

RETURN TO LEARN PLAN

2020-2021

IN RESPONSE TO COVID19



HAWK POINT • MOSCOW MILLS • TROY

Plans are subject to modification due to updates in public health guidelines.

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INTRODUCTION

Lincoln County R-III School District developed a COVID19 Task Force Committee to organize and develop systems in place for the District’s reopening. The Task Force’s goal was to produce a plan to promote superior instruction for all students and facilitate trusting relationships between all stakeholders while reducing the impact of COVID-19 conditions during the upcoming school year. The committee members were selected from various departments and positions across the District to get a diverse set of knowledge and skills. The committee members were then divided out into six sub-committees. As a whole, the Task Force Committee met regularly every week from the end of May through July 16th. Each sub-committee met one time a week as decided by the sub-committee. A sub-committee chairperson was selected to be the spokesperson for the team and keep detailed notes for reporting. The Task Force sub-committees are as follows:

- Academics,
- Personnel,
- Health and Wellness,
- Facilities and Technology,
- Communications, and
- Transportation and Latchkey

Throughout the process input provided by parents, guardians, employees, and students through the Feedback Survey distributed in late May through early June was utilized. Likewise, the District sought information and guidance in weekly meetings with Lincoln County Health Department throughout the planning. In addition to the Lincoln County Health Department, the guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the Department of Elementary and Secondary Education, the Department of Health and Senior Services, and other federal, state and county agencies or resources.

The culmination of this effort is the creation of a realistic, balanced, and sustainable plan for the 2020-21 school year. This plan is fluid as the situation around COVID19 continues to evolve. Updates may be made to this plan, as necessary.

ACKNOWLEDGEMENTS

The Lincoln County R-III School District Back to School Plan was created with guidance and input from the Superintendent's Back to School Task Force. Members of the committee include representatives from schools and positions across the district. Input provided by parents, guardians, and students through the Feedback Survey distributed in late May through early June was also utilized.

Superintendent's Back to School Task Force

Mark Penny, Superintendent of Schools
Chris Greiner, Assistant Superintendent of Academics
Mary Saale, Director of Secondary Curriculum
Amy Porter, Director of Elementary Curriculum & Federal Programs
Kevin Conner, Director of Student Services
Brian Brown, Troy Buchanan High School Principal
Kelly Briscoe, Troy Middle School Principal
Megan Crawmer, William Cappel Elementary School Principal
Kelly Groeber, Early Childhood Education Center Principal
Kay Richardson, Director of Finance
Sarah Schmanke, Director of Human Resources
Amy Salvo, Director of Social and Emotional Learning
Mende Kemper, District Health Coordinator
Todd Culbertson, Assistant Superintendent of Facilities
Jeanine Sabatino, Director of Transportation
Audrey Henebry, Community Relations Specialist

Academics Sub-Committee

Chris Greiner, Assistant Superintendent of Academics
Mary Saale, Director of Secondary Curriculum
Amy Porter, Director of Elementary Curriculum & Federal Programs
Kevin Conner, Director of Student Services
Brian Brown, Troy Buchanan High School Principal
Kelly Briscoe, Troy Middle School Principal
Megan Crawmer, William Cappel Elementary School Principal
Kelly Groeber, Early Childhood Education Center Principal
Michael Blankley, Chartwells Food Services Director
Michele Gilbert, Academics EOP
Nicole Smith, Troy Buchanan High School Counselor
Robbyn Eggering, Student Data Coordinator
Buddy Bell, Troy Buchanan High School Math Teacher
Cortney Richardson, Troy Buchanan High School Assistant Principal
Amy Moore, Troy South Middle School Counselor
Kirsten Wright, Troy South Middle School Teacher
Kristina Kirchner, Troy Middle School Assistant Principal
Jeannie Harrell, Cuivre Park Elementary Assistant Principal
Natalie Cook, Elementary Title I Math Coach
Dana Freymuth, William Cappel Elementary School Teacher
Sara Galati, Site Coordinator
Kristi Gregory, Ninth Grade Center School Counselor
James Bertels, Instructional Technology Facilitator

Personnel & Finance Sub-Committee

Kay Richardson, Director of Finance
Sarah Schmanke, Director of Human Resources
Holly Hite, Lincoln Elementary School Principal
Lisa Deters, Human Resources Specialist
Amanda Hogan, Payroll Coordinator
Sara Creech, Boone Elementary School Teacher
Kristina Kirchner, Troy Middle School Assistant Principal
Donna Brazil, Paraprofessional/Custodian/Bus Driver
Beverly Wallis, Ninth Grade Center EOP
Rebecca Deters, Early Childhood Education Center Teacher

Health & Wellness Sub-Committee

Amy Salvo, Director of Social and Emotional Learning
Mende Kemper, District Health Coordinator
Amy Moore, Troy South Middle School Counselor
Kristi Gregory, Ninth Grade Center School Counselor
Jennifer DeNunzio, Early Childhood Education Center Social Worker
Andrea Keene, Boone Elementary School Counselor
Lisa Hamlett, Main Street Elementary School Counselor

Facilities & Technology Sub-Committee

Todd Culbertson, Assistant Superintendent of Facilities
Jeanine Scarce, Custodial Supervisor
Keith Eisenbath, Systems Network Administrator

Transportation & Latchkey Sub-Committee

Jeanine Sabatino, Director of Transportation
Albert Wiss, Transportation Supervisor
Kim Eveland, Latchkey Coordinator
Rachel Enos, Lincoln Elementary Assistant Principal
David Jones, Ninth Grade Center Principal

Communications Sub-Committee

Audrey Henebry, Community Relations Specialist
A. Shay Lafary, Community Relations EOP
Holly Hite, Lincoln Elementary School Principal
Cortney Richardson, Troy Buchanan High School Assistant Principal
Maggie Brown, Hawk Point Elementary Teacher

GUIDING PRINCIPLES

In order to ensure the continued well being of our students, employees and community, this plan was developed with the following guiding principles:

Trusting Relationships - The Lincoln County R-III School District believes that the basis of success for our students, employees, families, and community must be trusting relationships. Regardless of proximity, we are committed to providing trusting relationships with all stakeholders.

Superior Instruction - The consistent delivery of superior instruction to all is the foundation for success of all educational programs, whether through in-person instruction or distance learning. Since coursework delivered through hybrid methods must continue to be available (on-campus and distance learning), it is imperative that it should meet the same standards across the board. Educators will need to be provided “space and grace” as they work to improve the delivery of content through multiple methods.

Safety - Safety has always been a top priority for our District. Providing a safe and effective learning and working environment for students, employees, and our community guides our decisions. The District will continue to partner with local and State health officials to ensure our facilities are prepared efficiently and effectively for students and staff to be on-campus.

Social and Emotional Wellness - The District believes the social and emotional wellbeing of our students and employees must be met before successful teaching and learning can take place. Through professional development and partnership with local resources, the District will provide social and emotional education and support for our students, employees, and families.

Equity- The District believes that every child deserves equal access to quality instruction regardless of race, religion, ethnicity, ability, gender, and socio- economic status. The District is committed to providing every child with the instruction and resources necessary to achieve their individual academic goals.

OVERVIEW OF TIERED APPROACH FOR INSTRUCTION AND BUILDING OCCUPANCY

As with the District’s approach to the return of employees to campus, the District will utilize a tiered approach over the next school year for instruction and building occupancy. Information and direction about the tiers will be sent to all employees, students, and parents before implementation. Please see below for a summary of the possible tiers of instruction and building occupancy that the District may experience during the 2020-21 school year.

Tier	Timing/ Triggering Criteria	Items
TIER 1	<ul style="list-style-type: none"> ● August 25 	<ul style="list-style-type: none"> ● In-person learning offered to all students with additional safety guidelines ● Families may elect virtual option for a minimum of one semester, grades K-12 ● May include short term building closures, as necessary
TIER 2	<ul style="list-style-type: none"> ● Building capacities are limited by state or local order preventing all students from being present at one time. 	<ul style="list-style-type: none"> ● Limited building capacity-combination of distance and in-person learning ● Families that have elected virtual education will remain entirely virtual ● May include short term building closures, as necessary
TIER 3	<ul style="list-style-type: none"> ● State or local long term closure order ● Evidence of District-wide transmission of COVID19 ● Evidence of widespread community transmission in Lincoln County ● Low staff and/or student attendance 	<ul style="list-style-type: none"> ● All students will receive distance learning

SECTION 1: ACADEMICS

TIER ONE - ALL STUDENTS OFFERED FULL TIME INSTRUCTION WITH A VIRTUAL OPTION

- IN-PERSON ACADEMIC OVERVIEW

STUDENT SCREENING AND REPORTING PROTOCOLS

To help prevent the spread of COVID19 and reduce the potential risk of exposure to others, parents/guardians are asked to monitor their child for COVID19 symptoms daily. COVID19 symptoms include:

- A fever (100 F or higher), or a sense of having a fever
- Cough
- Shortness of breath or difficulty breathing
- Any new loss of sense of smell or taste
- Sore throat
- Muscle or body aches
- Chills
- Headaches
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Fatigue

If a student is experiencing COVID19-like symptoms the student should stay home and the parent/guardian should report the absence and symptoms to their child's school office.

Additionally, parents/guardians are asked to contact the school office if their child has been exposed to COVID19 in the last 14 days or is seeking testing for COVID19.

SOCIAL DISTANCING

In the school setting maintaining a physical distance of six feet or greater between individuals at all times is not possible but the District will utilize and encourage social distancing between individuals, where feasible.

Elementary/Middle-

Passing Periods - follow the taped lines, tape arrival and dismissal arrows to avoid traffic jams.

High-

PE outside as much as possible. Students wipe down seats after every class. Hallways--one way hallways that make loop; staggered passing time (even classrooms exit to gym/commons, then odd # classrooms go to class.) Students must be moving if in the hallway. No standing. Students will be required to use masks during passing periods.

PREVENTIVE HYGIENE AND FACE COVERINGS

Students will be asked to engage in prevention hygiene, including, frequently washing hands with soap and water for at least 20 seconds or sanitizing hands. When hand washing is not an option, hand sanitizer with at least 60% alcohol content will be used and will be available in each classroom, office and other locations throughout each building. All students and staff will be provided with a personal hand sanitizer.

Additionally, students should try to avoid touching their eyes, nose and mouth and wash or sanitize their hands after touching their face. Students should cover their mouth or nose with a tissue when coughing or sneezing or use the inside of their elbow.

Students will be provided information and training on preventive hygiene.

Students in all grades will be required to wear a face covering when social distancing is not feasible. Social distancing is defined as being 6 feet or more away from another individual. Face coverings will not be required during times of physical exertion such as physical education and recess when social distancing can be maintained.

COMMUNAL SUPPLIES AND SHARED ITEMS

Elementary/Middle/High- No community supplies (crayons, scissors, glue), sanitize ipads after student use, sanitize common supplies after each student uses (encourage students to wash/sanitize hands before and after specials).

ARRIVAL PROTOCOLS

Elementary- Students report directly to the classroom. Parents are not allowed to walk students to class. A drop off zone will be located outside the building.

Middle/High- Students report directly to 1st hour/block class.

DEPARTURE PROTOCOLS

Elementary- Classroom teachers walk their students to the bus. Car Riders-staggered dismissal. No parent entry into the building

Middle- Stagger dismissal, utilize different exits if possible.

High- Stagger dismissal and have PAC for bus parking lot and drivers at different times;

CAFETERIA AND MEAL PERIODS

Food is prepackaged and ready for pickup by students in the cafeteria. Seating options may expand to allow for social distancing protocol. Students will be assigned to an area other than the cafeteria to eat, this may include their classroom.

CLASSROOM ARRANGEMENTS

Distance desks/student areas as space allows. Space dividers may be utilized in spaces where distancing is not possible. One-on-one instruction can take place in the hallway (larger spaces). Weather permitting, students may go outside for instruction.

RESTROOM USAGE

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door.

Elementary- Assign classrooms or grade levels to specific bathrooms. Scheduled classroom restroom breaks - attempt to keep your line socially distanced (when possible and/or restroom breaks originate from the classroom (i.e., 3 students at a time, coordinate with classrooms that are close).

Middle-Teachers rotate. Every classroom has scheduled bathroom breaks or passing times. Assign classrooms or grade levels to specific bathrooms. Attempt to keep lines socially distanced (when possible and/or restroom breaks originate from the classroom (i.e., 3 students at a time, coordinate with classrooms that are close).

High-Bathroom monitors between classes. Place a sign on the bathroom for maximum occupancy.

Special bathroom accommodations may need to be made to adhere to IEP and 504 plans.

LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

GATHERINGS

Gatherings will be limited and assessed on a case-by-case basis.

● VIRTUAL ACADEMIC OVERVIEW

The Lincoln County R-III School District will provide a virtual instruction option for all students in grades k-12. Families that choose the virtual learning option for their child must elect this option for a minimum of one semester at a time. Students will not be allowed to move between the virtual and in-person options during the semester unless they are impacted by a COVID19 diagnosis.

Instruction in the virtual learning scenario will be provided by Lincoln County R-III School District educators. The District's selection of a content provider is contingent upon the number of students that enroll in the virtual option.

Virtual learning will require parental oversight. Grading and assessment practices will be the same as those receiving in-person instruction. A District device may be requested for students to use for school work, as available.

TIER TWO: HYBRID OF IN-PERSON AND DISTANCE LEARNING

If building capacities are limited by state or local order preventing all students to be present at one time, the district will employ a hybrid of In-Person and Virtual Learning. This option will be utilized by students who have opted for In-Person Learning prior to the beginning of the semester. Students will be grouped by household and will follow an alternating schedule that will allow for 2-3 In Person Learning days and 2-3 Virtual Instruction

days each week. Instructional pacing will remain the same as with full time In Person Learning. More details will be shared with stakeholders if/when the district utilizes this Tier.

TIER THREE: DISTANCE LEARNING FOR ALL STUDENTS

GRADING AND ATTENDANCE

To receive credit and attendance for the courses for this school year students are expected to complete all assignments and assessments. Grades will be recorded in our Student Information System (SIS).

RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES

In the event that the school does not reopen or has to close during 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to provide a quality learning environment while not physically present at school, the district is developing the use of Canvas for grades K-12. Canvas will be the communication method for parents to be able to contact classroom teachers. This platform will provide one source of communication and information for classroom related materials and timely feedback to students.

The district understands that families might not have reliable internet and paper packets will be made available as needed in order to support our students instructionally while they are at home. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by LCR3 staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

PACKET PREPARATION

(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic) This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.

- No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
- No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
- Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.

- If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
- **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.

PACKET DISTRIBUTION

Designated dates/times will be communicated by each school. Protocols could include bi-weekly curbside pick up at each school.

PACKET RETURN

In the event that the parent needs to drop off the packet, a clearly marked bin will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, “Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic.” Wait 24 hours after a drop off cycle before beginning to open the packets.

ONLINE INSTRUCTION

Google Meet is the online platform used to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will provide direct instruction as well as follow-up with tutorials. Teachers will utilize Canvas to manage online learning (i.e. announcements, assignments, feedback).

STUDENT DEVICE/INTERNET ACCESS

The school district utilizes Apple devices for instructional purposes in all grade levels. If already checked out, students will retain their device for online learning. Due to a limited inventory of district owned devices, families may be asked to use personally owned devices. Devices for virtual learning are not brand specific. (ex. Chromebooks, desktop PC, Android tablets are a few examples of alternative brands that may be used.)

District-owned devices not previously deployed to students will be made available to families through a check out procedure at their child’s school. Devices will be limited to one per family unit. Wireless access devices are limited in quantity and may be available for checkout. District-owned buses equipped with wireless access will be mobilized to strategic locations around the community. School parking lots will be available for access to the district wireless network.

SPECIAL EDUCATION

IEP teams will determine appropriate services based upon the current scenario. This could be accomplished by adapting the Service Summary IEP page and Notice of Action.

HOMELESS STUDENTS

All identified homeless students will be generated a class schedule and provided instruction as all other students. All other technology and accommodations will be provided by the district of origin.

ENGLISH LANGUAGE LEARNERS

ELL teams will determine appropriate services based upon the current tier. Most likely ELL teachers will join virtual meetings to provide support. In addition, they will do one-on-one check ins.

STUDENT REPORTING

Students are expected to have daily engagement with courses through Canvas and/or Zoom. If there is no contact/activity by a student for four days, teachers will email and/or call student/parent and document in SIS parent contact log. If there is no contact for 5 consecutive school days, the teacher will notify the administration with the name of the student. Administration will attempt to contact parents and/or conduct a home visit (if necessary) and can notify authorities (if necessary).

STUDENT LEARNING EXPECTATIONS

Grade Level	Daily Virtual Learning Time	Daily Virtual Learning Time Could Include...
K-5	*Not to exceed 15 minutes per content area (Reading, Math, Science, SS, Writing/Word Work and Combined Specials-Art, Music PE)	*Content based activities that encourage reading, writing and problem-solving *Learning activities could include responding to documents and/or videos posted to Canvas by the instructor.
6-8	*Not to exceed 20 minutes per course per content area (ELA, Math, Science, SS and Combined Electives)	
9-12	*Not to exceed 30 minutes per course	
Note: These are approximations. Learning is measured by the student's engagement and understanding of the content, not necessarily the time spent learning.		

STAFF LEARNING EXPECTATIONS

Certified staff will be responsible for delivering daily virtual instruction that meets Student Learning Expectations to assigned students through Canvas and/or Google Meet. Teachers will record and/or host live lessons and provide frequent and timely feedback to students. Weekly announcements/assignments will be sent out to students by 9am on Mondays through Canvas. Teachers should plan for a minimum of two points of contact (through Canvas and/ or Google Meet) with students each week. Grades should be updated at minimum every 2 weeks. Additionally, there will be minimum requirements established regarding how individual Canvas pages will be communicated/updated. Furthermore, teachers will be responsible to meet regularly with their collaborative teams in a timeframe that is commensurate of a typical week of in-person learning.

SECTION 2: TRANSPORTATION

The school bus is often the student's first point of contact with the school in the morning and the last point of contact in the evening. We must adhere to protocols used in student transportation to minimize the spread of COVID-19 virus and protect both students and employees. We have adapted these guidelines and protocols with the most current guidance and recommendations from the [CDC](#), [EducationPlus](#), the [Missouri School Board Association](#) (MSBA) and the Lincoln County Health Department.

BUS CLEANING PROTOCOLS

- Cleaning and Sanitizing Buses
 - Cleaning buses with an electrostatic sprayer is the preferred method.
 - Disinfecting buses with CDC recommended product wipes will be an alternate method of cleaning.
 - Wearing disposable gloves while cleaning is mandatory.
 - Cleaning and disinfecting buses will follow [CDC guidelines](#).
 - Disinfecting products will be on the [EPA-registered disinfectant list](#)
 - Cleaning frequency:
 - Sanitizing of buses will be daily after each route.
 - Sanitizing of high touch surfaces will be performed between each route tier.

RIDING ON THE BUS

The following protocols have been established to combat the spread of COVID-19 and ensure contact tracing:

- Requiring drivers to wear face coverings during transportation
- Requiring all students to wear face coverings during transportation.
- Requiring seating assignments for all students.
- Allowing siblings from the same household to sit together in the same seat.
- Allowing and encouraging alternative transportation arrangements, such as riding with a parent.

SCHOOL BUS SAFETY

- Modifications to Transportation - [MSBA Pandemic Recovery Considerations: Re-entry and Reopening of Schools](#) page 55, Lincoln County Health Department: School Guidance and Planning for COVID-19 page 6
 - Restricting any eating or drinking on the bus (Board Policy [#2652](#), [#2875](#))
 - Keeping windows open to allow for air circulation when feasible.
 - Encouraging students to use hand sanitizer upon entry and exiting the bus.
 - Assigning each student to one bus/route with one location address for pick up and drop.

SECTION 3: LATCHKEY

In response to the concerns regarding COVID-19 the District's Latchkey program will follow the health and safety standards listed below:

1. Latchkey will have designated daily spaces for the program to limit movement around the buildings.
2. Latchkey will have an assigned restroom closest to the program location. This will be sanitized before and after Latchkey hours.
3. Latchkey will follow CDC staffing guidelines for a safe staff to student ratio.
4. Students will not be allowed to hug each other, hold hands, or sit in close proximity.
5. Tables and equipment will be sanitized at every transition.
6. Latchkey will follow all District screening procedures for students and staff.

TIER 2 AND 3 CHILDCARE OPTION FOR STAFF

Pending sustainable interest and enrollment, a full day Latchkey program for staff children will be offered at a reasonable daily rate for days the staff are required to report to work and their children will have virtual learning.

SECTION 4: HEALTH AND WELLNESS

HEALTH PROTOCOL

If an employee, student, contracted service provider or visitor becomes ill while on District property and is exhibiting symptoms of COVID19, they will be asked to leave District property as outlined below.

Employees returning to work from an approved medical leave should contact HR. You may be asked to submit a note from the health department or a healthcare provider before returning to work.

POSITIVE OR PROBABLE CASE OF STUDENTS/STAFF IDENTIFIED

1. Isolate/Quarantine Confirmed Employee(s)/Student(s)

Immediately separate employee or student until they can be go/be sent home or to a healthcare facility. Staff should follow internal infection prevention policies regarding use of PPE when interacting with these individuals. Any need for testing will be determined by the individual's healthcare provider.

2. Address and Isolate Employees/Students Working Near an Infected Coworker/Classmate

Ask infected employees/students to identify all individuals who worked in close proximity (within six feet) for a prolonged period of time (15 minutes or more to 30 minutes or more depending upon particular circumstances, such as how close the employees worked and whether they shared tools or other items) with them during the 48-hour period before the onset of symptoms. Send home all employees/students who worked closely with the infected person for 14 days under [CDC Guidance](#) to ensure the infection does not spread. While quarantined, those employees/students should self-monitor for symptoms, avoid contact with high-risk individuals, and seek medical attention if symptoms develop.

3. Clean and Disinfect Workplace

After a confirmed COVID-19 case, close the area off for 24 hours, then follow the [CDC guidelines](#) for cleaning and disinfecting the workplace. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person, focusing especially on frequently touched surfaces.

4. Notify Possible Contacts

Following a confirmed COVID-19 case, and as recommended by the CDC, notify all employees/students who were in the location or area where the employee/student was located of the situation without revealing any confidential medical information such as the name of the infected person (unless it is an employee and they have signed an authorization to disclose his or her diagnosis) inform staff/students/parents of the actions you have taken, including requiring employees/students who worked closely to the infected person to go home. Let the possible contacts know about your sanitizing and cleaning efforts and remind them to seek medical attention if they exhibit symptoms.

INTERNAL CONTACT TRACING

Infected employees will need to identify others who worked within 6 feet of them, for 10 minutes or more, within the 48 hours prior to the sick individual showing symptoms, or later.

- Determine Who Worked Within 6 Feet of the Infected Employee
 - The first step requires you to inquire with the infected employee about those who worked with in close proximity to them. The CDC generally defines a [direct exposure](#) to COVID-19 as an individual who is a household member with an infected person, intimate partner with an infected person, or an individual who has had close contact (**< 6 feet**) for a prolonged period of time with an infected individual.
- For Those Who Worked Within 6 Feet, Was It For 10 Minutes or More?
 - The CDC's definition of "prolonged period of time" is no exception. The current CDC [guidance](#) on this issue states that "recommendations vary on the length of time of exposure, Lincoln County Health Department uses 10 min or greater to determine exposure time. Thus, after identifying the employees who worked within six feet of the individual worker, you should determine if any remained within that proximity of the sick employee for 15 minutes or more.
- Was the Direct Exposure for a Prolonged Period of Time during the 48 Hours Before the Infected Employee Exhibit Symptoms or Later?
 - The CDC defines the key period of time for determining if an employee was exposed to an infected worker as the "period from [48 hours](#) before symptoms onset until" the infected employee is cleared to [discontinue self-isolation](#). For purposes of contact tracing, the key here is to look at the 48 hours before the sick employee had symptoms and was still working in the workplace. If a sick employee worked on Monday and Tuesday, started showing symptoms at 8:00 a.m. on Wednesday, and immediately left the workplace, you should look for employees working near them starting at 8:00 a.m. on Monday.
- Contacts to Remain Home For At Least 14 Days
 - After following the above three steps, you have identified the employees. Although asking the sick employee to identify these workers is likely the best contact tracing tool, you may want to check video surveillance to confirm the accuracy of the **6-10-48** employees the sick worker identifies. Once identified, the CDC guidance for non-critical businesses provides that the
- **6-10-48 employees** should take the following steps:
 - Stay home until 14 days after last exposure and maintain social distance (at least six feet) from others at all times

- Self-monitor for symptoms
- Check temperature twice a day
- Watch for fever, cough, or shortness of breath
- Avoid contact with [people at higher risk for severe illness](#)(unless they live in the same home and had same exposure)
- Follow [CDC guidance](#) if symptoms develop
- Employees should be encouraged to contact their health care provider or the Lincoln County Health Department for guidance on testing and follow up.
- **Require infected employee to stay at home for:**
 1. At least 24 hours have passed with no fever without the use of fever-reducing medications; and
 2. You have improved in symptoms; and
 3. 10 days since symptoms first appeared, OR

If a student or staff member is determined to be a COVID-19 case by their healthcare provider or local public health agency and do NOT have symptoms, they can be around others after:

- 10 days since the individual was tested

STUDENT OR EMPLOYEE EXPERIENCING COVID19-LIKE SYMPTOMS

When determining whether or not a student or staff member should be excluded from school for illness related symptoms, schools should consider the following recommendations in addition to their current policy.

- Exclude from school if a student or staff member exhibits:
 - One of the following symptoms: new or worsening cough, shortness of breath or difficulty breathing, OR
 - At least two of the following symptoms: fever or chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea

People with COVID-19 have reported a wide range of symptoms. A regularly updated list of COVID-19 symptoms may be accessed here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Students or staff who meet these criteria and are not cleared by a healthcare provider can return to school after:

- 24 hours with no fever (with no fever reducing medication), AND
- Improvement in symptoms, AND
- 10 days since symptoms first appeared

When you can be around others: https://www.cdc.gov/coronavirus/2019-ncov/if-youare-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html

Case Definition provided by CSTE:

https://cdn.ymaws.com/www.cste.org/resource/resmgr/2020ps/interim-20-id-01_covid-19.pdf

EMPLOYEE

- The employee should contact their primary healthcare provider and the provider will arrange for testing. The District will notify the Health Department, as required.

STUDENT

- The school nurse will contact the parent. When the parent arrives, the nurse will encourage the parent to have the child tested. The nurse will offer to assist the parent with making phone calls to the healthcare provider.
- The nurse will also notify the District Health Coordinator and discuss next steps.
- The healthcare provider will arrange for the student to be tested. If the student tests positive for COVID, the healthcare provider will contact the parent.
- The building principal or building supervisor (or area supervisor) will follow up with the staff member or family of the student.

COVID19 CASE FORM

If an employee becomes ill on campus/district, he/she will immediately report to the district **nurse's isolation room** and the case form will be completed.

Once the employee arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person.
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee.

EMPLOYEE OR STUDENT EXPOSED TO COVID19 BY HOUSEHOLD MEMBER

An employee who has a household member who has tested positive for COVID19 will not be able to report to a District building for 14 days from the last contact with the positive household member. The employee should contact his/her health care provider and the Health Department for guidance and should self monitor for symptoms. The Superintendent or his designee may grant employees who are able to perform the duties of his/her position permission to work remotely.

NURSE (NON-COVID19 SITUATIONS)

See LCR3 Health Services Binder for specific protocols for non-COVID19 situations.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

Lincoln County R-3 School District recognizes the importance of social and emotional well-being of students and staff as it relates to the COVID19 crisis. Accordingly, Lincoln County R-3 School District is committed to supporting the social and emotional wellness of our students and staff. Buildings will be offering resources and additional support to assist students and staff as we transition back to school. Support may include Social and Emotional (SEL) learning, relationship building, school community building and access to mental health/wellness services.

Families and schools will need to partner together to check how students are feeling and assess their individual needs to provide the support our students need. If you have any concerns please reach out to your child's school.

RESOURCES ON TALKING WITH CHILDREN ABOUT MENTAL HEALTH AND COVID19

o [Talking With Kids About COVID-19](#)

o [Helping Children Cope With Changes Resulting From COVID-19](#)

BUDDY BAGS

Buddy Bag distribution will continue and students will be added as identified.

SECTION 5: COMMUNICATION

COMMUNICATION METHODS

The District uses multiple platforms to communicate with families. It is important that all contact information for students, parents, and guardians be up-to-date in our student information system. Please be sure to complete your child's back to school forms to update this information. The below are ways the District will communicate the most up-to-date information:

- Teachers, students, and parents/guardians need to check their email often.
- Visit our district website, www.troy.k12.mo.us
- Follow our social media platforms
 - Facebook - @LincolnCountyR3Schools
 - Twitter - @linc_r3
 - Instagram - @linc_r3
- Utilize Canvas (K-12)

Closures and emergencies will also be communicated via local television and radio news outlets.

NOTICE OF COVID19 EXPOSURE

The Lincoln County R-III School District will follow guidance from the Lincoln County Health Department when notifying families of possible exposure to COVID19 cases. The District will not share personal health information or personally identifying information with the community at large.

SECTION 6: PERSONNEL

EMPLOYEE SCREENING AND REPORTING PROTOCOLS

To help prevent the spread of COVID19 and reduce the potential risk of exposure to others, employees are asked to self monitor for COVID19 symptoms daily. COVID19 symptoms include:

- A fever (100 F or higher), or a sense of having a fever
- Cough
- Shortness of breath or difficulty breathing
- Any new loss of sense of smell or taste
- Sore throat
- Muscle or body aches
- Chills
- Headaches
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Fatigue

Additionally, employees will be required to complete a daily temperature check upon arrival at work. All employees will access their assigned building through the door closest to the building office or reception area and will complete a temperature screening immediately after arrival at their work location. Any employee with a temperature of 100 degrees Fahrenheit, or higher, will be sent home.

Further, District software systems, including Timeclock and SISK12, will contain a reminder regarding self monitoring for symptoms.

REPORTING PROTOCOLS

Any employee experiencing COVID19-like symptoms should report their symptoms to their supervisor or administrator immediately. The administration/supervisor will relay the information to HR. Employees who are experiencing symptoms should not report to work. If an employee starts to experience COVID19-like symptoms while at work the employee should leave work immediately.

Employees who believe that they have been exposed to COVID19 in the last 14 days or who seek testing for COVID19 must report this information to his/her supervisor immediately. The supervisor will relay this information to HR.

PREVENTIVE HYGIENE

Employees are asked to engage in prevention hygiene, including, frequently washing hands with soap and water for at least 20 seconds or sanitizing hands. When hand washing is not an option, hand sanitizer with at least 60% alcohol content should be used and will be available in each office and at various locations throughout each building.

Additionally, employees should try to avoid touching their eyes, nose and mouth and wash or sanitize their hands after touching their face. Employees are also asked to cover their mouth or nose with a tissue when coughing or sneezing or use the inside of his/her elbow.

Employees will be provided information on preventive hygiene.

SOCIAL DISTANCING

District employees will maintain a distance of approximately 6 feet from others, where feasible. The District recognizes that in a school setting maintaining such a physical distance at all times is not possible and student safety and needs may require close proximity.

PROTECTIVE EQUIPMENT

In order to minimize exposure to COVID19, protective equipment may be needed to prevent certain exposures. Protective equipment for District employees will include:

N95 Masks: N95/K-N95 masks will be provided to nurses and any custodial staff members who will be deep cleaning a building following a confirmed positive COVID19 case.

Other Face Coverings: Face coverings are an important part of employee protection. Employees are required to wear masks/face coverings while at work when a distance of at least 6 feet from others may be difficult to maintain. Employees will not be required to wear a mask while working in isolation in an office, room or hallway.

Cloth (non-medical) face coverings will be provided to each employee and additional masks/face coverings will be available in each office. Additionally, clear face shields have been ordered and will be made available to employees upon arrival. Face shields, when worn alone, are not considered effective against the spread of COVID19 alone, and must be worn in conjunction with a face mask. Employees may also use their own mask or face covering if desired.

Gloves: Gloves will be provided to nurses, custodial staff members, and other employees as necessary. Gloves will be available in the nurses' offices, each classroom, buses, and in the custodial area.

Plexiglass: Plexiglass sneeze guards are being installed for employees who may be forward facing with the public. This is for positions with large traffic areas open to the public (building EOP, District offices, etc.). Additional plexiglass dividers may be available for student services or instruction as needed.

It is important that employees remember that touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need for hand washing. Employees who are required to wear gloves will be provided with information on the proper removal of gloves to reduce the risk of being exposed to contamination.

Some employees may be required to wear additional protective equipment for specific assignments and will be provided instruction on doing so.

Employees should continue to practice social distancing, whenever feasible, even with the use of protective equipment.

EMPLOYEE TRAINING

It is important that all employees understand the safety requirements, protocols, and expectations. LCR3 will provide employee training based upon national, state and local agency guidance and resources.

The training plan will be structured to effectively disseminate information to employees.

1. **Pre-Return to School training-**

Presented remotely via SafeSchools to ensure understanding and preparedness to align with this plan.

2. **Back to School Training/Orientation**

Align protocols and procedures with this plan.

Content Covered will include:

1. Coronavirus awareness
2. Preventive measures
3. Daily self-screenings
4. On-site health screening expectations
5. Reporting requirements
6. Confidentiality expectations
7. Isolation protocols
8. Disinfecting areas and objects
9. Protective equipment

Additional position-specific training may be required. Training topics may be reinforced with signage in the buildings.

TRAVEL RESTRICTIONS

LCR3 will minimize staff travel to conferences and professional development until further notice unless pre-approved by the Academics and Human Resource departments.

LCR3 will follow recommendations of the CDC and Lincoln County Health Department with respect to travel restrictions. At this time, any employee or student who travels internationally or via cruise ship will not be allowed to report to District property for 14 days from the date of return. Employees must report international or cruise ship travel to their supervisor.

As the situation with COVID19 continues to evolve, travel restrictions and corresponding District reporting requirements may change. Please stay up-to-date on travel restrictions imposed by the CDC, Missouri or LCHD and plan to quarantine accordingly should additional restrictions be imposed. An employee who is required to self-quarantine as a result of personal travel should contact HR to discuss leave implications.

EMPLOYEE MEETINGS

Employee meetings will utilize social distancing of 6 feet or greater and/or will be held virtually. If a meeting cannot be held virtually and/or social distancing cannot be maintained, in person participants are required to wear masks/face coverings.

FOOD SHARING

Bringing or sharing refreshments during celebrations, meetings etc. poses a risk of contamination. Any food brought into the building to share with other employees or students should be limited to prepackaged items or items prepared and provided by Chartwells.

INTRADISTRICT TRAVEL

Administrators are asked to minimize the scheduling of shared staff members to be in different District buildings on the same day, to the extent possible. Each staff member who enters a building that is not their primary work site should report to the main office or reception area and be entered into Lobbyguard or the building's attendance record. The employee should also be temperature screened if not previously screened in another building.

SUBSTITUTES AND INDEPENDENT CONTRACTORS/VENDORS

Substitutes, independent contractors and other vendors who will be working in District buildings and/or in contact with District students are expected to follow the screening procedures for employees and be entered into Lobbyguard or the building's attendance record. Any such individual who is experiencing any COVID19-like symptoms, is seeking a diagnosis for COVID19, or tests positive for COVID19 should contact HR Director Sarah Schmanke (schmanks@troy.k12.mo.us) and Health Services Coordinator Mende Kemper (kemperm@troy.k12.mo.us) immediately. Additionally, these individuals are expected to follow the travel restrictions and preventive hygiene, social distancing and protective equipment protocols for employees.

EMPLOYEE REPORTING DURING CLOSURE

In the event of a short term closure, custodial and maintenance staff will report to the building affected for deep cleaning once the COVID19 positive individual has been absent from the building for at least 24 hours. All other building classified staff members will not report to the building affected and may be directed to perform duties remotely. Certified staff members will provide distance learning instruction.

In the event of a long term closure, Certified and Classified staff will report to buildings to perform the duties of their position, as directed by their supervisor. Certified staff members will provide distance learning instruction.

REMOTE WORK EXPECTATIONS

Employees may be granted permission, or directed, by their supervisor to work remotely as necessary. Employees should work their normal work schedule and hours while working remotely unless otherwise directed by their supervisor. An employee may not work any overtime hours while working remotely unless granted prior approval by his/her supervisor. Any employee who is assigned to work remotely who does not have sufficient internet connectivity to perform all duties of their position should notify their supervisor.

IN-PERSON-ONLY POSITIONS AND DUTIES

If the District should have to close campuses, full time positions and activities may be impacted. The District's intent is to pay all individuals or re-assign duties to ensure that services are still provided to all students and that pay remains as budget allows. Should the budget be impacted in a way that the District cannot afford standard operating procedures, employees will be communicated with in advance.

SECTION 7: FACILITIES

VISITOR AND VOLUNTEER RESTRICTIONS

The safety of our staff and students remains the District's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitors will be limited and allowed by appointment only whenever feasible. Parents/Guardians will be allowed by appointment for meetings only (scheduled virtually when possible) and the District will not permit guests for lunches. Drop Boxes have, or will, be installed outside of District buildings to help decrease the number of visitors to District buildings. All visitors will enter through the office or reception area and adhere to safety/security protocols including, but not limited to, completion of a temperature check and being entered into Lobbyguard or other building attendance record.

Volunteers will continue to be allowed as necessary. Volunteers will be entered into Lobbyguard each day they are on campus to ensure a record of their attendance. Volunteers will be expected to follow the employee reporting and screening procedures outlined herein in addition to the District's volunteer approval process.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency	Responsibility
Workspaces	Classrooms, Offices	At the end of each use/day	Primary Occupant/Custodian
Appliances	Refrigerators,	Daily	Primary Occupant/Custodian

	Microwaves, Coffee Machines		
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use	Primary Occupant
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day	Primary Occupant/Custodian
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day	Bus Driver
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups	Custodian

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General disinfection measures will be followed regularly. Germicidal will be used on a daily basis, with trained custodial staff. Night custodians will use the Pandemic procedure. All areas will be Fogged using Electrostatic Sprayers.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an individual who has been in the building is identified as positive for COVID 19 based on testing.

PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked not to visit classrooms outside of their team or grade level, to the extent possible. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Sanitizing wipes will be available in each classroom and office. If wipes need to be replenished in a room/office the employee must notify a custodian or the Facilities Office.

SHARED WORKSPACE

Employees are encouraged to disinfect shared work spaces throughout the day, giving special attention to commonly touched surfaces. Cleaning sprays and wipes are also available to clean and disinfect frequently

touched objects and surfaces. LCR3 has alcohol-based hand sanitizers throughout the workplace and in common areas. The LCR3 Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant should be used when cleaning individual workspaces.

Copiers and Office Equipment and Devices – Offices should limit the number of users of copiers and common office equipment/devices, as feasible. Wipes will be placed next to commonly used equipment and devices such as copiers and time clocks. Employees will be asked to wipe the surface before and after use and signage will be posted with reminders or restrictions, as applicable.

RESTROOM USAGE

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

SIGNAGE

Appropriate signage related to COVID19 protocols will be placed throughout the offices and schools.

PREVENTIVE MATERIAL INVENTORY

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues.
2. Confirm a supply of gloves and other protective gear.
3. Thermometers and temperature tablets on-site at each building.