBA

Friday Sept 4 -Off

Monday Sept. 7 = Off

9/8= Groups A & C in building; Groups B & D remote

9/9= Groups B & C in building; Groups A & D remote

9/10 = Groups A & C in building; Groups B & D remote

9/11= Groups B & C in building; Groups A & D remote

9/14 = Groups A & C in building; Groups B & D remote

9/15 = Groups B & C in building; Groups A & D remote

SCHOOL Attendance

Students are required to attend classes daily whether in the school building or remotely

Parents are expected to follow established policy of calling in their child's absence before 9:30am

Missing school and classes is detrimental to a student's progress

Excessive absences will be reviewed to determine eligibility for credit

Standard follow-ups will occur

Attendance

DRESS CODE

Standard Dress
Code applies
when in building

Remote learning - dress appropriately

When student has PE class - he/she may wear
all solid black sweat pants to school that day



Students are required to be prepared daily for classes

Teachers will monitor any learning loss that may have occurred, identify and remediate before moving forward

At this time Regents, SAT, PSAT, ACT and State grade assessments tests will be administered

Department-Specific information will be communicated to all students regarding work, assessments, grading policy and expectations for remote learning

Student Support Services will be provided



Technology

Blackbaud is the MLS learning management system

ONLY SCHOOL EMAIL will be allowed

ZOOM is our live streaming platform- Zoom etiquette will be reviewed with all students

All students receive an iPad and must keep it charged

A red speech bubble graphic with a white outline, containing white text. The text is arranged in four lines: 'Professional', 'Development', 'and', and 'Staff Training'.

**Professional
Development
and
Staff Training**

Hybrid/Remote Learning Resources

Social Emotional Learning

Technology revision and use of different APPS

Online training sessions and Zoom meetings



Athletics has been postponed until at least September 21st

Extracurricular Activities - determining our ability to provide these based on DOH guidelines

Athletics and Extracurriculars



**MLS
Response
Team**

Executive Director - James Regan

Covid Coordinator - Assistant Principal - Ann Boyle

Sanitation/Disinfection- Director of Operations/IT -
Gary Fredericksen

Communication - Director of Marketing - Jim Bunn

Mental Health Support - Principal Donna Younghese;
School Counselor Amy Lecakes, Campus Pastor
Sean Chapman

Additional Support - Director of Recruiting and
Admissions - Obed Figueroa and Director of
Development and Alumni Relations - Chris Brown