

Lewiston High School Building Protocol for Opening Schools 2020-2021

Independent School District #1

Last Updated: 8/25/2020

<p style="text-align: center;">Level Green--Low Level Community Spread</p> <p>Students attend with a normal schedule and added safety precautions according to CDC guidelines and local health officials when and where possible.</p>	<p style="text-align: center;">Action Description</p>	<p style="text-align: center;">Responsible</p>
<p>Classrooms</p>	<ul style="list-style-type: none"> • Teach and review steps to care for yourself and others. • Sanitize hands when entering and leaving the classroom. • Practice physical distancing (6 ft.), when possible. • Strongly recommend wearing of face coverings when physical distancing is not possible. • Organize classrooms to allow for the most physical distancing. • Assign seating for all students. • Open classroom hallway doors to increase air flow and minimize doorknob use. • Clean and disinfect electronic devices/desks at the beginning of each class. • Establish Google Classroom as a communication platform for students and families. • Clear workspaces, counters, shelves, and teacher’s desk areas for ease of cleaning. • Follow library protocol for classroom libraries. • Encourage students to bring water bottles. • All classrooms will be cleaned and disinfected by custodial staff each night. 	<ul style="list-style-type: none"> • Administration • Staff • Students • Custodial staff
<ul style="list-style-type: none"> • Physical Education 	<p><i>Follow classroom expectations, and the following:</i></p>	<ul style="list-style-type: none"> • Administration

	<ul style="list-style-type: none"> • Clean and disinfect equipment used by students after each class period. • Wash hands after each class period. • Practice physical distance activities when possible. • Strongly recommend wearing of face coverings when physical distancing is not possible. • Assign students lockers. 	<ul style="list-style-type: none"> • Staff • Students
<ul style="list-style-type: none"> • Music 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Practice physical distance activities when possible. • Strongly recommend wearing of face coverings when physical distancing is not possible. • Clean and disinfect equipment at the end of each class period. • Conduct classes outside (weather permitting) or in the performing arts center. 	<ul style="list-style-type: none"> • Administration • Staff • Students
<ul style="list-style-type: none"> • Library 	<p><i>This includes classroom libraries.</i></p> <p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Clean and disinfect tables, chairs, and other items that have been used. • Limit seating to maintain physical distance. • Encourage physical distancing regarding computer usage. • Strongly recommend wearing of face coverings when physical distancing is not possible. • Clean and disinfect computer, mouse, keyboard and all other materials including the workspace after each use. • Quarantine all returning materials for four days. • Clean and disinfect materials after quarantine and before check-in. 	<ul style="list-style-type: none"> • Administration • Library Staff • Students
<ul style="list-style-type: none"> • Computer Lab 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Practice physical distance activities when possible. • Strongly recommend wearing of face coverings when physical distancing is not possible. • Clean and disinfect student computers, keyboards, mouse and remaining workspace at the end of each class period. • Assign seating for all students with all desks facing forward. 	<ul style="list-style-type: none"> • Administration • Staff • Students
Transitions	<ul style="list-style-type: none"> • Encourage physical distancing. 	<ul style="list-style-type: none"> • Administration • Staff

	<ul style="list-style-type: none"> Wear face coverings during transitions throughout the building, including upon entering/exiting the building, as well as in common areas and in the locker rooms (Required). Follow one-way traffic patterns in the hallways (hallways are 12 feet wide), in lieu of staggered start and release times. Encourage students to bring their own water bottles. Water bottle refill stations will be available, however, drinking fountains will be disabled. 	<ul style="list-style-type: none"> Students
Cafeteria/Lunch	<ul style="list-style-type: none"> Self-serve food items will not be available. Sanitize or wash hands as students enter and leave the cafeteria. Divide the student body up among three lunch periods. Limit the number of students at one table to maintain physical distancing. Clean and disinfect cafeteria tables in between each use. 	<ul style="list-style-type: none"> Administration Cafeteria Staff Students Custodians
Arrivals/Departures	<ul style="list-style-type: none"> Sanitize hands during arrivals and departures. Encourage physical distancing while waiting to get on and off the bus. Wear face coverings during transitions throughout the building, including upon entering/exiting the building, as well as in common areas (Required). Enter the building through the main entrance. 	<ul style="list-style-type: none"> Administration
Outdoor Areas	<ul style="list-style-type: none"> Strongly recommend wearing of face coverings when physical distancing is not possible. 	<ul style="list-style-type: none"> Administration
Bus Lines	<ul style="list-style-type: none"> Encourage physical distancing. Strongly recommend wearing of face coverings when physical distancing is not possible. 	<ul style="list-style-type: none"> Administration
Cleaning	<ul style="list-style-type: none"> Clean communal and high contact areas, including classrooms, at the beginning and end of the school day. 	<ul style="list-style-type: none"> Administration Custodians
Visitors	<ul style="list-style-type: none"> Limit the number of visitors in the building. Wear face covering in all areas while on campus. Complete the health screening checklist prior to entering the building. Call the office from your car when wanting to drop off or pick-up your student during school hours. 	<ul style="list-style-type: none"> Administration Office Staff Parents
Communication from Classrooms and Schools	<ul style="list-style-type: none"> Communicate with families on a weekly basis via the school website. Utilize Google Classroom for all academic communication for grades 9-12. 	<ul style="list-style-type: none"> Administration Staff

	<ul style="list-style-type: none"> • Provide parents/guardians with information and directions on the platforms. 	
Who Attends	<ul style="list-style-type: none"> • Attend school following the students' normal schedule. 	<ul style="list-style-type: none"> • Students
Staff	<ul style="list-style-type: none"> • Wear appropriate face coverings when indoors--required. Building has access to PPE resources. • Establish routines for daily cleaning and disinfecting of workspaces and other high touch surfaces in the classroom. • Monitor students for symptoms throughout the day. <ul style="list-style-type: none"> ◦ Follow sick child protocol, as necessary. • Monitor self for symptoms throughout the day. 	<ul style="list-style-type: none"> • Administrator • Staff

Level Yellow--Moderate Level Community Spread	Action Description	Responsible
<p>Reduced student population attends dependent upon grade level band, with K-5 attending everyday for ½ days and 6-12 attending alternating days.</p>		
Classrooms	<ul style="list-style-type: none"> • Teach and review steps to care for yourself and others. • Sanitize hands when entering and leaving the classroom. • Practice physical distancing (6 ft.). • Strongly recommend wearing of face coverings. • Organize classrooms to allow for the most physical distancing. <ul style="list-style-type: none"> ◦ Arrange all desks to face one direction. ◦ When tables are utilized, arrange seating so students are not directly facing one another. • Assign seating for all students with all desks facing forward. • Open classroom hallway doors to increase air flow and minimize doorknob use. • Clean and disinfect electronic devices/desks prior to moving to the next class. • Utilize Google Classroom as a communication platform for students and families. 	<ul style="list-style-type: none"> • Administration • Staff • Students • Custodial staff

	<ul style="list-style-type: none"> • Clear workspaces, counters, shelves, and teacher’s desk areas for ease of cleaning. • Follow library protocol for classroom libraries. • Encourage students to bring water bottles. • All classrooms will be cleaned and disinfected by custodial staff each night. 	
<ul style="list-style-type: none"> • Physical Education 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Clean and disinfect equipment used by students after each class period. • Wash hands after each class period. • Practice physical distance activities. • Strongly recommend wearing of face coverings. • Assign student lockers to achieve physical distance. 	<ul style="list-style-type: none"> • Administration • Staff • Students
<ul style="list-style-type: none"> • Music 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Implement physical distance activities. • Strongly recommend wearing of face coverings. • Clean and disinfect equipment at the end of each class period. • Conduct classes outside (weather permitting) or in the auditorium. 	<ul style="list-style-type: none"> • Administration • Staff • Students
<ul style="list-style-type: none"> • Library 	<p><i>This includes classroom libraries.</i></p> <p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Clean and disinfect tables, chairs, and other items that have been used. • Limit seating to maintain physical distance. • Implement physical distancing with computer usage. • Strongly recommend wearing of face coverings. • Clean and disinfect computer, mouse, keyboard and all other materials including the workspace after each use. • Quarantine all returning materials for four days. • Clean and disinfect materials after quarantine and before check-in. 	<ul style="list-style-type: none"> • Administration • Library Staff • Students
<ul style="list-style-type: none"> • Computer Lab 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Practice physical distance activities. • Strongly recommend wearing of face coverings. • Clean and disinfect student computers, keyboards, mouse and remaining workspace at the end of each class period. • Assign seating for all students with all desks facing forward. 	<ul style="list-style-type: none"> • Administration • Staff • Students

Transitions	<ul style="list-style-type: none"> • Encourage physical distancing. • Wear face coverings during transitions throughout the building, including upon entering/exiting the building, as well as in common areas (Required). • Follow one-way traffic patterns in the hallways (hallways are 12 feet wide), in lieu of staggered start and release times. • Encourage students to bring their own water bottles. Water bottle refill stations will be available, however, water fountains will be disabled. 	<ul style="list-style-type: none"> • Administration • Staff • Students
Cafeteria/Lunch	<ul style="list-style-type: none"> • Self-serve food items will not be available. • Sanitize or wash hands as students enter and leave the cafeteria. • Divide the student body up among three lunch periods. • Limit the number of students at one table to maintain physical distancing. • Clean and disinfect cafeteria tables in between each use. 	<ul style="list-style-type: none"> • Administration • Cafeteria Staff • Students • Custodians
Arrivals/ Departures	<ul style="list-style-type: none"> • Sanitize hands during arrivals and departures. • Practice physical distancing while waiting to get on and off the bus. • Wear face coverings during transitions throughout the building, including upon entering/exiting the building, as well as in common areas (Required). • Enter the building through main and athletic entrances. 	<ul style="list-style-type: none"> • Administration
Outdoor Areas	<ul style="list-style-type: none"> • Practice physical distancing. • Strongly recommend wearing of face coverings. 	<ul style="list-style-type: none"> • Administration
Bus Lines	<ul style="list-style-type: none"> • Practice physical distancing. • Strongly recommend wearing of face coverings. 	<ul style="list-style-type: none"> • Administration
Cleaning	<ul style="list-style-type: none"> • Clean communal and high contact areas, including classrooms at the beginning and end of the school day. 	<ul style="list-style-type: none"> • Administration • Custodians
Visitors	<ul style="list-style-type: none"> • Limit the number of visitors in the building. • Wear face covering in all areas while on campus--required. • Complete the health screening checklist prior to entering the building. • Call the office from your car when wanting to drop off or pick-up your student during school hours. 	<ul style="list-style-type: none"> • Administration • Office Staff • Parents
Communication from Classrooms and Schools	<ul style="list-style-type: none"> • Communicate with families on a weekly basis via the school website. • Utilize Google Classroom for all academic communication for grades 9-12. • Provide parents/guardians with information and directions on the platforms. 	<ul style="list-style-type: none"> • Administration • Staff

Who Attends	<ul style="list-style-type: none"> • Half the student population will attend every other day. 	<ul style="list-style-type: none"> • Students
Staff	<ul style="list-style-type: none"> • Wear appropriate face coverings when indoors--required. Building has access to PPE resources. • Establish routines for daily cleaning and disinfecting of high touch surfaces in classroom/work areas. • Monitor students for symptoms throughout the day. <ul style="list-style-type: none"> ◦ Follow sick child protocol, as necessary. • Monitor self for symptoms throughout the day. 	<ul style="list-style-type: none"> • Administrator • Staff