



***COVID-19 Procedural Handbook  
2020-2021 School Year  
Updated 05/20/2021***

**Forest Hills Lutheran Christian School**  
**COVID-19 Procedural Handbook**

This document is a supplement to the Forest Hills Parent/Student Handbook. The procedures written in this document take precedent over those outlined in the Parent/Student Handbook. Where there is any discrepancy between the two documents, this document will serve as the rule. Any procedures not outlined in this document will be followed as per those written in the Parent/Student Handbook.

All parents are required to sign an acknowledgement form, acknowledging receipt of this document and their compliance with the procedures outlined within it. Failure to follow these procedures may result in the withdrawal of a student from the school.

The procedures written in this handbook are in accordance with the “Ready Schools, Safe Learners” (RSSL) guidance issued by the Oregon Department of Education and the Oregon Health Authority. RSSL provides the baseline for our procedures. In many cases, Forest Hills exercises additional safety measures for the sake of all on campus. The full RSSL document is available at <https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/RSSL-Guidance.aspx>.

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## All-School Gatherings

Since there is not a place on campus where the entire school can gather and safely maintain the required amount of physical distance, all-school gatherings will not be permitted for the duration of this plan. This includes assemblies, pep rallies, and other large events where physical distancing cannot be maintained.

## Chapel

Forest Hills families and students will be provided with a chapel video link each week. Chapel services will be led by Association Church Pastors and Church workers and Forest Hills staff. Each week, one particular building will have typical, face-to-face chapel at St. Peter's. The schedule will be communicated through the newsletter.

## Check-In/Check Out System

All people on campus, with the exception of students who arrive to school within the designated drop off time, must check in and out. Individuals must use their own mobile device to scan a QR code that is specific to their role. The QR codes are placed in the window near the front entryway of the school. Individuals may check in as a staff member or a volunteer.

When the QR code is scanned, individuals will fill out a form that indicates their name, cell phone number, and purpose of their visit. That information is automatically connected to a spreadsheet, and includes a date and time stamp. This sheet is kept in the office and will be used in the event that notifications need to be made regarding a potential COVID-19 exposure.

Students do not need to check in using this system as the teachers will take attendance prior to the start of instruction. However, if a student is late to school, the parent will need to use the Student Check-In QR code to allow the student to enter school.

If a student is late to school, they will enter through the main building and go through the Health and Safety Check before proceeding to class.

## Cleaning

Cleaning will take place on a daily basis and as needed, and will include surfaces touched by students and adults. This includes, but is not limited to desks, chairs, doorknobs, water fountains, restrooms, learning materials, and other surfaces. Cleaning will be done by products that are approved by the established guidelines of the CDC.

## COVID-19 Notification Protocol

If anyone contracts COVID-19 who has come in contact with the campus, the Local Public Health Authority (LPHA) will be notified immediately. Our LPHA is:

Washington County  
Department of Health and Human Services Administration  
155 N First Ave, MS-5A  
Hillsboro, OR 97124-3072  
Phone: (503) 846-4402  
After-Hours Phone: (503) 412-2442  
[www.co.washington.or.us](http://www.co.washington.or.us)

The person responsible for making this notification is the School Administrator.

Should someone at FHLCS contract COVID-19, the school community will be notified via e-mail if directed to do so by the LPHA. This e-mail will include the location of where the individual was on campus, as well as a general timeframe of when that individual was on campus. It will also include additional steps that FHLCS is taking for precautionary measures, including contact with the LPHA, and additional cleaning measures.

Should someone at FHLCS come into close contact with someone who has contracted COVID-19, the school community will be notified via e-mail, if directed to do so by the LPHA. The purpose of this e-mail is to be cautious and to monitor those within the cohorts that are affected by this close contact. Close contact is defined as an individual who has spent time with someone who has COVID-19 for any reason at any time.

## Drop Off Procedures

In order to minimize exposure and maintain the required physical distancing, drop off will happen differently for each classroom building. Temperature checks will begin at roughly 8:45am with doors opening at 8:55am. Classes formally begin at 9:00am.

When parents bring their children to school, everyone must remain in the vehicle until a volunteer approaches. At that time, a trained volunteer will take the temperature of each child coming to school. If a child has a temperature of greater than 100.4 degrees, is exhibiting COVID symptoms, and has been in close contact with someone who tested positive for COVID within the last 14 days, they will not be permitted to exit the vehicle and must go home with the parent. If their temperature is less than 100.4 degrees, they may exit the vehicle and proceed down the path to their classroom building.

At no point is a parent permitted to exit the vehicle. Instructional videos for drop off are available at [www.fhlcs.org](http://www.fhlcs.org).

### Primary Drop-Off

Primary drop-off will happen at the entrance gate to the primary building from the main front parking lot. Parents will enter the campus using the entryway immediately north of St. Peter's. After entering, they will turn right and pass by the main building of the school. (This is the opposite direction of the arrows painted on the blacktop.) Parents will pull up toward the gate, and once greeted by a temperature check volunteer, and with a positive result, students may exit the vehicle and enter the school building. Students must maintain a six-foot physical distance and obey the direction of the trained volunteer. Parents may then exit the parking lot by leaving through the north exit on to Golf Course Rd.

### Intermediate Drop-Off

Intermediate drop-off will happen at the side gate by the green and brown play structure. Parents will enter the parking lot on the south side of St. Peter's and then turn the corner toward the playground. They will pull up to the gate and wait for a temperature checker. Once greeted by the volunteer, and with a positive result, students may exit the vehicle and enter the playground area. They will walk to the main path, and proceed to the Intermediate building. Students must obey the volunteers and maintain a six foot physical distance as they walk to the building. Parents may then exit the parking lot by leaving through the exit to Golf Course Rd. on the opposite side of the church from where they entered.

### Middle Drop-Off

Middle School drop-off will happen using the gate between the cafeteria and the Middle School building. Parents will enter the parking lot using the northern most entrance. Once they enter, they will turn right and proceed along the driveway. The driveway turns left. After that left, parents will proceed to the marked driveway and meet the temperature checker. With a positive result, students may exit the vehicle and proceed to the Middle School building. Students must maintain a six foot physical distance as they walk to the building. Parents will then follow the parking lot loop and exit through the same way they entered on to Golf Course Rd.

### Exhibiting Symptoms

If it is deemed by a staff member that a student begins exhibiting symptoms of COVID-19 during the school day, the office will be notified immediately, and the student will be sent to one of the school's sick rooms. These sick rooms are located in the main office building. A secondary screening will be conducted by the office staff, and if it is deemed that the student is exhibiting COVID-19 symptoms, a parent or guardian will be contacted immediately in order to come and pick the student up from school. The student must be picked up within an hour of notification by either the parent, guardian, or designated emergency contact. While the individual waits for someone to come and get them, they will be required to wear a face mask or covering, unless underlying medical issues prevent that from happening. Rapid COVID testing through the BinaxNow system is available in the office.

Prior to the student returning to school, the parent or guardian must obtain a letter from a medical professional stating that the child does not have COVID-19, and they must be symptom free for a minimum of 72 hours.

If a staff member or trained parent volunteer begins exhibiting symptoms of COVID-19, they must alert the front office immediately and then go home. They will also need to provide a letter from a medical professional stating that they do not have COVID-19, and be symptom free for 72 hours, before returning to the campus.

If the person exhibiting symptoms tests positive for COVID-19, they must stay home for a minimum of ten days after the onset of the illness, and 72 hours after the fever is gone without the use of fever reducing medicine. If a COVID test is not taken, the individual must remain home for 72 hours after the fever is gone without the use of fever reducing medicine.

## Face Coverings

Face coverings are required for all students in kindergarten and above, along with all staff. Masks are the preferred method of face covering, yet face shields are also permitted. Students are required to have multiple face coverings with them at school. If parents prefer to provide a box of disposable face masks, they may do so. The masks they provide will only be used by their child.

Homemade face coverings are permitted, providing they follow the school's dress code guidelines for being appropriate.

If a student demonstrates a need to remove the face covering for a short period of time, they will be provided with space that is physically distanced from others. They will still receive instruction for the time in which they need the face covering break. Full class or large group mask breaks are permitted outdoors, providing that distancing can be maintained.

Face coverings are no longer required for outdoor activities.

## Field Trips

For the duration of this plan, classes are limiting field trips.

## Health and Safety Check

In accordance with the Oregon Department of Education (ODE) Operational Blueprint, any person exhibiting primary symptoms of COVID-19 shall not be admitted to campus. These symptoms include:

- Cough,
- Fever or chills,
- Shortness of breath,
- Difficulty breathing.

If someone coming to campus is exhibiting these symptoms, we ask that they do not come. If someone exhibits a fever of greater than 100.4 degrees, or if it is deemed by a staff member or trained volunteer that they are exhibiting primary symptoms of COVID-19, they will not be permitted on campus. The decision of the school is final.

Based on consultation with the LPHA, Forest Hills may not permit someone back to campus for a period of 14 days for the purpose of quarantining the individual.

All those who come on to campus will have their temperature taken. This will be done by staff or trained volunteers. Temperature checking will take place in the vehicles of the students, prior to the student exiting the vehicle. See Drop Off procedures for more information.

If a student is at home after exhibiting COVID-19 symptoms, work will be provided as per the current Homework Policy, found in the Parent/Student Handbook.

## Hot Lunch

Hot Lunch is provided on Tuesdays and Thursdays only.

## Lockers

Lockers will not be used for the duration of this plan. All student belongings will remain with the student, within the allotted 35 square feet of classroom space. This includes coats, backpacks, textbooks, Chromebooks, lunches, and other materials necessary for instruction. Students will be permitted to store learning materials and supplies in their desk.

## Lunch

Students will be eating lunch in their classrooms. For the duration of eating, students will be permitted to take their face coverings off, however they will remain distanced during this time. As soon as they are done eating, they must put their face covering back on.

Students must take the trash from their lunch and put it in their lunch container and take it home. Students will remain supervised during the lunch period.

## Parent Volunteers

Due to the restrictions placed on the school by ODE, parent volunteers will be extremely limited for the school year. We still need parent volunteers to support the processes in place for a safe school return.

Parents who volunteer must first undergo a training process provided by the school administrator. This process includes training on the Operational Blueprint, as well as specific processes for each parent volunteer role.

The mandatory parent volunteer hours are waived for the 2020-2021 school year, yet we still ask parents to volunteer as they are able and to support the school in specific areas of need.

Parents are not permitted to enter the classroom buildings at any time.

## Personal Hygiene

All those who enter campus are required to either wash their hands for 20 seconds, or use hand sanitizer. Hand sanitizer stations are provided at the entrance to each building on campus.

All students are required to use hand sanitizer or wash their hands each time they enter the classroom. This includes, but is not limited to, after bathroom breaks, after recess, after lunch, or any other time when they enter the classroom.

## Pick Up Procedures

Parents who have only one child at the school, and if that one child is in Kindergarten through second grade, will follow the same pattern as drop off. Parents will enter the entrance just north of St. Peter's. They will turn right and pass the main building. They will approach the primary gate (by Before and After School Care) where they will pick up their child.

Families who have multiple children registered in any grades, or one child who is in 3<sup>rd</sup>-8<sup>th</sup> grade, will enter the parking lot using the entrance on the south side of St. Peter's. They will pull around toward the gate by the primary school play structure. Students will be physically distanced and gathered by family unit on the blacktop inside the playground area. A staff member will be positioned at the gate and will call out the name of the family to the staff who are with the students. All children in that family will be dismissed to the vehicle.

In order to minimize any delays, parents will not be permitted out of their cars during pick up time.

If parents arrive early for pickup, they will not be permitted to exit their vehicle. If a parent needs to meet with a teacher, they must pre-arrange the meeting and wait to enter the school building until the pick up procedure has been completed.

## School Hours

Beginning Tuesday, January 19, 2021, school hours will be from 9:00am – 2:00pm.

## Student Movement Around Campus

In order to minimize contact within stable cohorts, student movement around campus will be minimized as much as possible. Specials teachers will go to the classroom of each grade and teach the students in their home classroom.

Middle School teachers will move from classroom to classroom, rather than the students moving throughout the building.

## Tracing

Everyone who enters the campus must be checked in upon arrival. For students, teachers will be taking attendance as soon as the student enters the classroom. Attendance must be completed prior to instruction beginning. Students who arrive to school late must be checked in by their parents, using the check in system.

All parents on site must check in and out every time they come to campus for any reason.

All staff must check in and out each time they come to work. If staff go to a different building than the one to which they've checked in, they must check in to the new building as well.



## Visitors to Campus

Anyone visiting the campus must check in using the visitor check in system. After they have entered their information through the system, they must check in with the office. All visitors must wear a mask or face covering at all times while on campus and must maintain a six foot physical distance from all other individuals at all times.

Additionally, visitors must use hand sanitizer or wash their hands for 20 seconds before they will be permitted to engage in the activity for which they have sought entry.

Visitors must go through a screening process as well. This process includes a visual check for any primary symptoms of COVID-19 as well as a temperature check. Visitors exhibiting symptoms will not be permitted on campus. Any visitor who has been in contact with someone known to have COVID-19 within the preceding 14 calendar days will not be permitted on campus.

## Water Fountains

For the duration of the plan, water mouth spigots remain shut off at Forest Hills. Students are permitted to use the water bottle filling stations at all drinking fountains. All students are encouraged to bring filled water bottles to school.