

Protocol for Systematic Cleaning of Classrooms/Bathrooms

Routine cleaning and disinfecting are key to maintaining a safe environment for faculty, students, and staff.

- **Cleaning** removes dirt and most germs and is usually done with soap and water.
- **Disinfecting** kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

Wear disposable gloves when cleaning and disinfecting in the classroom.

Cleaning and disinfecting must occur at least one time per day, or more frequently, if required based on the level of use. Staff bathrooms (4: two in main office, one in kindergarten wing, one in kitchen area) will be cleaned twice/day on workdays and noted by custodial staff on the cleaning log. All student bathrooms will be cleaned twice a day. Cleaning supplies will be available in a designated bathroom for staff who would like to clean in between uses.

Ensure adequate ventilation. If possible, open doors and windows while disinfecting.

All cleaning materials and supplies must be kept out of the reach of students.

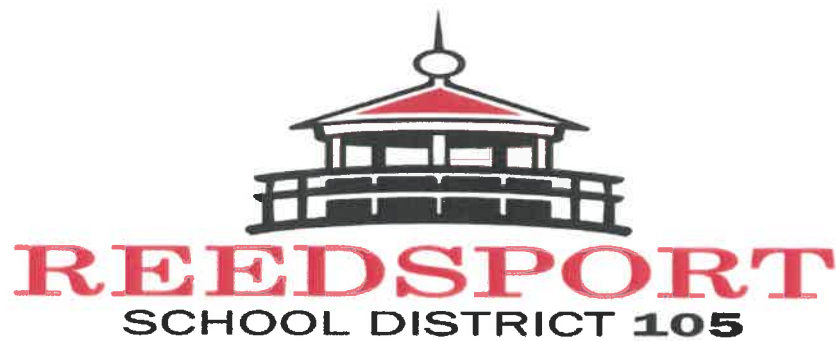
Routine Cleaning and Disinfecting

Custodial staff will disinfect rooms on a regular schedule:

- Doorknobs, light switches, handrails, and any other high-touch entry areas
- Floors will be swept/spot mopped daily (teachers to put up chairs prior to end of day)
- Sinks in rooms will be cleaned daily
- Rugs in rooms will be vacuumed as needed
- Staff room will be cleaned daily

Custodial staff will not touch or clean items in your personal work area.

Staff are responsible for flipping their green check mark sign to the red x side of the sign to notify if they've been in the room outside of cleaning times. Staff will place used rags and garbage cans in hallway at the end of their shift for cleaning.



Protocol for Face Coverings

Face coverings are required for all staff and students in grades K-12 (regardless of vaccination status) while indoors. Individuals may remove their face coverings while working alone in private offices, eating or drinking, or participating in outside recess. The use of face coverings does not change the physical social distancing protocols. Students should not be punished, or denied education, for not wearing a face covering. However, students who refuse to comply may receive consequences.

Use of Face (cloth, paper, disposable masks or plastic face shield) Coverings for Staff

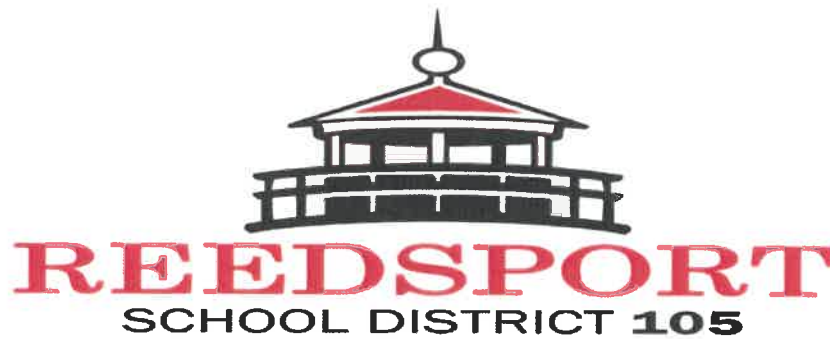
Wearing a face covering is required for all staff that interact with other staff and students

- Wear face covering properly, covering both nose and mouth
- Avoid touching the face covering
- Clean the face covering daily
- Continue frequent and consistent hand hygiene

Use of Face Coverings (cloth, paper or disposable masks or plastic face shield) for Students

Students are required to wear face coverings, however, they cannot be punished, or denied education, for not wearing a face covering

- Staff should teach and model appropriate use of masks
- Staff should teach appropriate daily cleaning or disposal of masks (students should do this at home)
- Students may remove face coverings while eating or drinking and sitting in their assigned area
- Students should have access to a space away from peers to have a “sensory break” if he/she needs to remove a face covering.



Protocol for Arrival and Dismissal

Students riding buses:

Families will be limited to riding one bus to/from school. Students from the same family will be encouraged to be seated together during transportation. Students will be screened by the bus driver before being permitted to board the bus. If transportation notices a student showing symptoms, the student will be isolated on the bus, transported to the school, and the offices will make contact with the family to have the student picked up.

Arrival Routine

Bus riders will be dropped off at 7:50-7:55am. Walkers and students being dropped off will arrive at 7:55am.

A staff member will be stationed at the front doors for screening.

Parent drop off – **Parents must remain in their vehicles while dropping off students/while in drop off lane.**

- At the entry to the building, students will be screened for symptoms of COVID-19.
 - Any student who is demonstrating symptoms of COVID-19 will be escorted to the designated isolation location and monitored until the student is picked up by the parent.
 - Parent(s) of the student will be contacted immediately.
 - Staff member will contact their building principal to initiate the isolation protocol pieces that involve public health communication.
- Once the health screening is complete and the student is logged on the contact tracing log, the student may use appropriate social distancing to walk to and enter their classroom.

Dismissal Routine

Bus riders will be dismissed at 3:25pm. Walkers and students being picked up will be dismissed at 3:30pm.

K-2 students will exit the library doors and 3rd-6th graders will exit main doors.

Parents must remain in their vehicles during pick-up/while in pickup lane.

Pick up areas after buses have departed: (this allows for two car lanes)

- K-3 dismissed out library doors and get picked up in bus lane
- 4-6 exit main doors/pool doors and get picked up near main entrance



Protocol for Cleaning Technology Equipment

This information is geared towards the prevention of COVID-19. The cleaning techniques described below can be used to generally clean and disinfect devices. **Cleaning of the equipment will be the responsibility of the staff, and not a student.**

Preparation

You will need some bleach-free disinfectant wipes or a solution of 40 percent rubbing alcohol and 60 percent distilled water. Using full-strength rubbing alcohol can damage the coating that helps to keep smudges off the screen. You will also need a couple of microfiber cloths or any cleaning cloths that are linen free.

Harsh cleaning supplies like bleach should **NEVER** be used on your electronics since they can also damage the screen and other parts of your devices. Also, avoid any abrasive cleaning brushes or cleaning pads that might scratch the surfaces of your device (this includes Magic Erasers).

Last precaution – **NEVER** spray any cleaning solution directly onto your device. You should always apply the cleaning solution to a microfiber cloth and then apply it to the device to avoid any liquid getting into the device and causing damage.

Procedure

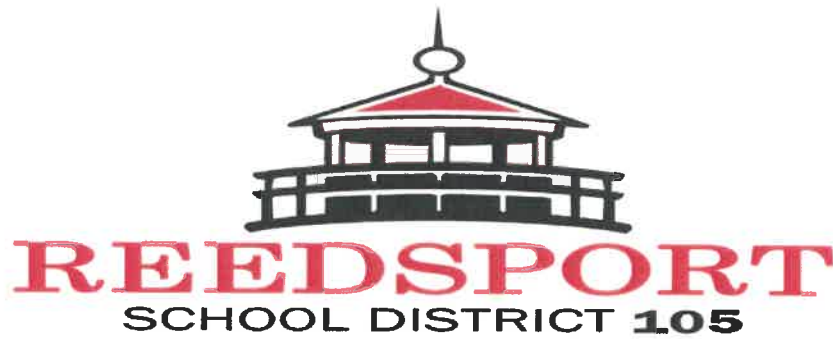
Computers, Smart TV, Phones, and Chromebooks should be cleaned /disinfected in between use of students, and at least one time at the end of each week.

Step 1 – Completely power down your device or unplug the power cord if you are cleaning a Chromebox.

Step 2 – Disconnect any cables or peripherals that are plugged into a Chromebook. This will allow you to access and clean the device safely.

Step 3 – Use the disinfectant wipe or apply a small amount of rubbing alcohol solution to the cleaning cloth and completely wipe down the entire device, including the screen and around each key of the keyboard. Use a small amount of pressure to remove any fingerprints or smudges on the screen of the device, but not too much since this could damage the display.

Step 4 – After everything is dry, you can use a dry microfiber to buff the screen and remove any haze that might be lingering on the display from the disinfecting process.



Protocol for Common Spaces

Another Person's Work Space

We work with other human beings and need to be aware of their needs as well as our own. When you are in your workspace and have a closed door, you may remove your face covering. When someone has reason to visit your workspace, you first need to put your face cover on and then invite the person to enter your space. You may clean surfaces or move objects to create room as appropriate for this person to enter your space.

When you need to leave your workspace to enter someone else's workspace, put your face cover on first. Then appropriately indicate to the other person that you are attempting to enter their space. Wait to be invited in. The other person may need a moment to cover their face, wipe a surface, or create room for you to enter. Wait to be invited in.

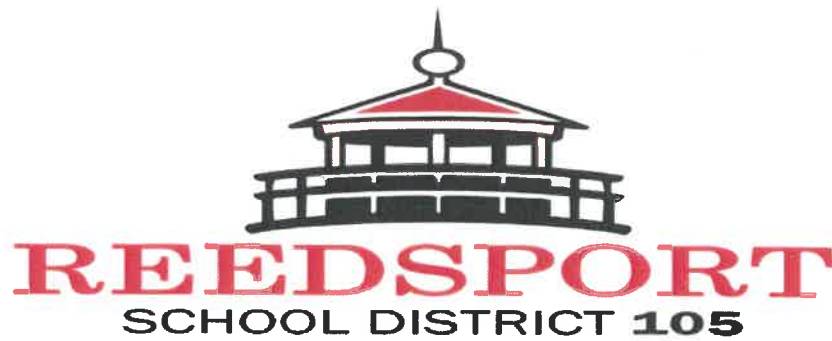
Offices

Each building has made efforts to install plexiglass shielding at the front counter. This should be your standard place to have conversation and exchange material when you need to be at the office. You should encourage others to work through the shielding as well. If someone is at the counter/shield, stand 3-6 feet away and wait your turn. Spacing patterns look different in each building so pay attention to signs and directions. When in doubt, give space and wait.

Copy rooms

There is room for more than one person in a copy room if we pay attention to social distancing. Primarily, minimize touch/contact points, maintain social distancing, and expedite your work, and wipe down the machine after your use. This area is not cleaned in between each use. Getting in and out of the room reduces communal spacing and allows others to access the area. This will be addressed further by buildings as you develop protocols.

No matter your location, wear a face covering, maintain 3-feet social distancing, and be thoughtful about handwashing and touch/contact points.



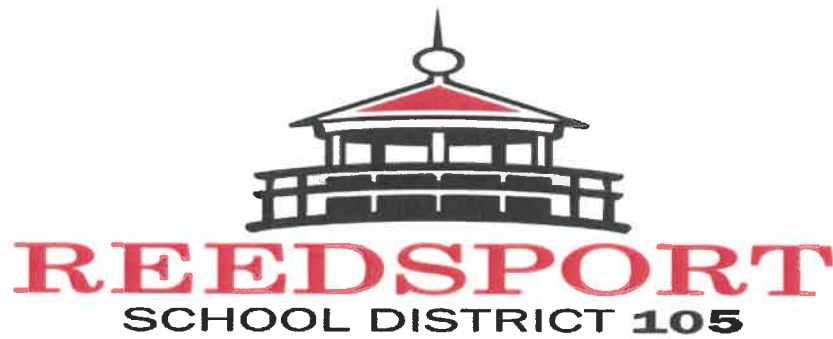
Protocol for Contact Logs

Daily Logs

1. Taking daily attendance will be our documented contact log.
2. Teachers will keep a daily bathroom sign out sheet as his/her individual classroom log.
3. All others (parents, essential workers) entering the building will sign in at the main entrance log.
4. Student groups in stable cohorts, primarily classrooms, may have the log pre-recorded however the following will be checked on the log daily
 - a. If the student was screened
 - b. If/When the student left the cohort, time in/out and where they went
 - c. If the student exhibited symptoms
5. If any individual comes into the stable cohort, they will fill out the log with all relevant data completely including time in and out and where they came from.
6. Attendance logs will be managed by staff who serve students who go to groups throughout the building to receive Title I or SPED services.
7. For locations in which students are seen on a regular basis but there is not a stable cohort e.g. counseling office, advisor, administrator's office etc. a contact log will be kept with all interactions in that space.

Maintaining Daily Logs

1. Logs will be maintained at the location in which they are collected.
2. There will be a minimum of 4 weeks of logs available to LPHA at all times.
3. Logs will be provided, when requested, from the LPHA.



Protocol for Hand Washing

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. **Frequent** handwashing should occur throughout the day.

Follow these five steps every time.

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.

If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

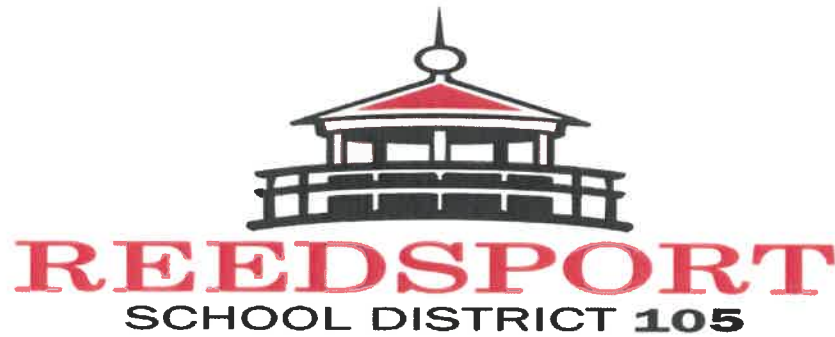
Follow these steps when using hand sanitizer.

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Anytime you enter the classroom, you are encouraged to wash your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. This includes:

- Arrival at the start of the day
- Re-entering after leaving the classroom
- After using the restroom
- Before and after eating
- After blowing your nose, coughing, or sneezing or helping a student with these things
- After cleaning and disinfecting
- After working with a student when 3 feet of social distance was not able to be maintained

Staff serving and/or feeding students must wash their hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.



Protocol for Indoor/Outdoor Recess & Physical Education

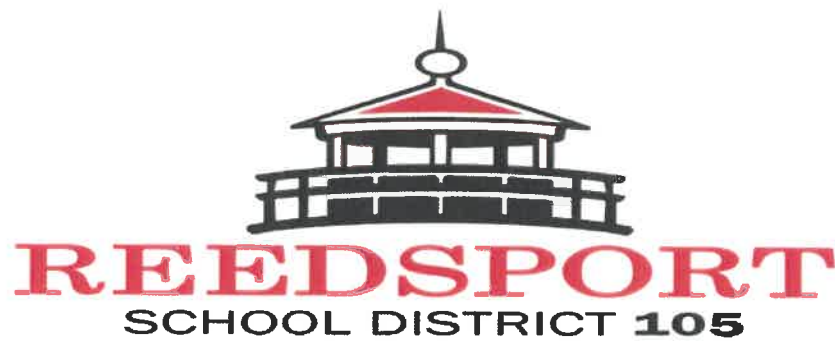
Playgrounds, Fields, Recess, Gym

Recess

- Before and after using playground equipment, students should wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.
- Designate playground and shared equipment solely for the use of one cohort at a time.
- Maintain physical distancing and stable cohorts.
- Students and staff should maintain social distance during recess as defined by CDC guidelines
- Design recess activities that allow for physical distancing and maintenance of stable cohorts.
- Clean all outdoor equipment as much as possible in accordance with CDC guidance.
- Mask wearing is NOT mandatory during outside recess. Mask are required if students participate in close contact activities, football and basketball.
- Staff are not required to wear masks during outside recess.

PE

- Students are required to wear masks during inside PE. Students are not required to wear masks during outside PE.
- Students should maintain social distancing during all PE activities.
- Students are allowed to remove their mask when they need to have a drink of water. Students are encouraged to have their water bottle with them during PE.
- PE classes will remain as a stable cohort to the greatest extent possible.



Protocol for Student Mealtimes

- HES students will eat breakfast in his/her classroom. Lunch will be eaten in the cafeteria. PM snack will be served in mobile way; sack lunches, adults passing out food. Staff can encourage families to send disposable lunches from home.
- Students will eat lunch with their cohort, spaced in “quadrants” in the cafeteria to keep as stable cohorts as possible. Lunch schedules will be staggered as to not have students mixing cohorts.
- Staff serving students must wash their hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. Serving staff must also **wear face coverings**.
- Students should wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-90% alcohol before meals and should wash their hands after they are done.

Steps for Snack Time

1. Wash your hands and put on gloves before touching any meal preparation items (food, utensils, etc.).
2. Pass out snacks to each individual student, rather than having them all at the table and making a request for the items they want.
3. Students can take their snack to their work space or sit at a designated meal space with social distance applied.
4. Once students are done with their snack, the surface where the student ate should be cleaned and disinfected.

Steps for Mealtime

1. Wash your hands and put on gloves before touching any meal preparation items (food, lunch boxes, utensils, etc.).
2. Have each student wash their hands for 20 seconds prior to getting their meal.
3. Adults will pass out meals to individual students.
4. Students can take their meal to their classroom or assigned table, social distancing.
5. Once students are done with their meal, the surface where the student ate should be clean and disinfected.



Protocol for Screening Students and Staff

Students and staff that have COVID-19 symptoms, or if anyone in their homes or community living spaces has COVID-19 symptoms, **are to stay home**. COVID-19 symptoms are as follows:

Primary symptoms of concern:

- Cough
- Fever or chills
- Shortness of breath, or
- Difficulty breathing
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Loss of taste/smell

Staff:

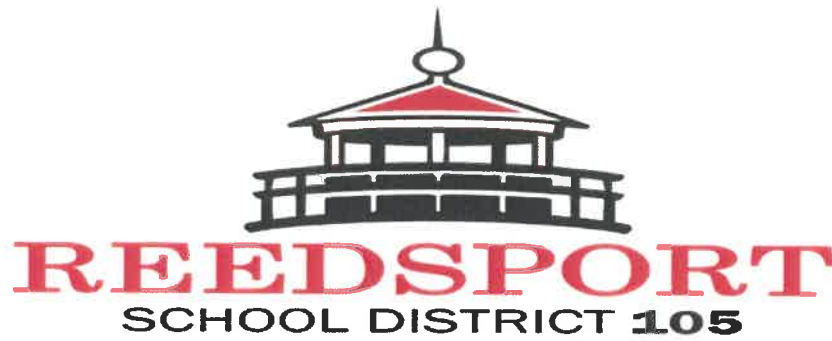
- Staff will self-report & sign log upon arrival at designated building entry points.
- If staff member is showing symptoms of Covid-19, or has had contact with a potential case (exposure), staff will not report to work and will promptly notify their supervisor.

Students:

- At the entry to the building, students will be screened for symptoms of COVID-19.
 - Any student who is demonstrating symptoms of COVID-19 will be escorted to the designated isolation location and monitored until the student is picked up by the parent.
 - Parent(s) of the student will be contacted immediately.
 - Staff member will contact their building principal to initiate the isolation protocol pieces that involve public health communication.
- Once the health screening is complete and the student is logged on the contact tracing log, the student may use appropriate social distancing to walk to and enter their classroom.

Students who are ill or have known exposure to Covid-19 will be removed to a Health and Wellness room on campus and monitored with PPE in place. The Health and Wellness room will be safe and private.

Staff who are ill or exposed will leave campus immediately, self-report and communicate with supervisor(s), and not report to work until appropriate.



Protocol for Social Distancing

- To the extent possible, 3 feet of social distance will be maintained. However, in such tasks as changing a student, helping with toileting, or working with students who have behavior challenges requiring hands on support for safety, staff will use approved mitigating PPEs such as face shields, gowns, and/or gloves.
- Minimize time standing in lines and take steps to maintain 3 feet of social distance between students. This can be done with marking spaces on the floor that are 3 feet apart.
- Students will use assigned bathrooms which will be marked or configured to allow social distancing.
- Staff and students must follow all posted signs regarding traffic flow while moving within the building, entering the building, or exiting the building.
- Busses and parent pick up/drop off will be on staggered schedules.
- Staff will use proactive measures: positive praise, modeling, incentivizing, etc to help teach students how to social distance.