

# Lincoln Elementary School “Getting Back on Track” Plan



The following plan has been developed to position Lincoln Elementary School for a safe transition back to school for our students and staff. The elements of this plan reflect the work of a representative committee of corporation employees that are responsible for the safety of children and fellow employees. The plan reflects guidance by the Indiana Department of Education, County and State Departments of Health, as well as state and local school superintendent meetings.

The items listed are examples in order for you to understand the category. Please only explain points that apply to your school for in-person learning

## **Prevention Measures and Precautions**

- Registration - Only new students will be allowed to come in for registration, all others will need to complete the process on-online.
- Back to School Night - Kindergarten students will meet their teachers outside briefly. A “virtual tour” of Lincoln and classrooms will be posted on Facebook for grade 1-4.
- Transportation to school. All students are required to wear masks when riding the bus. Assigned seating will be in place.
- Bus Arrival - Students will remain on the bus until dismissed one at a time by the principal. Students will enter Harrison St.
- Parent Drop Off - Students will not be dropped off prior to 8:35 am. Students can begin entering at this time at the Jackson St. door.
- Entering the building
  - Hand sanitizing stations will be available in Lincoln Elementary School at the following locations, front foyer and Playground entrance.
  - Signage will be visible upon entering the building.
  - Procedures - will be explained to parents via newsletters and video messages. Separate entrances will be established for students.

- **Building Signage**
  - Will be visible throughout Lincoln school.
  - Signs encouraging social distancing - will be located throughout the school.
  - No visitors will be permitted without previous permission from the principal.
- **Hallway traffic**
  - One-way hallways in a clockwise direction: Students will walk in line down the hallway in a clockwise direction. Tiles on the floor will provide students guidance for social distancing. Classrooms can be split into two lines to help monitor activity.
  - Split hallways - Will be used when going into the cafeteria.
- **Breakfast**
  - Procedures - Students will eat in their classrooms. Breakfast helpers will assist in removal of trash and cleaning desks.
  - Hand washing - Students will sanitize hands when entering the building, and will sanitize again before and after eating.
  - Lincoln will use a virtual option to read to students for our Books & Breakfast program that has occurred in the past.
- **Protective face coverings are required by community leaders and health professionals due to their effectiveness in increasing the safety of others. Protective masks are necessary at Lincoln Elementary School when social distancing is not possible. Students will be provided with one mask and a lanyard for safe-keeping. Parents are responsible to provide additional masks (must be school appropriate).**
  - Some students may be medically exempt from wearing protective face coverings. Any student who has a condition that impacts their ability to wear a protective face covering will need to contact the school principal to document a modification to the face covering requirement. It may be that the parent/student will be advised to choose the online option to ensure the safety of the student and the school environment.
- **Lockers - Students will not use lockers, but will keep a backpack at their seat.**
- **Classroom Seating and Room Configuration**
  - Students will be seated in rows facing one direction.
  - Desks will not be grouped
- **Alternative learning spaces**
  - protocols for reserving and cleaning areas

- Sanitation Stations and/or hand solution is available at Lincoln Elementary School.
- Hallway Traffic - Will be limited, students will wear masks, and will travel in a clockwise direction.
- Alternative building entrances and exits - Students who are dropped off and picked up will enter and exit at Jackson and Clay Street. Grade levels will be released at staggered times to help reduce large crowds. Bus students will arrive and exit on Harrison St.
- Student lunch - Each grade level will have 30 minutes in the cafeteria. There will be room for students to be adequately spaced while eating.
- Staff lunch - Staff will have a 30 minute lunch break. They will then supervise one recess for their classes.
- Restrooms
  - Procedures - a class will go one at a time to take restroom breaks. Masks will be worn.
  - Limitations on number of students at one time - only 3 students will be allowed to enter the bathroom at a time. Masks will be worn.
- Safety drills at Lincoln Elementary School will still occur as required by state accreditation standards, but will look different in the pandemic time period. - We will drill by grade levels instead of the entire school.
- Nurse Station - The nurse will go to the classroom to assess student health. If a student exhibits covid symptoms, that student will be taken to the nurses office until the student is picked up and the station is cleaned appropriately. All other students with a variety of health concerns will need to be cared for in the office.
- Drinking Fountains
  - Water fountains are considered high touch areas and will be closed during the active pandemic. Water bottle stations will be provided in each building. Parents are encouraged to send a bottle of water with their child each day, and return home to be cleaned.
- Masks will be worn by teachers and staff while around students and other staff. Protective shields may be worn during certain circumstances like whole-group instruction.
  - Staff will wear protective masks when around students and other staff.
  - Face shields can be utilized when providing small group instruction.
- Media Center
  - Procedures - Classes will only be allowed to check out books. The librarian will read to students while they are seated with social distance in mind (not in the reading nook). Upon leaving the library, there will be enough time to sanitize surfaces before the next class is

allowed to come to the library. When books are returned, they will sit for the recommended period of time before reshelving. Another option would be for grade level books to be brought to the class to checkout each week.

- Classroom Supply Lists
  - Update lists -will be posted online with the understanding that all items may not be available at this time.
- School assemblies will be put on hold during the pandemic time period.
- Visitors will be significantly reduced in Lincoln Elementary School. Only essential guests will be permitted in the building during the school day. The principal must approve any guests/visitors ahead of time.
  - Visitors will be required to check in the office as normally required in addition to conducting a self-assessment. Any guests/visitors who are approved to be in the building must wear masks.
- Contractors
  - Contractors and outside workers are required to check in with the corporation maintenance office to be screened before entering the building.
- Holiday Parties and Birthday Treats-Parents are welcome to send a packaged treat to celebrate their child's birthday. Holiday parties will be decided on within the week of Halloween, Winter break, and Valentine's Day.
- After-School Clubs -Will be revisited for students after the first grading period.
- Field Trips - Will take place virtually at this time.
- Student Attendance
  - Any student absence related to symptoms of COVID will be recorded as "Excused." If a student is not ill, but must quarantine due to circumstances related to COVID, the absence will be excused. Please keep in mind that the student is still required to complete any virtual classwork assigned by the teacher.
  - A virtual/remote option is being developed in which students will be required to participate as a part of their daily attendance.
  - Tardies that occur as a result of social distancing efforts and circumstances related to COVID will not be counted against a student.
  - There will not be perfect attendance awards during the 2020-2021 school year. Lincoln Elementary School encourages full participation in all virtual learning and available online activities, but does not want to cause students/parents to feel physical attendance is necessary when possibly not feeling well. We need to err on the side of caution

and believe perfect attendance awards may be counter productive towards the goals of COVID prevention measures.

- **Specials**
  - Procedures - There are two options. Students will attend specials with PPE, and a shortened time to allow for cleaning surfaces. The second option would be for special teachers to push-in to classrooms for the time being.
- **Dismissal**
  - Procedures will be established with use of wearing masks and exercising social distance.
  - Dismissal will begin at 3:10 and be staggered to alleviate groupings of people.
  - Bus dismissal - Students will be dismissed by bus from Harrison St., they will wear masks
  - Parent Pick-Up- Students will be dismissed at Jackson and Clay Streets, students will leave through doors (numbers) and will wear masks.

## **Personal Protection Equipment**

- Staff and students will wear protective masks/face shields as much as reasonably possible throughout the day.
- Guests will be asked to wear masks when entering areas where students and staff are located.
- Masks will be available for students and staff.
- Latex gloves will be worn by serving and custodial staff

## **Social Distancing:**

- Staff will attempt to socially distance students when possible. When feasible, students stay six feet apart during class, restroom breaks, lunches, etc.
- The cafeteria will be utilized as social distancing guidelines permit.
- Alternate settings for lunch will be utilized as necessary.
- Student classroom desks and seats will face the same direction in the classroom.
- Student classroom desks and seats will be spaced six feet apart or as far apart as possible to accommodate all students.

- Seating charts will be in effect for purposes of tracing contacts should Covid cases surface in the school.
- Staff and student gatherings will be kept to a minimum and distancing will be planned.
- Classes will go outside when feasible.
- Parents and visitors will be asked to use email and/or telephone rather than in person.
- Parents will be asked to consider transportation of their children or allow them to walk to school, if viable options.
- Daily schedules will be revised to reduce student movement.
- Online classes will be available for specific students.
- Primary grades will reduce movement where possible.
  - Students will travel to specials classrooms. Specials will have a shortened instructional time, and will include a clean-up time.
- Directional hallway and stair travel where possible.
- Locker use/visits will be minimized.
- Modified seating will be arranged in the cafeteria to distance students as much as possible.
- Seating charts will be adhered to for contact tracing purposes.

## **COVID-19 Screening**

- Staff will take a personal survey when reporting to work each day.
- Students/parents will be asked to report if friends or family have been exposed to the virus and/or, have had symptoms of the virus.
- Students/staff who are in a “high risk” category will be provided alternative programming opportunities.
- Classroom guests/visitors will not be allowed in buildings.
- Students and staff will be formally excluded where applicable

## **Cleaning/Disinfecting**

- Facilities and equipment will be cleaned daily by trained staff.
- Staff will use approved COVID cleaning supplies to disinfect.
- When possible, students will not share equipment or supplies.

- Water fountains will be out of service and off limits, except for hands-free bottle filling stations.
- Staff will be identifying practices that reduce student touching of common surfaces.
- Students will be educated on Covid 19 hygiene practices to reduce risk to themselves and others
- Classrooms and departments will be supplied with hand sanitizer and wipes.
- Facility use by outside groups will be suspended until further notice.
- School provided lunches and snacks will consist of prepackaged food.

### **Professional Development**

- Staff will be trained on attendance procedures for calling off
- Staff will be trained on screening themselves and students for Coronavirus symptoms/exposure.
- Staff will reinforce accepted personal hygiene practices developed by the CDC and health department.
- Posters reinforcing Covid hygiene practices will be displayed in prominent areas for students and staff
- Families First Coronavirus Response Act posters will be displayed in staff workrooms
- Staff will be advised as to how to reduce student touching of common surfaces in their assigned areas
- Parents will have access to resources on hygiene suggestions, Covid 19 exposure and positive case reporting.
- Students will be taught hygiene tips and practices.