



INSPIRING LIFE-LONG LEARNING

# THE SCHOOLS OF BETHANY LUTHERAN

CULTIVATING CHRISTIAN CHARACTER

## Fall 2020 Plan for In-person Instruction

Updates as of 8/8/2020 are highlighted

Bethany Lutheran School is committed to the physical, mental, social-emotional and spiritual health and safety of our students, their families, and our staff. We are also committed to a successful start of the school year and an exceptional educational experience for your child.

We believe that our love for Jesus, our daily interactions with children and families, our compassion and support for families, and our understanding of the value of an excellent Christian education are key among the factors that set us apart as a school.

Here's what you can expect from us in 2020-2021:

1. Rich and exceptional educational experience beginning September 1
2. If possible, on-campus, face-to-face instruction with plans in place for students who prefer/must learn-from-home.
3. Full school day schedule
4. Extended daycare before and after school
5. Continued face-to-face Student Success sessions.
6. Study hall after school for Grades 3-6 (and Grades 7-8 when they return to campus)
7. Continued exceptional teaching and learning
  - a. PE, music, art, electives, etc. will continue, as guidelines allow
  - b. Athletics will continue, if feasible
  - c. Camp experiences will continue as guidelines allow
  - d. Large group gatherings such as chapel will be modified for safety
8. Safe and secure campus
9. Full preparation for a return to "learn-from-home," if pandemic conditions require
10. Faith-filled culture, centered on Jesus Christ and His promises for us

*Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9*

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## **Plan and Protocol Development**

We used several sources as we designed our health and safety protocols. The CDC, the California Department of Health, the California Department of Education all put forth guidelines for schools. We also considered advice from the American Academy of Pediatrics and our own Lutheran Schools-Pacific Southwest District. Finally, the LA County Health Department also issued health orders and requirements for the re-opening of schools. Bethany's plan is in compliance with these orders.

In addition to the health and safety of our students, families and staff, our organization is also committed to a financially sound plan that includes advice from our insurance and legal advisors. Please note that all plans and protocols are subject to change as we learn more about this disease.

## **COVID19 Compliance Team**

- Mary Fink, Principal (Liaison to DPH)
- Tammy Simpson, Preschool Director
- Carlota Brown, EDC Director
- Kathy Tucker, HR
- Kim Yoshiyama, Administrative Assistant

## **Checklist for Physical Re-opening:**

- Local public health has granted a waiver or given clearance for face-to-face instruction
- Adequate and ongoing supply of PPE and medical equipment for staff and students:
  - Face coverings
  - Gloves
  - Touchless thermometers
- Adequate and ongoing sanitation/ventilation supplies
  - Touchless sanitizer and dispensers
  - Sinks, paper towels and soap
  - Disinfectant wipes
  - Rubbing alcohol
  - Bleach
  - Disinfectant spray
  - Air purifiers and/or fans for ventilation
- Plans/Protocols for health and safety of students/staff
  - These plans/protocols are based on information available at the time of writing (July 2020) and will likely be modified as we learn more about COVID19, its mitigation and effects on children, and as state mandates change.

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## Plans/protocols for:

[Arrival and departure of students](#)

[Daily and Ongoing Screening of Staff and Students:](#)

[Staff/students who become sick or are exposed to COVID19](#)

[School Closure](#)

[Close contact with a person who tests positive for COVID19](#)

[Students who must stay home due to exposure or illness](#)

[Promoting healthy hygiene practices](#)

[Physical distancing of staff and students](#)

[Face coverings:](#)

[Hydration, snacks and lunches](#)

[Forgotten supplies](#)

[Ventilation of classrooms](#)

[Use of outdoor spaces for learning and play](#)

[Visitors and Volunteers](#)

[Return to learning-from-home if pandemic conditions warrant](#)

[Final thoughts](#)

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## Arrival and departure of students

### Introduction:

- We realize that some students are dropped off/picked up by grandparents, siblings, carpools, etc., therefore “parents” in the protocol below refers to whichever adult is in charge of the child for drop off/pick up.
- Parents will monitor students for [signs of illness](#) before bringing them to school in the morning. Students who show signs of COVID19 illness should not come to school and should:
  - Seek advice from personal doctor whether to take a COVID19 test AND
  - Stay home until receiving a negative test response OR
  - Stay home and isolate using [CDC guidelines](#):
    - 3 days with no fever AND
    - Respiratory symptoms have improved (e.g. cough, shortness of breath) AND
    - 10 days since symptoms first appeared
- EDC/Study hall students:
  - Parents will drop off/pick up students from EDC/Study hall at the EDC gate and will not enter the parking lot.
  - Parents should park their car along Arbor Road or at the park and accompany their student to the EDC gate.
  - Parents MUST wear a mask when signing in students.
  - Parents may not come through the gate, but will be met at the gate by EDC staff.
  - The EDC gate will close for morning drop-off at 7:45 AM so that staff members can prepare the parking lot. Arrivals later than 7:45 AM will need to participate in the drive-through/drop-off described below.
- All other K-8 students:
  - Parents will drop off/pick up students using the drive-through, entering the campus from Clark and exiting the campus by turning RIGHT on Arbor.
  - Students may not be dropped off on Clark or Arbor to enter the campus from the school office or church gates. (If your student typically walks/bikes to school alone, please contact Dr. Fink for instructions.)
  - To limit staff and student exposure, parents may not park their cars and walk inside to drop off/pick up students. Please note that this is a TEMPORARY situation...parents are normally more-than-welcome to park and come inside to visit when dropping off/picking up students. We look forward to the day when we can see all of you before and after school!

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- We also recognize that before and after school is a great time to visit with teachers or ask questions. During this most-unusual time, please communicate with your child's teacher by phone or email, or request a time to meet in person so they are available to keep children safe in the drive through.

**Morning drop off plan (7:50 AM to 9:00 AM):**

- Grades 3-8 will be able to enter their classrooms at 7:50 AM. Class will begin at 8:15. Grades K-2 students may enter their classrooms at 8:25 AM. Class will begin at 8:45. For the time being, we will NOT have a late start on Wednesdays (although we may return to it in the future.)
- Students in Grades 3-8 (and their siblings) are encouraged to arrive first. (K-2 siblings of older students may use morning EDC at no charge.)
- Parent cars will come through the rolling gate by the gym. Coming through the gate is a signal to students that they should gather their belongings and be prepared to quickly exit the car at the appropriate time.
- Parent cars should form **two** lines as they progress through the parking lot, then **three** lines as they round the corner by the lunch tables.
- Students will stay in their cars until they reach the EDC doors. Students will exit the cars as directed by staff. Parents should WAIT in their cars until their students have had temperature checks. (Described below.) Note that students who have a temperature of 100.4 or greater will be asked to return home.
- Staff members will direct cars to exit the Arbor Road gate by turning RIGHT. The car closest to the ditch will go first, then the next car, etc.
- The next three cars will move forward and the process will repeat.
- The drive through will be open until 8:50, at which point the rolling gates will be closed.
- Please allow extra time and note that students will be counted tardy if they arrive after 8:15 (Grades 3-8) or 8:45 (Grades K-2).
- Students who arrive after 8:50 will need to be escorted by their parent to the school office for a temperature check.

**Afternoon pick-up plan:**

- Students who are in EDC/Study Hall will be excused at 3:05 and will proceed directly to the lunch tables, the field (or the gym if it is raining.)
- All teachers will accompany the remaining students to the parking lot when the bell rings at 3:10.
- Students who are not going to EDC/Study Hall and who have siblings in the K-8 school or are part of a carpool will line up with their siblings/carpool members along the fence by the ditch.

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- Students who are not going to EDC/Study Hall and do not have siblings or carpool members in the K-8 school will line up along the school wall by EDC.
  - The rolling gate by the gym will be opened at **3:15** (please do not arrive any earlier so we can avoid traffic on Clark Ave.) so that we can be sure all students are safely positioned before cars enter the parking lot.
  - Parents should form **two lines** of traffic.
    - The line on the left is for parents of students without K-8 siblings./carpool members.
    - The line on the right is for parents of students with siblings in the K-8 school or who have a carpool for students.
  - Staff members will assist students to watch for their parents and get into their parents' cars. (Please note that in order to keep students safe and traffic moving, staff members will not be available for conversations or conferences during this time.)
  - Parents should remain in their lines and proceed with the traffic
    - For the safety of our students, parents should not change lines or go around other cars.
    - If for some reason students are not outside for parents to pick up, parents should proceed through the Arbor gate and come back around to enter off of Clark.
  - After picking up students, parents should exit the parking lot by turning right on Arbor.
  - The drive-through will remain open until 3:40. Students who have not been picked up by 3:40 will be checked into EDC.
  - Study Hall will be from 3:45-4:15.

Please note that this is a TEMPORARY plan and may require some adjustment after we see how it works. We realize that these procedures may add to time to your typical routines and we thank you in advance for your patience and cooperation.

## Daily and Ongoing Screening of Staff and Students

Staff Members:

- Staff members will stay home if they [show any symptoms of COVID19](#).
- Staff members will answer daily health questions, (including questions cough, shortness of breath, difficulty breathing, fever/chills and close contact with someone who has tested positive for COVID19).
- Staff members will have their temperature checked upon arrival.

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- Staff members who develop signs of illness during the school day will be isolated and asked to seek medical care and/or go home.
  - Staff members will be tested for COVID19 at no cost on a regular basis.

#### Morning EDC Students:

- Parents will park their cars and accompany students to the EDC gate.
- Parents will display “all clear” screen from TempTracker to EDC staff, indicating they have answered all health check questions (including questions about close contact with someone who has tested positive for COVID19)
- Staff members will take student temperatures. Students with temperatures higher than 100.4 will not be admitted.
- Students will sanitize hands and proceed to the EDC room to put away belongings in their assigned cubby.

#### All other students:

- Parents will drop off students using the drive-through (described above)
- Parents will display “all clear” screen from TempTracker to school staff, indicating they have answered all health check questions (including questions about close contact with someone who has tested positive for COVID19)
- Staff members will direct students to exit cars for a temperature check.
  - Students who have a temperature of 100.4 or higher will need to go home.
  - Students who do not have a temperature of 100.4 or greater will receive a sticker for the day, indicating to their teachers that they have been cleared for entry to the campus.
  - K-2 students will sanitize their hands and report to EDC (if arriving before 8:30) or their classroom after having their temperature checked and receiving their sticker.
  - 3rd-8th students will sanitize their hands and report to their classrooms after having their temperature checked and receiving their sticker.

## Staff/students who become sick or are exposed to COVID19

- Signs/symptoms of COVID19 ([as defined by the CDC](#)) include:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache

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- New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - Students or staff members who demonstrate \*symptoms of illness while on campus will:
    - Put on a surgical face mask immediately (provided by the school)
    - Be escorted to the isolation room where they will remain and be monitored until they can be transported home or to a healthcare facility.
  - If signs/symptoms are severe, the school will:
    - Call 9-1-1 immediately, then
    - Notify family members
  - Students and staff members who have been sent home due or to a healthcare facility due to illness must:
    - Obtain a COVID19 test (available through primary care physicians or [at these locations in Long Beach](#)) AND
    - Stay home until receiving a negative test response OR
    - Stay home and isolate using [CDC guidelines](#):
      - 3 days with no fever AND
      - Respiratory symptoms have improved (e.g. cough, shortness of breath) AND
      - 10 days since symptoms first appeared
  - Students and staff members who test positive for COVID19:
    - Must follow [Home Isolation Instructions for COVID19](#)
    - Must alert Dr. Mary Fink immediately: 562-420-7783 or [mfink@bethanylutheran.org](mailto:mfink@bethanylutheran.org)
    - Should expect a follow-up call from the Health Department Case and Contact Investigation Program
    - May seek advice from personal doctor about the need for a second COVID19 test
    - May return to school/work 10 days from symptom onset or after the first test (unless symptoms continue)
  - If a student or staff member tests positive for COVID19, the school will:
    - Maintain staff/student confidentiality
    - Report the illness to the Long Beach Health Department and follow the department's guidance for next steps including but not limited to:
      - Asking the person affected to identify all individuals (students, teachers, families and other staff) who have been in close contact with the person for two days prior to the onset of symptoms to the present.

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- Report the illness (and subsequent negative test results, if applicable) to all Bethany families while maintaining confidentiality.
  - Contact staff and students in close contact with the individual regarding next steps utilizing the COVID19 Template Notification Letter (see below)
  - Enforce anti-harassment and discrimination policies.
  - Temporarily close rooms used by the individual with COVID19 for disinfection
  - Implement learning-from-home measures for students who are isolating at home. Students who are learning-from-home will not be counted “absent,” but will be marked as “learning-from-home.”
  - Advise staff members regarding sick leave, telework, disability, family leave options.
  - If there are two confirmed cases of COVID19 on campus (students or staff) during a 14-day period, the school will assess whether the two cases have epidemiological links.
    - If no links exist, the school will continue with routine COVID19 monitoring
    - If links do exist, the school will reinforce messages with students and staff about precautionary measures to prevent spread.
  - If there are three or more COVID19 cases during a 14 day period, the school will:
    - Determine if cases have epidemiological links.
    - Report the cluster to the Health Department within one business day
    - Complete the required reports for cases and contacts
    - Follow the Health Department’s guidance for next steps.

*\*Students who have seasonal allergies will need to provide a doctor’s note documenting the allergy and its accompanying symptoms.*

## School Closure

Recommendations for school closures are determined by the local health officer based on the number of cases and percentage of teacher/students/staff that have tested positive for COVID19.

## Close contact with a person who tests positive for COVID19

- “Close contact” is [defined by the CDC](#) as “someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset (showing symptoms.) In the school setting, this will likely mean a student’s grade-level classmates and teacher, but could include others.
- Students and staff members who have been in close contact with a person who tests positive must:

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- Stay home and obtain a COVID19 test whether or not they have symptoms AND
  - Stay home and isolate for 14 days from the last contact with the person who tested positive for COVID19.
  - Expect a follow-up call from the Health Department Case and Contact Investigation Program.

## Students who must stay home due to exposure or illness or whose parents are choosing to keep them home:

“Exposure” is defined as **close contact** with someone who has **tested positive** for COVID19.

For students who must stay home due to such exposure or illness (**or by parent choice**) and are well enough to participate, Bethany will provide daily learning-from-home lessons and assignments. These may take the form of Google Meet live instruction, recorded instruction or other resources as assigned by teachers. These “learning from home” lessons cannot and will not replicate an actual day at school, but will keep students from falling behind academically while they are home.

Students who are well enough to participate will not be counted “absent” from school, but instead will be counted as “learning from home.”

Students who are too ill to participate will be counted absent, but will be expected to make up assignments when they have recovered.

## Promoting healthy hygiene practices

- All classroom sinks and staff/student restrooms will be equipped with touchless soap and paper towel dispensers as well as touchless trashcans.
- All classrooms, restrooms, offices and lunch areas will be equipped with touchless hand sanitizer dispensers.
- The school will instruct students and staff on [proper handwashing protocols](#)
- All staff and students will wash or sanitize their hands:
  - Upon arrival to the campus
  - After playing outside
  - After using a shared surface
  - Before and after using the restroom
  - After blowing nose, coughing or sneezing
  - Before eating
- All staff and students will use tissue to cover toilet handles for flushing

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## Intensified cleaning and disinfection

- The following surfaces will be disinfected between shared uses:
  - Desks or tables
  - Countertops
  - Chairs
  - Keyboards
  - Copy machines
- The following surfaces will be sanitized after hours daily following [EPA approved protocols](#):
  - Door and closet handles
  - Handrails
  - Bottle filling stations
  - Restroom surfaces (will also be sanitized mid-morning, after lunch and mid-afternoon)
  - Vending machines (will also be sanitized mid-morning and after lunch)
  - Light switches
  - Classroom phones
  - Elevator buttons
- In the event of a reported case of COVID19 on campus:
  - The room will be closed for 24 hours before cleaning when possible
  - All windows and doors will be opened for ventilation during the 24 hour period

## Physical distancing of staff and students

- In the classroom:
  - Student desks will be 6 feet away from teacher desks.
  - Extra furniture and tables will be removed from the classroom to allow as much physical distancing of desks as feasible.
  - Seats that cannot be physically distanced will have a physical barrier between them
  - Students will remain at desks as much as possible. If they require assistance, teachers will come to them
  - Movement in the classroom will be in a clockwise direction to minimize face-to-face contact.
  - Classrooms and offices will have an “in” door and an “out” door to minimize face-to-face contact
  - Teachers will modify student movement on stairways, to and from classrooms and spaces within classrooms to promote physical distancing
- Outdoors:

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- Teachers will utilize outdoor space for learning when it is practical to do so
  - Playground activities will be modified to promote physical distancing (see “Plan for outdoor spaces”)
  - Students will eat lunch physically-distanced outside with their grade level. Grade levels will be assigned to different areas of campus for lunch to promote such physical distancing
  - Movement on campus:
    - Staff and students will move in a clockwise direction on campus to minimize face-to-face contact.
    - Staff and students will stand/move six feet apart from others
  - Large group gatherings (chapel, assemblies) will be held outside and/or divided into smaller groups to promote physical distancing

## Face coverings

As of June 18, 2020 [cloth face coverings are required](#) (with some exceptions for those with breathing problems and children under 2) in the state of California. The California Department of Health has also released face covering requirements for in-person instruction. We acknowledge that face covering requirements can rob students of the normalized school experience they need for their mental and social health, and that it may be difficult for children and staff to wear cloth face coverings all day, especially outside or while physically active. Balancing all these realities will be our challenge to navigate together. Thus our plan *at this point* is:

- School faculty and staff will wear cloth face coverings that [comply with CDC recommendations](#) while in the presence of students or when physical distancing from other faculty/staff members is not possible. In some cases, teachers may use face shields with tucked-in bottom drapes, especially when it is important for students to see teacher faces (i.e. when teaching phonological concepts., etc.) The school will provide face coverings but staff members may also provide their own. Staff members will wash **or replace** their face coverings daily.
- All students **should plan to bring two clean cloth face coverings with them each day.** The school will also provide disposable masks if students forget theirs at home.
  - Students will wear face coverings when inside or moving from room-to-room on campus. Students will not be required to wear face coverings when learning/playing physically-distanced outside, when eating or when napping (Kindergarten.)
  - When a face covering is temporarily removed, it will be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.

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- Parents may request that their student wear a face covering at all times (except eating/drinking) no matter what mandates are in place, and staff members will encourage those students to comply.
  - Students who have breathing difficulties such as asthma may be excused from face covering requirements with written permission from parents.
  - K-2 students who cannot wear cloth face coverings properly may use a face shield.
  - Students and staff should follow [CDC guidelines](#) for safe wearing and sanitizing of face coverings, including washing face coverings daily.

## Hydration, snacks and lunches

- Students should bring a refillable water bottle each day. Drinking fountains will be closed, but water bottle filling stations will be available throughout the day.
- Students should bring snacks and lunches in a lunch container as usual.
- Students should not handle each other's lunch containers.
- Students may not share snacks or lunches.
- Students will eat physically-distanced from others outside with their grade-level classmates.
- ChoiceLunch is still available and is providing a "grab and go" lunch protocol so students can still have a hot lunch with a touchless experience.
- If students forget their lunches, we will provide them with emergency lunches and parent FACTS accounts will be charged. To minimize unnecessary contact and traffic on campus, we will not call parents to bring forgotten lunches.

## Forgotten supplies

- Please help your child remember to bring all supplies needed for the day, including homework, iPads/Chromebooks, jackets, etc. It may be helpful to:
  - Develop a daily checklist
  - Have your child pack his/her lunch the night before and put it in the refrigerator
  - Have your child pack his/her backpack before going to bed and put it by the front door so it is ready to go (along with a note to grab their iPad/Chromebook and their lunch out of the frig!)
- To minimize unnecessary contact and traffic on campus, we will not call parents to bring forgotten supplies. This may be a bit distressing to students, but we hope it will also be a learning experience.

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## Ventilation of classrooms

- All classroom air conditioning/heating filters have been changed as of July.
- All classroom air conditioning/heating filters will be changed over Christmas break.
- Classrooms will utilize a HEPA air filter when doors are closed. (Note: HEPA filters do not eliminate COVID19, but [filtering the air](#) may help minimize spread.)
- Classroom doors and windows will be left open when it is practical to do so.
- Classroom doors and windows will be open and a fan placed in the doorway to ventilate the room when students are not present in the classroom.

## Use of outdoor spaces for learning and play

- Bethany is blessed to be in Southern California and to have beautiful courtyards, a large grass field and a city park to utilize for “outdoor classroom” use. Teachers will utilize these outdoor spaces for instruction as much as practicable, in ways that do not interfere with students’ learning.
- K-5 classes will take turns using the playground equipment (slides, etc.)...each class will have one day. Students will sanitize their hands before entering the playground equipment area. The playground will be sanitized each evening.
- Soapy water stations will be available on the rest of the playground for students to sanitize playground balls, jump ropes, etc. after recesses.
- Teachers may incorporate “wheels days” and “mileage club” to promote physical activity with physical distancing.

## Visitors and Volunteers

- Visitors to campus must be free from COVID19 symptoms and wear a mask (ages 2 and up) at all times. If visitors do not have a mask, Bethany will provide one.
- Visitors should enter via the Arbor Road security gate and proceed to the school office for check-in.
- Visitors should sanitize their hands upon entering the school office.
- Visitors should sign the visitor log and include name, phone number and email address.
- To minimize exposure during this unusual COVID19 season, we will not be utilizing volunteers who have contact with children in the school.
- Church volunteers (gardening, etc.) will, as always, remain physically distant from students.

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## Return to learning-from-home if pandemic conditions warrant

Bethany's faculty, parents and students learned what worked and what did not during learning-from-home last spring. We learned this by surveying parents and teachers, and by observing which students were successful and which students struggled with the model. We have modified our ["Learning-from-Home" agreement](#) to reflect this. (Changes from the spring are highlighted for you.)

We recognize that K-2 students (and some older students) require significant adult involvement in instruction in order to be successful. That is also true in the classroom. We thank you for your partnership and applaud your efforts!

## Final thoughts

- Returning to school involves moving forward in faith and acknowledging that there is some risk as soon as we leave the safety of our homes. No place of business, worship or education can guarantee 100% protection from COVID19. But we can all do our part to minimize those risks and the spread of the disease.
- The Bethany Lutheran School staff will do its best to keep kids safe at school, but we also know that kids are kids: masks are going to get dirty or fall off, kids are going to forget that they shouldn't give a high-five to their friend, and some kids will wash their hands for less than the recommended 20 seconds. In fact, we are sure you have seen some of these same behaviors in your own home. Our goal is to promote and encourage the best and safest behavior possible in the school setting.
- The pandemic is a **season** and while life may never return to what it once was, we will get through this **season** together. Treating each other with patience, love and compassion is what we do best at Bethany!
- Face-covering appears to be among the most divisive issues of this pandemic. We recognize that there are passionate opinions on both sides. Our goal is to obey the law as well as do what's best for students and staff in light of the science of COVID19 AND developmentally-appropriate best practices for children. We also believe face-covering (and physical distancing) can represent an opportunity to put feet on our faith and "love our neighbors."
- You can help your child ease into these new protocols and procedures by presenting them in a positive light and giving your child a chance to talk through and practice them.

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- Unfortunately, during this pandemic **season** getting sick with even a simple cold is going to be *very* disruptive to your schedule and your child's education. You can help prevent this disruption by:
    - Maintaining good sanitation and hygiene practices in your home
    - Limiting your family's contact with others
    - Avoiding travel to areas with high infection rates
    - Wearing a mask and practicing physical distancing in public
    - Getting a flu shot
  - Finally, and most importantly, a reminder from God's Word:

**“God is our refuge and strength, an ever-present help in trouble.”**

**Psalm 46:1**