

2020-2021

## REOPENING FRAMEWORK and CONTINUOUS LEARNING PLAN

### Quick Reference Guide

This guide has been developed to give the viewer a quick look at the essential information pertaining to the reopening of Linton-Stockton Schools. Page numbers are noted at the end of each bullet indicating where more information can be found in the *2020-2021 Reopening Framework and Continuous Learning Plan* found on the corporation website [www.lssc.k12.in.us](http://www.lssc.k12.in.us). It was the goal of the LSSC Re-Entry Team to make school days as normal as possible, while following recommendations from the *CDC, Greene County Health Department and Indiana's Considerations for Learning and Safe Schools IN-CLASS COVID-19 Health and Safety Re-Entry Guidance*.

- First day of the 2020-2021 school year is Monday, August 10<sup>th</sup> (page 3)
- Five COVID-19 Make-Up days have been added to the school calendar providing for some flexibility in school scheduling (page 4)
- On-campus learning will be the instruction model used, provided the community maintains low or no spread of the coronavirus (page 3-4)
- Students will be on-campus five days a week for regular school hours. (page 3-4)
- The MINER ACADEMY is available for those families who are uncomfortable sending students back into school buildings. This option requires a quarter commitment for students in grade K-5 and a semester at a time commitment for students in grades 6-12. (page 3)
- Students and staff are expected to self-screen and stay at home if they are sick, in order to prevent the spread of the virus (page 4-6)
- Classrooms have been arranged so students will not have to wear mask during instruction and work time. Students are expected to carry a mask with them to wear during recommended times. Two cloth masks and a mask lanyard will be provided to the students. They may choose to wear one of their own. (page 7, 12)
- Bus routes have been altered and an additional route added to decrease the number of student riders. However, masks will be required for those students choosing transportation services. Students who do not have a mask will be provided one. (page 10-11)
- Enhanced cleaning procedures will be in place in classrooms, buildings, playgrounds, and buses. (page 8, 11-12)
- A medical area to separate ill students from those receiving medication or injured will be in place in each building. (7-8)
- Visitors will be limited. (page 7, 13)

***We look forward to our welcoming our students and staff back to school! Registration will be available online beginning July 13<sup>th</sup>. New students to LSSC may call to schedule a date to enroll.***

# LINTON-STOCKTON SCHOOL CORPORATION



## 2020-2021 REOPENING FRAMEWORK and CONTINUOUS LEARNING PLAN

## OVERVIEW

The LSSC Re-entry Team is composed of 24 Linton-Stockton administrators, educators, directors, and support personnel representing our Pre K through 12<sup>th</sup> grade learning institution. The objective of this team was to develop a reopening framework and continuous learning plan for the 2020-2021 school year. Providing a safe learning environment during the prevalence of COVID-19 and to provide the best educational experience to ALL students was our overriding focus. The result of the collective efforts of this team, using the most accurate information available at the time, is outlined in this document.

The team addressed three primary focus areas: Safe Learning Environments, Assessing and Addressing Academic Readiness, and Meeting the Social and Emotional Needs of our Students and Staff. Team members served on one or more of the eight committees formed to address these focus areas. The committees and their members are listed below:

Committee	Chairperson	Members
Policy, Human Resources, and Finance	Carla Gambill	Corp Office Personnel
Health and Safety Protocols	Brandee McKee	Tom Andis Josh Goodman Stephanie Washnidge
Social Distancing and School Calendar	Lisa Hollingsworth	Dara Pilant Jessi Stanton Jess Taylor Andrew Wring
Extra and Co-Curricular Activities	Charlie Karazsia	Alicia Cornelius Andrew Wring
Special Education	Leslie Coopriider	Chandra Breneman Nate Moore
Transportation	Brian Oliver	Tom Andis Josh Goodman
Academics, Instruction and Technology	Maren Kula	Kent Brewer David Figg Jess Stanton Crystal Woods
Social and Emotional Learning	Heather Harris	Angela Colliver Brianna Wigington

The team met throughout the summer until an implementation plan was drafted. Each committee was assigned specific focused assignments from the Indiana’s Considerations for Learning and Safe Schools *IN-CLASS COVID-19 Health and Safety Re-Entry Guidance*. This guidance, published June 5, 2020 was developed through collaboration of the Indiana State Department of Health, Indiana Department of Education, Indiana Family and Social Services Administration and the Indiana Governor’s Office. It was the responsibility of each committee to address their assigned items from the thirty-eight checklist consideration found in this document. Each committee prepared recommendations which were shared with the full re-entry team for consideration prior to the completion of this document.

Once the first draft was complete, the document was shared with a cross-section of parents who reviewed our plan and gave input. When final revisions were complete, the document was presented to the Greene County Health Department for review.

Throughout the next few pages, we have addressed our plan in detail by categories. In addition, we have developed a one-page quick reference guide for ease of use. It is important for all to understand the COVID-19 pandemic is a fluid situation and you should expect revisions and updates to the framework as we progress through the school year. A change log will be available oblong with this document on our website at [www.lssc.k12.in.us](http://www.lssc.k12.in.us) to track any changes.

## CONTINUOUS LEARNING PLAN

The following insights, concerning education, drove the decisions made by the Re-entry Team:

1. We are required to provide 180 days of instruction for the 2020-2021 school year.
2. Remote learning should not be the first choice for schools or families.
3. School operations are vital to the local economy and necessary to ensure state and local revenue is continued to support our schools.
4. It is important for children to return to school, not only for their education, but also their social and emotional development needs.
5. Physical contact between children cannot and should not be prevented.
6. Social and emotional development must still be a focus.
7. Education regarding healthy hygiene practices must become routine.

Linton-Stockton Schools will return to **on-campus learning** for all students beginning August 10, 2020. However, we understand the level of community spread may change throughout the school year, where on-campus learning may not be in the best interest of our students and staff. In order to be prepared, we have developed a variety of learning options to meet the needs of the changing time. The definitions of each method are listed below:

**On-Campus Learning** – Instruction is provided in-person in classrooms

**Remote Learning** – Instruction is provided through Google Meets on a regular school schedule (for school closings or when students/teachers must be excluded from school due to health issues)

**Virtual Learning** – Instruction is provided through our preferred vendor. (for K-5 students enrolled by quarters and 6-12 enrolled by semester, in the MINER ACADEMY) apply at <http://forms.gle/Zpbs5KZKYjFMdw9N6>

**Hybrid**– Instruction is provided both on-campus and remotely in an alternative Red/Blue schedule (in the event we are required to reduce class sizes)

**eLearning** – Assignments posted online through Google Classroom with teachers available for support during the school day (for school closings due to inclement weather or planned staff PD)

The graphics below depicts when the different methods of instruction *may* be implemented.

<b>LEVEL OF COMMUNITY SPREAD</b> <i>(as determined by state and local health officials)</i>	<b>LOW/NO COMMUNITY SPREAD</b>	<b>MINIMAL/MODERATE COMMUNITY SPREAD</b>			<b>SUBSTANTIAL COMMUNITY SPREAD</b>
<b>INSTRUCTIONAL MODEL</b> <i>(as determined by local school district)</i>	Traditional On-Campus Learning	On-Campus	Hybrid	Remote or Make-Up Days	Remote Learning Or Make-Up Days
<b>RESPONSE</b> <i>(as determined by local school district in partnership with local health officials)</i>	School Buildings Open Implement preventative practices and additional proactive processes/protocols	School Buildings Open <i>(implement more intensive strategies, enhanced social distancing, use targeted closures)</i>	Limit/Staggered Use of School Buildings <i>(implement alternating schedule for students, target remote learning)</i>	Minimal Use Of School Buildings <i>(remote learning or make-up days)</i>	Targeted Closing Isolate and disinfect affected areas Short-Term Closure Close for facility-wide deep cleaning Extended Closure Close buildings for at least 14 days

### ***School Calendar***

The school calendar has been adjusted to add five COVID Make-Up days to the end of the year. Should we have any extended school closures, we recognize that continuous online learning is not always effective for students or families. The make-up days will give us the option to take a break from instruction and still complete the 180 required school days.

### **STUDENT and STAFF HEALTH PROTOCOLS**

As a public school corporation we have a high level of responsibility to prevent the spread of the COVID virus and to provide a safe learning environment for all students and staff. Procedures and protocols have been put into place for this purpose. It is essential that our school stakeholders; students, staff, parents and visitors work within the procedure and protocols to keep our schools open and available to provide a quality education program.

State statute gives public schools authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the Greene County Health Department has the authority to exclude students from school and may order students or staff to isolate or quarantine (IC 16-41-9-1.6).

### ***Symptoms Impacting Consideration for Exclusion from School***

- A fever of 100.4° or greater;
- Cough;

- Shortness of breath or difficulty breathing;
- Chills;
- Repeated shaking with chills;
- Muscle pain;
- Headache;
- Sore throat;
- New loss of taste or smell; and/or
- Nausea and/or vomiting.
- 

Students and staff will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, **not otherwise explained**, based on CDC Guidance.

### ***Return to School After Exclusion***

Once a student or staff member is excluded from the school environment, they may return if they satisfy the recommendation of the Greene County Health Department, which is following the CDC guidelines. Currently those guidelines are:

#### **Excluded and Untested**

Persons (student or staff) who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 *calendar days* have passed since your symptoms first appeared.

#### **Excluded and Tested Positive-Symptomatic**

Persons (student or staff) who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

#### **Excluded and Tested Positive – Asymptomatic**

Persons (student and staff) who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released by a healthcare provider. Students and staff may also return if they are approved to do so in writing by the student's healthcare provider.

### ***Instruction During Exclusion***

Students who have been excluded and are able, may continue to participate in instruction through the Remote Learning model. through Google Meets these students may learn and work along with their classmates. If students are experiencing sickness which prohibits them from participating through Google Meets then they will have the opportunity to make-up missed work when they return. School attendance policies are referenced at a later point in this document.

Teachers who have been excluded and are able, may continue to teach through the Remote Learning model. An Instructional Assistant will be assigned to the teacher's classroom to monitor students while the teacher logs in to Google Meets to offer instruction. If the teacher is experiencing sickness which prohibits them from teaching through Google Meets then a substitute teacher will be assigned to their classroom until they are able to return. Leave for absences due to COVID-19 and exclusions is referenced at a later point in this document.

### ***Daily Self-Screening***

All parents are required to daily screen their child(ren) **before sending them to school**. All staff are required to self-screen **before coming to school**. Students and staff exhibiting symptoms of COVID-19 (see *Symptoms Impacting Consideration for Exclusion from School* listed above) **without being otherwise explained**, are prohibited from coming to school, and if they do come to school, will be sent home immediately.

LSSC will provide professional development to our staff and provide checklists for parents regarding the recognition of COVID-19 symptoms and screening to improve observational reporting.

### ***Medical Inquiries***

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to district/school in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed. When calling your child in sick from school you will be directed to a special line if your child is experiencing COVID related symptoms.

- If a parent reports that a student is ill, LSSC will ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If a staff member calls in sick or appears ill, LSSC will inquire as to whether the staff member is experiencing any COVID-19 symptoms.
- If a person (student, staff member or visitor) is obviously ill, LSSC will make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or staff member has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for covid-19 , or has recently traveled from somewhere considered to be a "hot spot" by the CDC, LSSC may exclude them student of staff member form the school building and recommend that the students or staff member quarantine for 14 calendar days.

## **Personal Protective Equipment (PPE)**

### ***PPE for Students***

Classrooms have been arranged so that students will not have to wear masks during instruction and work times. Students are expected to carry a mask with them and it is recommended they wear it when social distancing is not possible, such as during passing periods, labs, small group study sessions, etc. There may be times students are asked to put on their masks by teachers or administrators due to a situation where students must be in large groups.

While we have added a route to decrease the number of students on buses, we are still unable to social distance. Because of this and that buses are small spaces students are required to wear masks when using school transportation. Buses will have supplies of masks in the event a child does not have one of their own.

### ***PPE for Staff Members***

All staff members are expected to model the recommendation to wear PPE in any circumstances where social distancing is not an option. In addition, specific employee groups are required to wear a mask when performing specific tasks as determined by LSSC. These include:

- Food Service when preparing and serving food
- Bus drivers when loading and unloading
- Custodians when cleaning areas with children and/or other adults present

### ***PPE for Visitors***

All visitors to Linton-Stockton Schools will be required to wear a mask. Masks will be available at all reception desks, if visitors do not arrive with one.

### **School Health Clinic**

It is common for students or staff to display non-COVID related symptoms throughout the school day. This includes injuries, chronic health conditions, specialized daily medical treatments and/or plans. These individuals will continue to be seen and treated in the nurse's clinic.

LSSC will create a room separate from the nurse's clinic where students or staff, who are exhibiting COVID-19 symptoms, are evaluated or wait for pick-up. All waiting students and staff will be directed to wear cloth face covering. Only LSSC staff assigned to the room may enter except for emergency situations.

Each school building will maintain a record of all persons who entered the room and the room will be disinfected following each use. Strict social distancing will be maintained and LSSC staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parent(s) or guardian.



### ***Confirmed Cases of COVID-19 on School Property***

When there is a confirmation that a person infected with COVID-19 was on school property, LSSC will contact the Greene County Health Department immediately and notify the Indiana Department of Education. Unless extenuating circumstances exist, LSSC will work with the Greene County Health Department to assess factors such as the likelihood of exposure to students and non-students in the building, the number of cases in the community, and other factors that will determine building closure.

It is the responsibility of the Indiana State Department of Health (ISDH) and the Greene County Health Department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the ISDH and the Greene County Health Department.

If a closure is determined necessary, LSSC will consult with the Greene County Health Department to determine the status of school activities including extracurricular activities, co-curricular activities, and access to buildings by staff.

As soon as LSSC becomes aware of a student or non-student who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building and bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and non-student presence, the custodial staff will wait 6-24 hours prior to disinfecting.

Parents will be notified of a positive case and the learning model to be implemented as soon as practical considering decisions which must be made.

### ***Immunizations***

Immunization requirements will remain unchanged. Building nursing staff will continue to coordinate with local and state health officials, as needed.

### ***Preventative Measures***

The priority for preventing the spread of disease in the school setting is to insist that sick students and staff stay home. Additionally, students and staff should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19.

Handwashing and avoiding touching your face, eyes, nose, or mouth are important steps a person can take to avoid becoming sick or spreading germs to others. LSSC will continually reinforce the importance of students and staff to wash their hands often, using soap and water. In situations

where soap and water are not readily available, LSSC has provided the use of hand sanitizer that contains at least 60 percent alcohol.

Each school building will reinforce healthy habits regarding handwashing, especially in key situations that include:

- Start of the school day;
- Before eating;
- After using the restroom;
- Before and after visiting the playground;
- After blowing nose, coughing, or sneezing; and
- After using shared equipment.

Water fountains will not be utilized in schools until further notice, except those which include bottle fillers. Students may bring clear water bottles with them to school and take them home each evening to sanitize or discard.

### ***Exchange of Resources to and from School***

LSSC will continue to make efforts to reduce the amount of materials, supplies, and personal belongings going to and from school. In addition, LSSC will modify situations, when applicable, to reduce students and non-student exposure to high-touch, shared resources at school.

## **MITIGATION STRATEGIES**

LSSC continues to work closely with the Greene County Health Department to help prevent the spread of COVID-19 among students, staff and teachers. School officials maintain direct lines of communication with the Greene County Health Department to ensure consultation and expertise is readily available.

LSSC continues to prepare to respond to COVID-19 cases in the event they occur in our school buildings. A mandatory reporting system for all teachers, administrators, staff and students (parents/guardians) to report any documented positive cases of COVID-10 in their school is in place as part of the district's Health Protocol.

any student, teacher, administrator or staff who is symptomatic for infection should stay home and consult their primary care provider or seek testing. The state website [www.coronavirus.in.gov](http://www.coronavirus.in.gov) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

If an individual in one's home has COVID-19 or is isolated because of COVID-19, those in the household should also stay home for a minimum of two weeks. This could be longer if the student or staff members becomes symptomatic.

In the event of a documented positive case, the Greene County Health Department or the Indiana State Department of Health will engage with LSSC administration to assess school closings and recommend further testing, clearing, etc.

Recommendations about prolonged closure will depend on the level of cohorting the school has been adhering to, the community level of disease, and the current burden of infection impacting our hospital system.

## **STUDENT ATTENDANCE**

A LSSC student absent from school due to COVID-19 related symptoms will be recorded as a student illness/medical absence. If a student is not ill but circumstances require the students to be excluded and/or quarantined, the student's attendance will be recorded as "quarantine absence". An absence due to quarantining or being excluded will be considered an "excused" absence from school. If the student is able to participate in remote learning while excluded, the student's attendance will be recorded as "remote attendance".

In order to discourage students or staff from coming to school when sick, all attendance incentives will be discontinued at this time.

## **STUDENT EXPECTATIONS**

LSSC students are expected to adhere to all existing student handbook policies and procedures. However, corporation-wide policies for the health and well-being of students and staff have been put in place during the COVID-19 pandemic. These special policies will supersede those in the approved school handbooks during the crisis period. In addition, students are to follow social distancing guidelines whenever possible.

In the event of an exclusion or school closure, LSSC students are expected to continue the educational process through the combined support of teachers and technology. LSSC will utilize Remote Learning during any exclusion or school closure. Remote learning is a change from the traditional eLearning practices, as students will be expected to participate in the educational environment in real-time.

LSSC defines remote learning as consisting of timely, active participation in the learning process via technology and video conferences. Students will be expected to attend the remote classroom using Google Meets during the same time structure of a traditional day of school. For example, a middle or senior high school student will be expected to remotely connect to each period class to participate in real-time, live instruction provided by teachers. An elementary student will attend remotely during periods of instruction with breaks for using the restroom, physical activity, and lunch. Individual situations that may prevent a student from attending remote learning sessions will be addressed on a case-by-case basis by building administration.

## **TRANSPORTATION**

For many LSSC students, the school bus is a student's first contact with the school in the morning and the last point of contact in the afternoon. Thus, LSSC understands the importance of establishing protocols regarding student transportation to minimize the spread of COVID-19 and protect both students and staff.

### ***Preparation and Cleaning***

In order to provide safe transportation for students, LSSC will:

- Inspect all buses and transport vehicles for cleanliness and safety;
- LSSC bus drivers will wear personal protective masks when loading and unloading;
- Thoroughly clean and disinfect all buses and transportation vehicles at the conclusion of each bus route; and
- Whenever possible, with 6-24 hours before cleaning and disinfecting a bus/transportation vehicle that transported a passenger or had a driver who test positive for COVID-19 or exhibited symptoms of COVID-19.

### ***Modifications***

LSSC will provide traditional school bus transportation with key modifications to the transportation system to improve student and non-student safety, as well as assist with the Greene County Health Department with any contact tracing needs in the event of a positive COVID-19 test.

#### **General Transportation Services**

- A bus route has been added to allow for additional spacing on each bus;
- All passengers riding on the school bus are required to wear a mask;
- At the time of registration, parents will notify LSSC of their intention to use school bus transportation to and/or from school;
  - Each student is limited to two bus routes for pickup/drop off;
- Students will be assigned a single school bus number, bus stop, and seat;
- Students will be required to remain in their assigned seats for the duration of the school bus trip. Failure to comply with seating requirements may result in the loss of school bus privileges for a student;
- Bus seat assignments will be designated on a “bus stop basis” meaning students at one bus stop will be grouped together in bus seats;
- Students will not be permitted to change bus arrangements sporadically;
  - If a parent/guardian needs to change a child’s transportation method on a given day, he/she will only be allowed to change to a car rider or walker. Students are not permitted to switch to a different bus as all seats are assigned ahead of time in an effort to limit student contact as well as enhance contact tracing, if necessary.
- Students may not eat or drink on the bus unless medically necessary, as documented in an Individual Student Health Plan.

### ***Other Modifications***

- Recommend students wear masks when social distancing is not possible on extra/co-curricular bus trips
- Transport equipment on school vehicle other than bus to clear space for students to social distance
- Grade-level study trips requiring bus transportation suspended until further notice

## **CLASSROOM ENVIRONMENTS**

Wherever possible, LSSC will:

- Remove excess furniture from classrooms in order to increase space between students desks;
- Face desks in the same direction;
- Use assigned seating arrangement;
- Encourage educational activities that keep students seated in the classroom;
- Limit activity that combine classes or grade levels to digital methods;
- Limit, whenever possible, student transitions from room to room;
- Limit sharing of high touch materials (art supplies, school supplies, equipment, etc)
- Avoid sharing electronic devices;
- Increase opportunities for student hygiene activity;
- Encourage the use of outdoor spaces for instruction;
- Encourage the use of larger classroom spaces (gym, cafeteria, etc); and
- Extend passing periods;
- Schedule restroom breaks to avoid overcrowding;
- Disinfect touchable surfaces throughout the day and during the nightly cleaning.

## **CAFETERIAS, COMMON AREAS, OFFICES, AND HALLWAYS**

### ***Cafeteria and Food Service***

- Eliminate self-serve food items;
- Eliminate communal access to napkins and silverware;
- Provide alternative seating arrangements outside of cafeteria;
- Change schedules to allow for more lunch periods;
- Rotate students eating in classroom to limit overcrowding in cafeteria;
- Discourage food sharing;
- Ensure personnel handling pay stations do not also handle food;
- Schedule hand-washing for students and non-students prior to food service times;
- Provide access to hand sanitizer;
- Use floor markings and various signage to indicate appropriate social distancing for student lines;
- Require food service personnel to wear personal protective equipment including masks while preparing and serving food; and
- Install engineering controls, such as sneeze guards in cafeteria serving lines.

### ***Common Areas, Offices, and Hallways***

- Use direction signage to indicate walk patterns;
- Mark up and down staircases;
- Schedule restroom breaks for avoid overcrowding;
- Rearrange furniture to avoid clustering of students;
- Limit number of students/non-students in office at one time;
- Use floor markings to indicate appropriate social distancing for student lines;
- Limit number of non-student vendors and volunteers in the buildings;
- Limit the number of building utilization rentals;
- Charge COVID disinfecting/cleaning fee to all approved building rental contracts;
- Require parties renting building spaces for an activity to comply with all LSSC health protocols;

- Post lowered, revised maximum occupancy numbers;
- Install engineering controls such as sneeze guards and directional signage; and
- Promote social distancing through ongoing verbal and visual messaging;
- Assign entrances and exits;
- Staggered drop off and pick up.

## **VISITORS AND VOLUNTEERS**

Visitors to LSSC will be health screened at the reception area of the school building and if pre--scheduled allowed access to the approved area of visitation. Scheduled volunteers will be health screened at the reception area and limited to only individuals providing substantial educational benefits to the students and school. The building principal will maintain a listing of all pre-approved visitors and volunteers. Visitors and volunteers are expected to wear personal protective equipment when in the school setting.

## **PROFESSIONAL DEVELOPMENT**

All LSSC staff members and coaches will receive complete professional development training regarding COVID-19 symptoms and screening, prevention techniques, and student and non-student healthy hygiene protocols prior to working with students in the school building.

In addition, all custodial and maintenance personnel will complete all necessary, ongoing professional development training regarding chemical management and cleaning supplies. Including the above mentioned training, all Food Service personnel will complete all necessary, ongoing professional development training regarding meal preparation and serving.

## **PERSONNEL LEAVE IN REGARDS TO COVID-19**

LSSC will comply with all local, state, and federal legislation in regards to COVID-19 related personnel leave. Specifically, LSSC will comply with regulation stipulated in the Family First Coronavirus Response Act (FFCRA) and the Americans with Disabilities Act (ADA). The following information aims to clarify personnel leave situations related to COVID-19:

### ***Quarantine Leave***

LSSC personnel are not entitled to self-quarantine merely because he/she are in a high risk category or live with someone in a high risk category, and are thus more fearful that he or she may contract COVID-19. However, if an employee is disabled under the ADA, an employer may need to discuss and possibly offer the employee reasonable accommodation.

By way of background, the FFCRA establishes, among other things, paid sick leave (under a new law known as the Paid Sick Leave Act "PSLA") and temporarily expands the existing federal Family and Medical Leave Act of 1993 (the "FMLA"). Under the PSLA, employers must provide paid sick time to the extent that an employee is unable to work (or telework) because the employee:

1. Is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. Has been advised by a health care provider to self-quarantine due to COVID-19 concerns.
3. Is experiencing symptoms of COVID-19 and seeking medical diagnosis.

4. Is caring for an individual subject to quarantine or isolation order, or who has been advised to self-quarantine.
5. Is caring for a child whose school or place of care has been closed, or the child care provider is unavailable due to COVID-19 precautions.
6. Is experiencing any other substantially similar condition specified by Health and Human Services (“HHS”) in consultation with the Department of Treasury and Department of Labor.

The applicable DOL and IRS regulations require employees to provide particular information to support their leave request. Specifically, LSSC personnel must provide:

- the name of your employee requesting leave;
- The date(s) for which leave is requested;
- The reason for the leave; and
- A statement from the employee that he or she is unable to work or telework because of the reason.

Also according to the Department of Labor, in order to self-quarantine, or to care for an individual subject to a quarantine, the employee must also provide the name of the healthcare provider who recommended the quarantine. Without a medical recommendation from a healthcare provider, the employee is not entitled to leave under the PSLA.

### ***Leave Request Process***

LSSC will utilize specific forms for personnel leave requests under the PSLA and the Emergency FMLA.

LSSC will continue to engage in an interactive process to determine if there are reasonable accommodations that might help a disabled employee to continue working. However, specifically in regards to COVID-19, the EEOC also recently stated:

*There may be reasonable accommodations that could offer protection to an individual whose disability puts him at greater risk from COVID-19 and who therefore requests such actions to eliminate possible exposure. Even with the constraints imposed by a pandemic, some accommodation may meet an employee’s needs on a temporary basis without causing undue hardship on the employer.*

*Low-cost solutions achieved with materials already on hand or easily obtained may be effective. If not already, implemented for all employees, accommodations for those who request reduced contact with others due to a disability may include changes to the work environment such as designating one-way aisles; using plexiglass, tables, or other barriers to ensure minimum distances between customers and coworkers whenever feasible per CDC guidance or other accommodations that reduce chances of exposure.*

*Flexibility by employers and employees is important in determining if some accommodation is possible in the circumstances. Temporary job restructuring of marginal job duties, temporary transfers to a different position, or modifying a work schedule or shift assignment may also permit an individual with a disability to perform safely the essential functions of the job while reducing exposure to others in the workplace or while commuting.*

***According to the EEOC, an employer and employee can discuss:***

- What is the employee’s disability;
- What about the employee’s disability necessitates an accommodation;
- How the employee’s requested accommodation will effectively address his limitation;
- Whether another form of accommodation could effectively address the issue;
- How a proposed accommodation will enable the employee to continue performing the “essential functions” of the job (that is, the fundamental job duties).


## **ATHLETICS**

LSSC will follow the guidance provided by the IHSAA. The restart of high school athletics will be completed through a three-stage process. Each phase will span a designated period of time and subsequent phases provide less restrictive activities as the plan progresses. Middle school athletics will begin once school opens on August 10th. More information about the three-stage process and Linton-Stockton Athletics is addressed in the attached document.





# 2020-21 PHASED ATHLETIC RETURN TO PLAY PLAN

	Phase I		Phase II - July 20th - August 14th		Phase III
	July 6th - July 19th	July 20th - August 2nd (Normal Summer)	August 3rd - August 14th	August 15th	
 School Facilities	Open to Essential Personnel and Participants Only	Open to Essential Personnel and Participants Only	Open to Essential Personnel and Participants Only	OPEN	
Individual Athlete Participation	<b>15 Total Hours on Campus/Week</b>	Normal Summer Rules and Guidelines as defined by the IHSAA	FALL SPORTS PRACTICES BEGIN. NORMAL IHSAA RULES AND REGULATIONS	FALL SPORTS COMPETITIONS BEGIN	
	4 Conditioning Sessions/Week - Athlete can attend 1 Two-Hour Session/Day				
	2 Activity Days/Week per sport - Three Hours per session - Same Sport may NOT occur on consecutive calendar days.	Girls Golf Starts Official Practice on July 31st			
Social Distancing	All Summer Activities are Voluntary	All Summer Activities are Voluntary			
Face Coverings	Recommended	Recommended	Recommended	Recommended	
People allowed to be in attendance	Recommended, as long as doing so doesn't present a health risk	Recommended, as long as doing so doesn't present a health risk	Recommended, as long as doing so doesn't present a health risk	Recommended, as long as doing so doesn't present a health risk	
2020-21 Athletic Physical Status	Essential Personnel ONLY - No Parents, Spectators, Etc...	Essential Personnel ONLY - No Parents, Spectators, Etc...	Essential Personnel ONLY - No Parents, Spectators, Etc...	Spectators, media, and vendors can be present but will implement social distancing.	
	The IHSAA Health History Update Questionnaire and Consent must be on file prior to starting practice/conditioning on July 6th. If an athlete answers 'YES' to any question on the questionnaire, the athlete must have a new physical completed prior to July 6th. All athletes must have a valid 2020-21 IHSAA Physical on file no later than August 1st.	The IHSAA Health History Update Questionnaire and Consent must be on file prior to starting practice/conditioning on July 6th. If an athlete answers 'YES' to any question on the questionnaire, the athlete must have a new physical completed prior to July 6th. All athletes must have a valid 2020-21 IHSAA Physical on file no later than August 1st.	The IHSAA Health History Update Questionnaire and Consent must be on file prior to starting practice/conditioning on July 6th. If an athlete answers 'YES' to any question on the questionnaire, the athlete must have a new physical completed prior to July 6th. All athletes must have a valid 2020-21 IHSAA Physical on file no later than August 1st.	The IHSAA Health History Update Questionnaire and Consent must be on file prior to starting practice/conditioning on July 6th. If an athlete answers 'YES' to any question on the questionnaire, the athlete must have a new physical completed prior to July 6th. All athletes must have a valid 2020-21 IHSAA Physical on file no later than August 1st.	





	Phase I		Phase II - July 20th - August 14th		Phase III
	July 6th - July 19th	July 20th - August 2nd (Normal Summer)	August 3rd - August 14th	August 15th	
Contact Sports	NO CONTACT	CONTACT IS ALLOWED - As defined by Indiana High School Athletic Association			CONTACT IS ALLOWED - As defined by Indiana High School Athletic Association
Hydration Stations	No use of shared Hydration Stations - Personal Water Bottles only!	No use of shared Hydration Stations - Personal Water Bottles only!	No use of shared Hydration Stations - Personal Water Bottles only!		No use of shared Hydration Stations - Personal Water Bottles only!
Competition	NO COMPETITION WITH OTHER SCHOOLS	NO FORMAL COMPETITION (Formal Competition is considered an in-season contest.)	NO FORMAL COMPETITION - Exception Girls Golf. (Formal Competition is considered an in-season contest.)		FORMAL COMPETITION BEGINS
Facility Maintenance	Cleaning Schedules will be created and implemented for all Facilities and Equipment. Coaches will need to help maintain sanitation.	Cleaning Schedules will be created and implemented for all Facilities and Equipment. Coaches will need to help maintain sanitation.	Cleaning Schedules will be created and implemented for all Facilities and Equipment. Coaches will need to help maintain sanitation.		Cleaning Schedules will be created and implemented for all Facilities and Equipment. Coaches will need to help maintain sanitation.
Individual Athlete Gear and Equipment	NO SHARING OF CLOTHING, SHOES, TOWELS, WATER BOTTLES, ETC...	NO SHARING OF CLOTHING, SHOES, TOWELS, WATER BOTTLES, ETC...	NO SHARING OF CLOTHING, SHOES, TOWELS, WATER BOTTLES, ETC...		NO SHARING OF CLOTHING, SHOES, TOWELS, WATER BOTTLES, ETC...
Appropriate Clothing	All Athletes should wear appropriate clothing, shoes, etc... at all times! Shirts are required at ALL times.	All Athletes should wear appropriate clothing, shoes, etc... at all times! Shirts are required at ALL times.	All Athletes should wear appropriate clothing, shoes, etc... at all times! Shirts are required at ALL times.		All Athletes should wear appropriate clothing, shoes, etc... at all times! Shirts are required at ALL times.
Celebratory and Sportsmanship Acts involving Contact	PROHIBITED	PROHIBITED	PROHIBITED		MODIFIED SPORTSMANSHIP PRACTICES SHOULD BE OBSERVED
Transportation	NO TRANSPORTATION	CLEANING REGARDING TEAM OR GROUP TRANSPORTATION MUST BE FOLLOWED			