

**CORONAVIRUS SHUT DOWN PLAN FOR
SCHOOL CITY, STATE**

LUTHERAN

| Group | Status During Shut Down | Tuition/Pymt Collected | Staffing/Responsibility | Staff Pay Status |
|--------------|---|-------------------------------|---|--|
| Infant Care | Closed – not on campus | no | hourly workers released fulltime worker on call | unpaid forced leave full pay/benefits continue |
| Preschool | Closed – not on campus | no | hourly workers released hourly workers on call Director remains on-site | unpaid forced leave full pay/benefits continue full pay/benefits continues |
| Grades K-3 | Not on campus – packets sent home, keeping pace with curriculum, work turned in on a weekly basis | yes | fulltime teachers monitor work at campus or their home | full pay/benefits continue |
| Grades 4-5 | Not on campus – packets created, keeping pace with curriculum, work turned in via email/dropped off at campus | yes | fulltime & part time teacher monitor student work from home or campus | full pay/benefits for FT hourly rate continues for PT |
| Grades 6-7-8 | Not on campus— school continues electronically keeps pace with curriculum | yes | fulltime teachers monitor student work from home or campus | full pay/benefits continue |

| | | | | |
|-----------------|---|--------------------|---|--|
| SAC | Closed – not on campus | no | hourly workers released Director remains on-site | unpaid forced leave full pay/benefits continue |
| School Office | Open - regular hours | n/a | Secretary continues work Principal continues work | full pay/benefits continue full pay/benefits continue |
| Int'l Program | Int'l contacts continue no campus tours ESL classes cease | yes | Director continues work ESL instructor ceases work | arrangements remain same pay/benefits remain same |
| IT Dept | On call as needed | n/a | contract work continues | arrangements remain same |
| Facilities Dept | On call as needed | n/a | work continues as planned | pay remains the same |
| English Church | 9:00 worship continues w/livestream option Lenten services cease | offerings con't | Secretary continues work Pastor continues his work | full pay/benefits continue full pay/benefits continue |
| Chinese Church | 10:30 worship continues w/livestream option fellowship events cease | offerings con't | Pastor continues his work | full/pay benefits continue |
| Outside Groups | determined by contracted organization | fees still paid | staffed by organization | n/a |

Guidelines for Shut-Down Plan:

1. Any decision to shut-down (Name) Lutheran School due to the Coronavirus would belong to the Church Council.
2. An Immediate shut-down would occur if—
 - a. A student or staff member had tested positive for COVID-19
 - b. A parent of a student who frequents campus had tested positive for COVID-19
 - c. _____
 - d. _____
3. External shut down decision influence would come from—
 - a. Local health officials and National Health Organizations (i.e. CDC)
 - b. Local and state government leaders
 - c. LCMS Florida Georgia District School Ministry Office
 - d. Neighboring School District Offices
4. Internal shut down decision influence would come from—
 - a. (Name) School Administration
 - b. Senior Pastor
 - c. Faculty and Staff
 - d. PTL Leadership
 - e. Board of Education
5. Time of the shut-down plan would be determined by—
 - a. Church Council
 - b. Board of Education
 - c. School Administration
 - d. Senior Pastor
6. Tuition payments and fees during a shut down would be as follows:
 - a. K-8 tuition and fees would continue as normal
 - b. Preschool tuition and fees would not be collected during a shut-down
 - c. Infant Care charges would not be collected during a shut-down
 - d. SAC fees and charges would not be collected during a shut-down
 - e. Church offerings would continue to be collected at worship service.