

# Lisbon Central School Pandemic Protocols



**2021 - 2022**

*\*Subject to change\**

# Table of Contents

Protocols	Page #
Custodial	3-5
Daily Cleaning	6
Cleaning Addendum-Students with High Needs	7
Face Coverings	8-9
Daily Student Home Screening	10
Sending Student to Nurse's Office	11
Isolation and Containment	12
Daily Staff Self-Monitoring	13
Exclusions & Return to Class	14-16
Handwashing	17-18
Social Distancing for Students	19
Social Distancing for Adult/Staff Interactions	20
School Bus	21-22
Parent Drop-Off and Dismissal	23
Visitors to the School Building	24
Hallway Direction	25
Bathroom	26
Music Class	27
Cafeteria	28
Recess	29
Building Use by Staff	30
Students who Require Quarantine Instruction	31

## Custodial Protocols

Policies and protocols related to facilities and operations will be reviewed regularly by the Superintendent, with the understanding that the school may need to react quickly to changing conditions. Given the possibility of changes in public health data, there may be an increase or a relaxation of restrictions throughout the school year to respond effectively to health concerns.

### **Facility expectations for reopening the Lisbon Central School**

***The Director of Maintenance and School Administrators will ensure that the school meets high cleanliness standards prior to reopening and maintains a high level of cleanliness during the school year.***

The Director of Maintenance will oversee the reopening of the school building that specifically addresses high standards of cleanliness for all classrooms, bathrooms, hallways, and offices in the school.

The Director of Maintenance, Superintendent, and Principal will do a walkthrough of the school prior to reopening to review cleanliness expectations as well as conducting a review of the reopening plan.

The Director of Maintenance and School Administrators will communicate cleaning and hygiene protocols as recommended by the State of Connecticut, DPH, and the CDC to staff and families.

Building plans for disinfecting high touch surfaces will include:

- Door handles
- Handrails
- Drinking fountains (not in use, only for bottle filling)
- Sink handles
- Restroom surfaces

Bathrooms will be sanitized at least twice a day. Teachers who have classrooms with bathrooms will be provided Lysol disinfectant to treat bathrooms as needed. Teacher will be given wipes to use as needed in classrooms. The Director of Maintenance will use products that are approved for the State of Connecticut that are labeled to be effective

against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.

The Director of Maintenance will ensure the school complies with DPH guidelines including:

- Guidance for Cleaning and Disinfecting of Schools during COVID-19
- Return to Service Guidance for Building Water Systems
- Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems

The ventilation systems have been checked and our approach is to shorten the filter replacement schedule from six months to 3-4 months as recommended by DPH.

The Superintendent and School Administrators will ensure that LCS meets distancing expectations by adjusting the set up in all classrooms.

The Superintendent will oversee a reopening plan that specifically addresses social distancing for all classrooms, bathrooms, hallways, and offices in the school.

Maximize social distancing between student workstations when determining the classroom layout. Desks should face in the same direction (rather than facing each other), spaced apart as much as possible - this includes classwork being completed outdoors at tables.

- Where necessary, assess other spaces that may be repurposed for instruction in the school.
- Maximize space between the teacher and students due to the risk of increased droplets from teachers during instruction.
- Floor markings and directional signs will be throughout the building to illustrate social/physical distancing.

The Director of Maintenance, Superintendent, and Principal will work together to ensure that classroom furniture besides desks are adjusted to create the maximum amount of space between students.

Classroom bookcases, reading nooks, storage cabinets will be removed/repositioned if needed to create the maximum amount of space between students.

The School will have a plan to close off areas used by any sick person and not reopening those areas or using areas before cleaning and disinfection. The Director of Maintenance will oversee the proper cleaning of any such area.

\*updated 8/22/2021

## **Daily Cleaning Protocols**

### **CUSTODIANS**

- Clean, and wipe furniture; sweep, mop, or vacuum floors; empty wastebaskets and trash containers; replace/refill dispensers if needed.
- Handle recycling materials. (as needed)
- A plastic bag will be provided to each classroom for the collection of empty water bottles.
- Wet mop/ Wash floors.
- Teachers who have classrooms with bathrooms will be provided Lysol type disinfectant to treat bathrooms as needed.
- Glass, door handles, and handrails will be done at the end of each day.

### **TEACHERS**

- No cleaners are to be left out at any time.
- Floors need to be picked up at the end of each day.
- Teachers will be responsible for the cleaning and disinfecting of the electronic equipment in their classroom. This also applies to the use of any arts and craft materials/toys.
- Teachers will be provided a neutral green cleaning product so desktops can be cleaned after eating, if needed. The product can be applied by a teacher/staff member.

\*updated 8/4/2021

## Cleaning Protocol

### \*Addendum In-Person Supports and Services for Students with High Needs

Cleaning and disinfecting are part of a broad approach to preventing infectious diseases in schools. Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infections. Other measures include covering coughs and sneezes, washing hands, and keeping sick people away from others, etc...

- Routine cleaning is the everyday cleaning practice that LCS will normally use to maintain a healthy environment. The custodial staff will be cleaning the school on a daily basis, under the direction of the Director of Maintenance.
- Provide students their own designated materials, cubbies, etc... as feasible to reduce the need to share materials.
- In-Person Supports to use cleaning and disinfecting practices as needed on surfaces frequently touched by multiple people. For example, when materials or surfaces **must** be shared, they should be sanitized (e.g., alcohol wipes with at least 70% alcohol) prior to initial use, between users and prior to storing at the end of the day by In-Person Supports.
- Reusable paper materials to be laminated as appropriate so they can be cleaned.
- For shared items such as a communication device, staff will wear disposable gloves while activating the device. The number of staff using the device with the student will be limited and the device should be sanitized frequently.
- Disinfectants should only be used on materials that students are not likely to put in their mouths.
- Clear masks and /or face shields to be provided as needed for staff who work with students who are deaf and/or hard of hearing.
- Mealtime supports: When assisting students feeding or implementing oral motor programs or mealtime supports, staff to wear PPE as indicated (see Table 1 on Addendum 3 of the Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together). All materials to be sanitized following OSHA guidelines.
- Toileting: Follow OSHA guidelines related to bodily fluids, handwashing and hygiene, and proper use of PPE. Staff will wear PPE as indicated while assisting in these activities (see Table 1 on Addendum 3 of the Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together).

**\*Pending further review of the most current Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together to supplement the information above**

\*updated 8/23/2021

## **Face Covering Protocol in the School Building and Outside Grounds**

- Face coverings are required inside the school building.
  - Face coverings are generally not required outdoors, and may be needed where social distancing cannot be maintained.
  - Face coverings act as a simple barrier to help prevent respiratory droplets from traveling into the air and on to other people when the person wearing the face covering coughs, sneezes, talks, or raises their voice.
  - When face coverings are worn over the nose and mouth, studies show that face coverings reduce the spray of droplets.
  - All students, staff, and visitors are required to use face coverings that completely cover the nose and mouth, when they are inside the school building, with certain defined exceptions (see Board Policy for Face Masks/Coverings).
- \*Exhale valve masks are not permitted for staff.
- A face shield, without a face covering underneath, is not acceptable for source control.
  - If a student or staff member is unable to wear a face covering because of a medical condition, a written notification from a physician is required in order for the Board to permit a medical exemption.
  - Exceptions may also be necessary for certain special education students or other special populations approved by the Director of Special Education (e.g., face shields may be an option for those students with medical, behavioral or other challenges who are unable to wear face coverings).
  - Teachers of students who cannot wear a face covering due to a medical condition or disability, may also consider wearing a face shield over their face covering for added protection.
  - Staff who are assisting with self-care and/or toileting may consider wearing a face shield over their face covering for added protection.
  - Transparent (clear) masks may be considered an option for staff (e.g., speech pathologists, pre-k and special education teachers).
  - Students who do not wear a mask upon arriving at school will be given a face covering (cloth or disposable paper mask at the school's discretion).
  - If a student refuses to wear a face covering and does not fulfill any of the exemptions allowed by the LCS Board Policy for Face Masks/Coverings, the student will be sent down to the Superintendent or the Principal. The parent/guardian will be contacted to rectify the situation, Superintendent or the Principal to explain the options available regarding schooling and for the possible removal of the child from the school setting.
  - A staff member or an administrator may consider wearing a face shield over their face



covering for added protection when handling a situation where a student refuses to wear a face covering.

- Students will not be required to wear a face covering while eating, drinking, during moderate to high intensity activities in physical education classes
- Breaks from wearing a face covering should be supervised by a staff member.
- Mask breaks are encouraged to be taken outside.
- If a mask break must be permitted inside, students must maintain social-distancing, when feasible, in all directions. Limit to a 2 minute mask break indoors. Consider larger spaces (e.g., gymnasium, cafeteria) during mask breaks for cohorts of students.
- Staff members and students shall put on and remove face coverings carefully.
- Face coverings to be stored safely (e.g., mask clip).
- Directions for Wearing a Mask Correctly, Removing a Mask, and Caring for Cloth Masks is provided by the CDC can be found on the LCS web page under COVID-19 information.

\*updated 8/23/2021

## **Protocol for Daily Home Screening/Staying Home When Sick**

In order to help prevent the transmission of COVID-19 (and other illnesses including flu) and help keep schools open it is important that children stay home when sick. Children who have symptoms of infectious illness, such as COVID-19 or influenza (flu), should stay home and be referred to their healthcare provider for testing and care, regardless of vaccination status. Symptom screenings at home should be done to help determine if a child currently has an infectious illness that could impair his/her ability to learn or is at risk of transmitting an infectious illness to other students or to school staff.

- Parents, guardians, or caregivers are strongly encouraged to monitor their children for signs of infectious illnesses every day.
- Monitor your child each morning before sending them to school by checking their temperature and asking them if they have any symptoms.
- Children with COVID-19 may have a wide range of symptoms reported.
- The following symptoms listed below are the ones used for school screening based on CDC recommendations: **fever (100.4 F or more), chills, new uncontrolled cough (for students with chronic allergic/asthmatic cough, a change in their cough from baseline), shortness of breath, difficulty breathing, new loss of taste or smell, fatigue, muscle or body aches, headache, diarrhea, nausea/vomiting, sore throat, congestion or runny nose.**
- Keep children home if they have any of the symptoms listed above.
- Many of these symptoms are common in people with COVID-19 as well as a number of other illnesses. However, one or more of these symptoms may suggest an infectious illness, and your child should not attend school, regardless of whether the illness is COVID-19.
- The CT DPH strongly recommends that if your child has one of the key **COVID-19 symptoms** such as **fever (100.4 F or more), chills, uncontrolled new cough, shortness of breath, difficulty breathing, loss of taste or smell** you should contact your health care provider ASAP for further evaluation and/or get tested for COVID-19 infection.
- The CT DPH also strongly recommends that if your child has 2 or more of the other symptoms such as **muscle or body aches, headache, diarrhea, nausea/vomiting, sore throat, congestion or runny nose** you should contact your health care provider for further evaluation and/or get tested for COVID-19 infection.
- Contact the school nurse or attendance secretary about your child's absence.
- School staff will call home if a child is absent and we have not heard from a parent or guardian. Help us by being proactive and call the school if your child is ill or absent. A message can be left on the school voicemail system if a call is made outside of the regular school hours.
- Call or email the school nurse or superintendent ASAP if your child gets a COVID-19 positive test or is a close contact of a person with a confirmed COVID-19 test within the past 14 days.

\*updated 8/23/21

## Protocols for Sending a Student to the Nurse's Office

- For all visits, staff will call the nurse's office before sending a student down to the office. Staff will notify the nurse's office of the reasoning for the visit. If the call is a medical emergency, the nurse will take appropriate action.
- If a student shows signs of infectious illness consistent with the key COVID-19 signs and symptoms (**feeling feverish, measured temp 100.4 or more, chills, uncontrolled cough, shortness of breath, difficulty breathing, loss of taste or smell**) they will be escorted to the isolation room by a designee and will be properly supervised/monitored (wearing his or her mask). The parent, guardian, or caregiver will be called. Arrangements will be made for the student to go home and parent strongly advised to contact their health care provider for further evaluation and/or get possible COVID-19 test. If at any point in time the student is having difficulty breathing or shortness of breath, 911 will be called immediately.
- If a student presents with 2 or more of the other nonspecific signs and symptoms (**fatigue, muscle or body aches, headache, diarrhea, nausea/vomiting, sore throat, congestion or runny nose**) he/she will be escorted to the isolation room by a designee and will be properly supervised/monitored (wearing his or her mask). The parent, guardian, or caregiver will be called. Arrangements will be made for the student to go home and parent strongly advised to call the health care provider for further evaluation and/or get possible COVID-19 test.
- A monitoring sheet must be completed for each student in the isolation room. Parents will be notified promptly that their child will need to go home. Once the student has been picked up, the area will be cleaned and disinfected as appropriate by the custodial staff.
- Student to return to school following the exclusion and return to school protocol.
- If a student presents to the nurse's office for an injury, chronic care and/or daily medications they must continue to wear his/her face covering and will be assessed and cared for in the nurse's office.
- Respiratory exacerbations will be treated per his/her asthma plan and may go directly to the nurse's office. Nebulizers to not be given at school during the pandemic to prevent the possibility of spreading the virus. PCP to write for MDI use only. If a student is sick enough to need a nebulizer treatment he/she should not be at school.
- Nursing office staff members to wear face coverings and use additional PPE as appropriate in the nurse's office. Gloves will also be worn by staff for standard precaution procedures (when in contact with bodily fluids). Once care has been completed the student must wash hands prior to leaving and the teacher will be called as needed before sending the student back to the classroom.
- The area used by the student will be cleaned and/or disinfected as appropriate by the nursing staff.

\*updated 8/23/2021

## Isolation and Containment Protocol

The Purpose of Isolation and Containment Protocols are to decrease the risks of spreading COVID-19. Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent/guardian. Room 11, next to the nurse's office, will be the space dedicated for symptomatic individuals who are waiting to go home.

- All persons who enter the isolation room will be logged for purposes of contact tracing.
- Parents will be advised of the need to pick up his/her symptomatic child ASAP.
- Isolation trained staff members must wear a surgical mask, face shield, gloves and gown (as appropriate).
- N95 masks are recommended for healthcare providers and must be fitted to ensure proper protection.
- If N95 masks are not available or fit testing is delayed, other face masks may be used.
- Symptomatic student who is waiting to be picked up must be appropriately social distanced, as feasible (wearing his/her face covering) from the isolation trained staff member and will be supervised for the entire duration in the isolation room.
- If multiple students are in the isolation room at the same time they will wear a face mask and maintain social distancing from each other as feasible.
- Do not place cloth face coverings or surgical masks on anyone who is unconscious or has trouble breathing, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.
- Parents will be advised of the need to pick up his/her child ASAP.
- Should the isolated student need to use the bathroom, the student will use the single stall bathroom across from the handicap bathroom in the hallway. Once the bathroom has been used by an isolated student, the room will not be available to any other staff member or student until it has been disinfected by a custodial staff member.
- The parent/guardian or emergency contact will buzz the outside entrance door button to notify the main office that they have arrived.
- The main office will call the isolation room to tell the school nurse or supervising adult that the symptomatic student's parent/guardian or emergency contact has arrived.
- The student will be dismissed from the side exit near the music room.
- If at any point in time the student is having difficulty breathing, shortness of breath or becomes ill enough, 911 will be called immediately. EMS will be notified that COVID-19 is a concern.
- The school nurse or supervising adult will provide the parent/guardian or emergency contact with written instructions regarding the need to consult a healthcare provider and/or get tested as appropriate.
- The chair or bed used by the symptomatic student will be cleaned and disinfected once they leave.

\*updated 8/23/21

## **Protocols for Daily Staff Self-Monitoring for COVID-19**

Daily symptom monitoring can help detect the early onset of illness so that employees can isolate themselves from others and reduce their risk of spreading disease. We all have a role to play in protecting ourselves and others. Self-monitoring for COVID-19 related symptoms is the best method for protecting yourself, family members, friends and members of the school community. The CDC recommends the implementation of daily health checks.

**If you answer “yes” to any of the questions below, please stay home from work.** Please call your school office and report the specific results of the self-monitoring check that led you to stay home. It is extremely important that you immediately report the results of a COVID-19 test so that we can take steps to protect our school community. Your family’s health conditions will be kept confidential, and the information will only be used to take any appropriate and necessary steps to mitigate the spread of disease.

- 1.) Do you currently have one of the following symptoms?
  - Fever of 100.4 °F or higher
  - New onset dry cough or shortness of breath
  - Difficulty breathing
  - New loss of taste or smell
  - New sore throat with no other diagnosis to explain it
  - New significant headache
  - Nausea/Vomiting
  - Diarrhea
  - Any other COVID-19 OR flu-like symptoms
  
- 2.) Has anyone in your household been diagnosed with COVID-19 by a medical provider?
  
- 3.) In the past 14 days, have you had close contact (within 6 feet for equal to or greater than 15-minute period of time or living in your household) with a person who has been diagnosed with COVID-19 by a medical provider?
  
- 4.) Have you been told by a health care provider or public health official to self-quarantine due to potential COVID-19 exposure(s) or suspicion of having COVID-19?

**\*Please fill out the daily self-monitoring log each day. It is important that you fill out your responses and keep the log at school. In the event that a COVID related situation occurs, you may be asked to produce a log or record for contact tracing.**

\*updated 8/20/2021

## Exclusion & Return to School Protocols

Event	Location of Event	Testing Result	Isolation/Quarantine
<p><b>Individual has COVID-19 symptoms but has NOT had close contact to a person diagnosed with COVID-19</b></p>	<p><b>If at home:</b> stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.</p>	<p>Individual tests <b>negative</b></p>	<p>Return to school once there are no symptoms for 24 hours (e.g. fever free for 24 hours, without fever reducing medications).</p>
	<p><b>If at school:</b> students should remain masked, adhere to strict physical distancing, be assessed by the school nurse, stay in the isolation room, until picked up to go home, consult a healthcare provider, and get tested.</p>	<p>Individual tests <b>positive</b></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school immediately, notify personal close contacts, school to notify the Local DPH, assist the local public health and the school in contact tracing efforts.</p> <p>Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other COVID-19 symptoms.</p>
	<p><b>If at school:</b> staff members should remain masked, adhere to strict physical distancing, immediately contact COVID Liaison, go home, consult a healthcare provider, and get tested.</p>	<p><b>Individual is not tested</b></p>	<p>Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms. Can return to school earlier if obtains note from healthcare provider with alternate diagnosis.</p>

Event	Location of Event	Testing Result	Isolation/Quarantine
<p><b>Individual has COVID-19 symptoms AND had close contact to a person diagnosed with COVID-19</b></p>	<p><b>If at home:</b> stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.</p>	<p>Individual tests <b>negative</b></p>	<p>Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.</p>
	<p><b>If at school:</b> students should remain masked, adhere to strict physical distancing, be assessed by the school nurse, stay in the isolation room, until picked up to go home, consult a healthcare provider, and get tested.</p>	<p>Individual tests <b>positive</b></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, school to notify the Local DPH, assist public health and the school in contact tracing efforts. Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.</p>
	<p><b>If at school:</b> staff members should remain masked, adhere to strict physical distancing, immediately contact COVID Liaison, go home, consult a healthcare provider, and get tested.</p>	<p><b>Individual is not tested</b></p>	<p>Stay in self isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever reducing medications) and with improvement in other symptoms.</p>

Event	Location of Event	Testing Result	Isolation/Quarantine
<p><b>Individual does not have COVID-19 symptoms BUT had close contact to someone diagnosed with COVID-19</b></p>	<p><b>If at home:</b> stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.</p>	<p>Individual tests <b>negative</b></p>	<p>Remain in self-quarantine for 10 days from last exposure to the person diagnosed with COVID-19.</p>
	<p><b>If at school:</b> students should remain masked, adhere to strict physical distancing, be assessed by the school nurse, be picked up to go home, consult a healthcare provider, and get tested. Students who do not have symptoms may remain in the health room until they are picked up, they do not have to be sent to the isolation room. They must not be sent home on the bus.</p>	<p>Individual tests <b>positive</b></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, school to contact local DPH, assist public health and the school in contact tracing efforts.</p> <p>Stay home until 10 days have passed since the date of the positive COVID19 test.</p>
	<p><b>If at school:</b> staff members should remain masked, adhere to strict distancing, immediately contact COVID Liaison, go home, consult a healthcare provider, and get tested. .</p>	<p><b>Individual is not tested</b></p>	<p>Remain home in Self-quarantine for 10 days from the last exposure to the person diagnosed with COVID19. Continue daily symptom monitoring for an additional 4 days (Days 11-14). If any symptoms develop, immediately self-isolate and contact the local Public Health Department and healthcare provider.</p> <p>Increase attentiveness to mitigating actions</p>



## **Handwashing Information**

- Handwashing is one of the best ways to protect yourself and the school community from getting sick.
- Germs can spread easily when you don't wash your hands.
- Washing hands frequently can help keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next.
- Germs can spread from other people or surfaces when you:
  1. Touch your eyes, nose, and mouth with unwashed hands
  2. Prepare or eat food and drinks with unwashed hands
  3. Touch a contaminated surface or objects
  4. Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

## **Handwashing Protocol/Respiratory Etiquette**

- Teachers/staff and students to wash or use hand sanitizer before they enter the classroom at the start of the school day and after recess
- Staff to wash hands before, during, and after preparing food.
- Teachers/staff and students to wash hands or use hand sanitizer before eating.
- Teachers/staff and students to wash hands after using the bathroom and after blowing your nose, coughing, or sneezing.
- Teachers/staff and students to wash hands or use hand sanitizer after touching garbage or objects that might have been passed between or shared by multiple students.
- Always wash your hands after touching an animal, animal feed, or animal waste and after handling pet food or pet treats.
- Staff to wash hands before and after assisting students who need help with self-care and/or toileting.
- Teachers/staff and students to wash hands or use hand sanitizer if you touch your eyes, nose, or mouth (especially during COVID-19) to stop the spread of germs from entering our bodies.
- Encourage everyone to cover their coughs and sneezes with a tissue or use the inside of their elbow.
- Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Wash hands that are visibly dirty or greasy.



## **FIVE STEPS TO WASH YOUR HANDS THE RIGHT WAY**

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

## **HOW TO USE HAND SANITIZER**

- Keep it out of reach of young children and supervise their use.
- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.
- Sanitizer will be provided by the school, no outside sanitizer will be allowed, unless note received from student's health care provider.

\*updated 8/20/2021

## **Social Distancing Protocols for Students**

- When multiple students are in one enclosed space, such as a classroom, students are to sit at least 3 feet apart and facing the same direction, to the maximum extent feasible
- In the hallways, traffic patterns to be utilized
- Physical guides, such as tape, on floors or walls to be used to remind students of the need to social distance when in common areas
- Signs will be placed strategically around the school to reinforce the need to maintain social distancing

\*updated 8/4/2021

## **Social Distancing Protocols for Adult/Staff Interaction**

Social distancing, also called physical distancing, means keeping a safe space between yourself and other people who are not from your household. Social distancing is fundamental to lowering the risk of spread of COVID-19, as the primary mode of transmission is through respiratory droplets by persons in close proximity.

- Staff to maintain a distance of at least 6 feet from other adults to the maximum extent feasible
- Staff to maintain at least 6 feet from students, whenever possible and when not disruptive to the educational process
- Parent/Teacher Conferences may be held virtually
- Parents may enter the building, given special permission
- Staff lounge areas are allowed to be used for eating lunch, but staff are encouraged to maintain a distance of at least 6 feet, when feasible

\*updated 8/4/2021

## **School Bus Protocols**

- Students are required to wear a face covering when on the school bus (unless there is a medical note for not wearing one).
- Face coverings act as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks, or raises their voice.
- Wearing face coverings is a priority when it is difficult for students to maintain social distancing from each other while riding on the bus.
- When face coverings are worn over the nose and mouth, studies show that face coverings reduce the spray of droplets.
- A face covering must also be worn by the bus driver during loading and unloading of students.
- The face covering must be in place prior to boarding the bus and must be kept in place during the bus ride to school.
- Open windows, if weather allows, to improve ventilation.
- When boarding the bus, students will load from the back row to the front. Unloading will occur from front to back.
- Family members will sit together.
- If the bus does not run at full capacity, social distancing will be incorporated as much as possible.
- The bus driver shall provide a disposable paper mask to a student who does not have a face covering when boarding a bus.
- LCS shall provide each bus with disposable paper masks to be distributed to Lisbon students as needed.
- The bus driver shall keep a record of how many masks are being handed out to Lisbon students on a daily basis and will give the number to the Superintendent at the end of each week.
- The Superintendent or Principal will contact the parent/guardian of a student if it is reported that disposable face coverings are being given out to that student on a regular basis prior to boarding the bus.
- If a child is excused (see Board Policy for excused reasons) from wearing a face covering on the bus, the parent/guardian of that child must notify the school with a written notification from a physician prior to boarding the bus.
- If a student refuses to wear a face covering prior to getting on the bus and does not fulfill any of the exemptions allowed by the LCS Board Policy for Face Masks/Coverings, such student will not be able to board the bus.
- If a student refuses to wear a face covering during the bus ride to school, the bus driver will radio into the school's main office number and upon arrival to school the Superintendent or Principal will meet the student outside the bus drop off

area.

- The parent shall be contacted to rectify the situation and the Superintendent or Principal to explain the options available regarding schooling and for the possible removal of the child from the school setting.
- If COVID-19 symptoms arise on the bus, students should remain masked, adhere to strict physical distancing as feasible, and stay on the bus until arrival at school. The student must not be sent home on the bus. Upon arrival at school, the bus driver will contact the main office, so the nurse can assess the student and take the appropriate measures.

\*updated 8/19/2021

## **Parent Drop Off and Dismissal**

### AM Parent Drop Off:

- Students will be dropped off by parents at the rear entrance (Senior Center Entrance) between 8:00 a.m. and 8:30 a.m. One staff member will be at the drop off site and one at the top near the door to let students in
- Students will proceed to the cafeteria from 8:00am to 8:15am
- Students will proceed to homerooms at 8:15am
- Staff will be positioned in hallways to ensure social distancing
- After 8:30 a.m., parents will park and walk their children to the front door to ring the bell
  - Parents will announce who their children are
  - The student will be buzzed in and will sign in on the tardy sheet (staff can assist), students will then proceed to their classroom.

### PM Parent Pickup:

- PK-4 will be dismissed from the 4th grade wing door by the track.
  - Parents can wait on the track and field
  - Staff members will direct students to their parents/guardians
- 5-8 will be dismissed from the Senior Center doors
  - Students will locate their parents/guardians for dismissal
- Adults should maintain appropriate social distancing while waiting for their child
- All cars must be parked in a designated parking space
- Handicapped spaces are reserved for those with a valid handicapped parking permit
- Parents can park in the Senior Center Lot, rear of the Fire House, Town Hall, or the Newent Congregational Church

\*updated 8/4/2021

## **Visitors to School Building**

- Visitors will only be allowed into the school building if authorized by the Compliance Liaison or Designee
- Before entering the school, a visitor such as a scheduled vendor must verbally or in accordance with his/her communication ability, answer questions related to COVID-19 and health issues when asked, before entering the building
- Visitors such as vendors will strictly adhere to all protocols while in the school and on school grounds
- Parents/Guardians may utilize the Front Door buzzer to announce drop-off of students, and/or supplies such as a lunchbox, instruments, backpack, homework, medicine, etc. The appropriate staff member, such as the Nurse for medication, will come to the door to obtain student and/or supply.

\*updated 8/4/2021



## Hallway Direction Protocols

PK/K Wing 1-3 Wing 7-8 Wing:

There will be the need for two way traffic in the PreK/K, 1-3, and 7-8 wing at times. Please utilize the following protocols when necessary to take your students through those corridors:

1. Coordinate with others in the wing to schedule movement times that do not conflict with others.
2. Alternate directions during unscheduled movement. Use verbal alerts to communicate.
3. If there are two groups going in opposite directions, the larger group has the right of way.

All other hallways:

-Traffic around the courtyard will travel one-way ***clockwise***

-Traffic around the gym will travel one-way ***counterclockwise***

**-Groups traveling as a whole class MUST follow the one-way directionals**

\*updated 8/23/21

## **Bathroom Protocols**

- Students will use bathrooms as needed
- Students will be reminded to social distance from others in the bathroom
- Students need to wash their hands after use of the bathrooms
- A staff member will be assigned to ensure hallway/bathroom protocols are followed

\*updated 8/4/2021

## **Music Class Protocols**

- Maintain proper spacing of at least 12 feet when students are singing or performing wind instruments by scheduling large ensembles in auditoriums, outdoors, cafeterias, gyms or other large spaces. Focus on maximizing distancing for instruments that require blowing or for singing, compared with string and percussion instruments.
- For handling musical instruments, consult the National Association for Music Education's COVID-19 Instrument Cleaning Guidelines
- Maintain small homogeneous groupings of instruments for lesson instruction
- Continue full access to beginning instrumental music

\*updated 8/4/2021

## Cafeteria Protocols

- Teachers will walk students to the cafeteria (1st lunchwave can go directly into the cafeteria, all other grade level waves should wait at designated spots to avoid bottlenecks in the hallways)
  - a. K-6 will stop at end of the hall after the senior center stairs
  - b. Grades 7 & 8 will use doors near their wing and maintain distancing as feasible
  
- Students will use hand sanitizer before eating
- Students will sit at assigned tables & seats
- Students will **keep masks on except when eating and drinking**
- Students will line up, social distanced, one homeroom at a time
- Students will remain seated at tables for the duration of lunch
- Five minutes before the end of lunch, staff will blow the whistle to indicate time to finish up and clean up.
- Staff will go around with trash receptacles. Students will stay in seats and dispose of any trash
- Tables will be dismissed one at a time and led out of the cafeteria, to recess.
  - Upon departure students will use hand sanitizer.
  - They will go straight down the 5th/6th grade wing.
- Staff will disinfect tables for the next lunchwave

\*updated 8/19/2021

## **Recess Protocols**

- Masks are generally not required outdoors, and may be needed where social distancing cannot be maintained.
- If a student becomes injured or ill at recess, use the walkie-talkie to call the nurse's office and the nurse will respond appropriately.

\*updated 8/4/2021

## **Building Use by Staff**

- All staff must sign a letter before entry regarding their understanding and adherence to following the Reopening of School Plan and related protocols.
- Staff may enter/exit outside the door of choice, as typically permitted by Administration. • Staff may enter classroom(s), using their key(s) excluding the Isolation Room and Room 36, unless authorized.
- Upon entry to school classrooms, staff will immediately use hand sanitizer, wear a mask, socially distance as much as possible and follow the other Reopening of School protocols.

\*updated 8/19/2021

## **Students Who are Required to Quarantine-Instruction**

- If less than 50% of the class is required to quarantine, teachers will provide work within 24 hours of when they were notified
- Work can be left in the office for pickup or sent electronically. This will depend on the nature of the assignment
- If 50% or more of the class is required to quarantine, the teacher will provide live streaming of the lesson via Google Meet to those in quarantine. Students in attendance will participate in-person, but will not be allowed on camera. Students at home must keep cameras off.
- Should there be a need for materials for a quarantined student who is live streaming, arrangements must be made with the teacher for parent pickup no sooner than 24 hours of notification.

\*updated 8/20/2021