

# Lincoln's Re-entry Safety Measures

Reminder that the first step in the screening process starts at home. Students with a temperature of 100.4 degrees or higher must stay home.

All students entering Lincoln will go through our temperature screening process. All students with a temperature of 100.4 degrees or higher will be considered high risk and a phone call will be made to pick-up the student.

**Please make sure that your contact information (email and phone number) is up to date in Skyward. Important notifications will be sent through our system so please help us ensure that you are receiving our messaging!!**

## Before and After School

Topic	New Practice
Arrival	<p><b>Please do not drop students off at the building prior to 7:45.</b> Some staff will be waiting to help direct students at the beginning on which door to enter: Below is the list that states the teacher and the door to enter:</p> <p style="text-align: center;"><b>Drop off in front of the school</b></p> <p>Door by the teacher's lounge: <b>Ryan's Class</b> Green door in the library: <b>Hollis's Class</b> Front door by the office: <b>Cooke</b> Side door by the trash cans: <b>breakfast students</b></p> <p style="text-align: center;"><b>Drop off along the south side of the school</b></p> <p>Computer Room Door: <b>Wasyk</b> <b>Echevarria's</b> class will enter through her classroom door Side door by the stage: <b>Goetsch</b> Courtyard by primary (south courtyard door): <b>Youngers</b> Courtyard by intermediate (north courtyard door): <b>Malcolm</b></p> <p style="text-align: center;"><b>Drop off at the back of the school</b></p> <p>Back doors in intermediate hallway: <b>Farr and Kennedy</b> Back doors in primary hallway: <b>Micheel</b> <b>Harms'</b> class will enter through her classroom door</p> <p><b>Students will not be able to congregate in the gym prior to school this year, so supervision will be important. Therefore, students cannot be at school prior to 7:45</b></p> <ul style="list-style-type: none"> <li>• <b>Breakfast students will not enter until 7:45. Other students enter at 7:50 – 7:55</b></li> <li>• <b>ALL students will use hand sanitizer prior to coming into the classroom: a staff member will be at the door to squirt sanitizer as student enters</b></li> <li>• <b>Temperature checks will be required for EVERYONE that is entering the building for the first time of the day ~ temperature checks for students will occur at the door as they enter the building</b></li> <li>• <b>Staff will have temperature checks prior to entering the building</b></li> <li>• <b>Staff will complete a list of health questions before entering the building</b></li> </ul>
Breakfast	<p>Breakfast students will come through the side door of the building by the large garbage receptacle.</p> <ul style="list-style-type: none"> <li>• We will open the doors at 7:45</li> <li>• Students will pick up their breakfasts and eat in the gym prior to entering the classroom (Hand sanitizer will be used prior to and after eating)</li> <li>• Students will be required to sit 6 feet apart in the gym while eating</li> </ul> <p>Students should wash or sanitize hands after depositing trash into trash can</p>

	<b>EVERY TIME A STUDENT REMOVES A FACEMASK, they should sanitize their hands prior to removal.</b>
<i>Building Use</i>	<i>We are unable to allow boy/girl Scouts, 4-H, YMCA Sports etc. to use our buildings after hours during the first semester due to the required time it will take to sanitize.</i>
<i>Classroom Environment</i>	<p><i>While in the classrooms, students will have their own personal spaces with physical distancing required:</i></p> <ul style="list-style-type: none"> <li>• <i>Anything that can't be easily sanitized will be removed from the classrooms</i></li> <li>• <i>Classrooms with table seating will have no more than 3 students per table</i></li> <li>• <i>Desks will not be put into groups and classroom space will be maximized. Students will sit no closer than 3 feet apart while masked and in the classroom.</i></li> <li>• <i>When possible, all students will face the same direction.</i></li> <li>• <i>No Community Supplies ~ students will have to have their own pencils/markers . . . in a box at their table.</i></li> <li>• <i>Any books that are used in the classroom will be quarantined for at least 72 hours before another student can use the books.</i></li> <li>• <i>Staff and students will sanitize and clean all areas, as often as possible, everyday.</i></li> <li>• <i>Teachers will wipe down their work areas as well including frequently touched things- laptop/keyboard/monitor/chairs.</i></li> <li>• <i>Carpet seating at 50% capacity; half in desks, half on carpet no closer than 3 feet apart.</i></li> <li>• <i>Students will be required to wash their hands once every hour! (State mandate)</i></li> <li>• <i>When weather permits, classroom windows will remain open for proper ventilation.</i></li> <li>• <i>Seating charts will be created and maintained to assist with contact tracing if necessary.</i></li> </ul>
<i>Cleaning</i>	<p><i>The district will supply each classroom with cleaning supplies that will be safe to be used in the classrooms.</i></p> <ul style="list-style-type: none"> <li>• <i>Students/staff will wipe down materials throughout the day.</i></li> <li>• <i>Custodian will be hired to continually clean high touch surfaces throughout the building all day.</i></li> <li>• <i>Special cleaning methods that will mitigate all germs will be performed once per week.</i></li> <li>• <i>HVAC system will be equipped with a system that will make it possible to purge all air from the building if necessary.</i></li> <li>• <i>Cleaning will be completed with microfiber cloths will be used for cleaning as they are more effective in collecting and capturing surface contaminants.</i></li> </ul>
<i>Communication</i>	<p><i>All parent communication will be through <b>Skyward</b> email or <b>BlackBoard Connect (text)</b></i></p> <ul style="list-style-type: none"> <li>• <i>Please make certain that you have the correct email listed in Skyward and that your cell phone is listed as the primary phone number.</i></li> <li>• <i>There will be a Parent Notification System for positive COVID cases at schools. Contact of the individual testing positive will be made by the Geary County Health Department. Close and indirect contacts of positive cases will be notified by the school nurse. The principal will send information via SKYWARD to all parents within a school regarding a positive case in our building.</i></li> </ul>
<i>Computers</i>	<p><i>Students will keep computer that they used during distance learning.</i></p> <p><i>Students will take computers home each night to charge and to have ready in case they are required to go remote.</i></p>
<i>Departmentalizing</i>	<p><i>In order to keep students and teachers with the same cohort, we will not departmentalize at this time.</i></p> <ul style="list-style-type: none"> <li>• <i>Students will be kept with their own cohort throughout the entire school day.</i></li> <li>• <i>Classes will not mix except at lunch recess (this will be a mix of grade level only).</i></li> </ul>
<i>Dismissal</i>	<p><i>Classroom Teacher will line students up for dismissal starting at 3:10pm ~ students will exit from same door as they entered upon arrival.</i></p> <ul style="list-style-type: none"> <li>• <i>Classroom teachers must exit with students on time and walk their students out, while discouraging loitering.</i></li> </ul>

	<ul style="list-style-type: none"> <li>• All support staff will be in the hallways (with masks) helping to direct the students and to keep large groups from forming.</li> <li>• Students will not be allowed to go to other doors to pick up their siblings ~ they will have to meet outside of the building.</li> <li>• <b>Masks must be worn when on school grounds ~ parents waiting on the school grounds while picking up their students must be wearing masks. Please be aware of the social distancing paws that have been painted around the school grounds while waiting for your children.</b></li> <li>• Students who have not been picked up by 3:20 will be taken to the front door. While it is nice outside, they will be seated at proper distances to wait. If the weather is not agreeable, they will come to the gym and sit on the floor (separated by six feet)</li> <li>• If parents wait on school grounds, social distancing and face coverings will be <b>REQUIRED!!!</b></li> </ul>
Hallways	<p>Students will be directed to walk in one direction in the hallways.</p> <ul style="list-style-type: none"> <li>• Walking lanes with directions will be marked.</li> <li>• Except for at the end of the day, only one class will be allowed in the hallway at one time.</li> </ul>
Healthy Snacks	<p>Snacks must be prepackaged No class sponsored snacks, students will need to bring their own snacks.</p> <ul style="list-style-type: none"> <li>• Students will have 10 minutes to eat their snack as masks will have to be removed.</li> <li>• Students will be required to be spaced 6 feet apart while eating snacks in the classroom.</li> </ul>
Library	<p><u>Books</u></p> <ul style="list-style-type: none"> <li>• <b>State guidance says that an adult with gloves can remove books for the students ~ returned books must be left in a basket for 72 hours.</b></li> <li>• Students can use district E-Books.</li> <li>• Students will not be able to share books in the classrooms or bring library books home.</li> </ul>
Lunch	<p>At this time, sack lunches will be provided for students that order lunch.</p> <ul style="list-style-type: none"> <li>• These will be delivered to the tables to eliminate lines in the lunchroom.</li> <li>• Staff will wear masks and gloves while handling lunches</li> <li>• <b>Students will need to remove masks during lunch, so 6 foot physical distance must be maintained. Students will be seated facing one direction.</b></li> <li>• <b>Students will have assigned seating so that we will be able to report for contact tracing if necessary. Half of the students will be eating in the gym and half will be in the library</b></li> <li>• <b>Lanyards will be provided by the school to protect the student masks. These will be left at school at the end of the day.</b></li> </ul> <p>All students must sanitize their hands before eating and after depositing trash into trash can (or as they enter the classroom)</p>
Remote Learner Lunch	<p>All remote learners will be able to drive by the school and receive a sack lunch. The prices for these lunches are the same as all school lunches.</p> <ul style="list-style-type: none"> <li>• <b>Lunches will be distributed outside in front of the school between 11:00 and 11:20. Parents my drive through the drop off lane. An adult will be outside ready to hand you the lunch. Please have a car window open and ready to receive the lunch.</b></li> </ul>
Masks	<p>Facial coverings will be worn throughout the school day except when eating.</p> <ul style="list-style-type: none"> <li>• <b>Masks are required by our district for ALL students throughout the school day (this is a state mandate).</b></li> <li>• <b>ALL staff/students/parents/visitors will wear masks on district property.</b></li> <li>• <b>The school will have extra masks in case a student masks gets dirty or lost. These will be left at school at the end of the day and will be laundered.</b></li> <li>• <b>Staff will provide instruction on proper wearing of masks (nose and mouth must be covered)</b></li> <li>• <b>Face coverings must cover the nose and mouth.</b></li> <li>• <b>According to the Health Department neck gators do not provide as much protection as face masks.</b></li> </ul>

MTSS	<p>Staff will work with their own students in their own classrooms.  MTSS tutoring can take place with a TA, but only students from the same cohort can go with the tutor at one time (no mixed classes of students).</p>
Music	<p>Students will still be able to attend PE and Music</p> <ul style="list-style-type: none"> <li>• Masks will be required for both.</li> <li>• Music and PE will sanitize between classes.</li> <li>• Students will use hand sanitizer after PE as some materials will be shared.</li> </ul>
Nurse	<p>Students will not be sent to the nurse unless sick, major injury or taking medications/inhalers.</p> <ul style="list-style-type: none"> <li>• We will have a different space for students that are sick so that they can be quarantined and distanced from each other (Hero Headquarters Room).</li> <li>• Classroom teachers will have first-aid kits and ice packs in the classrooms.</li> <li>• Nurse will meet sick students up in the hallway or pick them up from their classrooms.</li> <li>• <b>Students will not be sent to the nurse with a buddy, staff will call the office and office staff will meet the students.</b></li> </ul>
Parents to Building	<p>In order to maintain safety and reduce the spread of illness, parents will not be allowed to enter the buildings</p> <ul style="list-style-type: none"> <li>• When parents arrive at the building to pick up their child, they will call the building from their car and we will help the child meet them in the front.</li> <li>• Office staff will sign a student out when leaving the building.</li> <li>• All communication than can be done without in-person contact within the building will be conducted this way.</li> <li>• Staff will all be available to parents through phone calls, emails and Zoom meetings.</li> </ul>
Recess	<p>Grade levels will have zones on the playground/multiple grades will not mix.</p> <ul style="list-style-type: none"> <li>• We will not have multiple grade levels on the playground at the same time except at lunch recess ~ this will only be 2 grades at a time and they will play in separate places on the playground.</li> <li>• No contact sports will be allowed at this time.</li> <li>• Hand sanitizing will be required before and after recess.</li> </ul>
Student Support /Take a Break Room	<p>The "take-a-break" room will still be available for students throughout the day.</p> <ul style="list-style-type: none"> <li>• Office staff will sign student in and out ~ will set the timers ~ keep accurate log of who is in and out and times.</li> <li>• This space will be sanitized, by a staff member, after each student</li> </ul>
Restrooms	<p>Two In/Two Out</p> <ul style="list-style-type: none"> <li>• We will have cones outside the restroom to signify that the restroom is occupied.</li> <li>• Distancing lines will be marked on the floor for students that may be waiting for the restroom</li> <li>• In the intermediate hallway, a restroom log will be created if needed for contact tracing.</li> <li>• <b>Whole Classroom Breaks will not be allowed.</b></li> </ul>
Safety Drills	<p>Drills will be conducted by class, not entire grade or school</p> <ul style="list-style-type: none"> <li>• Tornado drill will require students to go down the stairs holding the handrail. Have hand sanitizer at the bottom of the stairs after going down and at the top of the stairs after leaving the basement.</li> <li>• ALICE drills will be secure in place only.</li> </ul>
Staff meetings	<p>Meetings will be held in the gym where social distancing is possible.</p> <ul style="list-style-type: none"> <li>• Lunch tables will be put down for seating ~ no more than 2 staff members per table.</li> <li>• Masks will be required at all meetings.</li> <li>• Zoom will also be an option if that is the staff member's preference.</li> </ul>
SPED	<p>Students will receive all IEP services ~ students from different classes will not mix whenever possible.  Students will be kept in cohort groups.</p>
Student Supplies	<p>No Community supplies</p> <ul style="list-style-type: none"> <li>• All supplies should be stored in pencil boxes or large baggies</li> </ul>

	<ul style="list-style-type: none"> <li>All supplies should be labeled with student name ~ found materials without names need to be put away for disinfecting.</li> </ul>
Visitors to the Building	<p>No visitors will be allowed in the building.</p> <ul style="list-style-type: none"> <li>Parents will not be able to volunteer in the building at this time.</li> <li>Family members will not be able to eat lunch with students in the building.</li> <li>District personnel must sign in and log locations that they visit.</li> </ul>
Water	<p>All students will need to bring a water bottle each day</p> <ul style="list-style-type: none"> <li>Students will be able to refill water bottles in the water bottle filling station.</li> <li>Students will be able to refill water bottles in the classroom sinks.</li> <li>Water bottles that can be used with straws will be recommended for ease of drinking with a mask.</li> </ul>

### Changes in Activities and Events for 1<sup>st</sup> Semester 2020-2021

ACTIVITY/EVENT	ACTION/PROCEDURE
After Hours Building Use	Not Allowed, District Decision
Assemblies	Not Allowed, District Decision
Birthday Lunch	Plan in the works ~ prepacked treat
Building wide jobs	Cancelled for 1 <sup>st</sup> semester
Book Buddies	Cancelled for 1st Semester
Book Fair	Held Virtually
Bully Assembly	Something will be shared virtually in the classrooms
Christmas Store	Cancelled
Field Trips	Not Allowed,
Freedom Walk	Moved to 2 <sup>nd</sup> semester
Fundraisers	Not Allowed
Halloween Costumes and Parade	Cancelled No changing into costumes or parades No outside treats
Holiday Sing Along	Cancelled
Christmas Party	Wait for guidance ~ possibly crafts but no outside treats brought into the building
Home Visits	NA
Girls on the Run	Cancelled for 1st Semester
Music Program	Cancelled for the first semester ~ wait for guidance for the 2 <sup>nd</sup> semester
Orientation	Virtual Classrooms/Teacher video of introduction
Parent Teacher Conference	Zoom Meetings ~ not in person
Swimming (4 <sup>th</sup> Grade)	cancelled
Walk a Mile	cancelled
Weekly newsletter and other parent information	Will go home through Skyward ~ we will need to make parents aware that this is how information will be shared. <b>We will all use Skyward to be consistent.</b>