

**CORONAVIRUS SHUT DOWN PLAN FOR (NAME) LUTHERAN SCHOOL  
CITY, STATE**

<b>Group</b>	<b>Status During Shut Down</b>	<b>Tuition/Pymt Collected</b>	<b>Staffing/Responsibility</b>	<b>Staff Pay Status</b>
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 Pacific Southwest 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.