



2020 NLCC

Reopening Guidelines

Location	Guidelines
North Lawrence Career Center	<ul style="list-style-type: none">• Students will arrive and dismiss at different locations to avoid large crowds of students and allow for social distancing.• Staff will be present to monitor each entrance/exit during arrival and dismissal to ensure social distancing guidelines are followed during transition times.• If students need to be picked up early during the day, this should be communicated with the office who will notify school staff to coordinate student pick-up.• Signage will be posted at the main entrance and throughout the building reminding students and staff of protocols and procedures necessary for reducing the spread of COVID-19, including frequent hand-washing, staying home when sick, maintaining social distance, etc.
Main Office	<ul style="list-style-type: none">• Traffic in the main office will be kept to a minimum as much as possible throughout the school year.• When a student needs to meet with an administrator or nurse, the classroom teacher should notify the office and the administrator will determine when and where to meet the student (office, hallway, classroom, etc).• Families will use the intercom system at exit Door 1 on the north side of the Career Center to communicate with the administrative assistants in the main office.• If a student is ill and a parent is picking the student up, the student will be escorted to the entryway of exit door #1 where the family can sign their child out.
Restrooms	<ul style="list-style-type: none">• Only one student at a time will be released from a class to use the restroom and should coordinate this with the instructor. The instructor can coordinate an additional restroom release to accommodate a student's needs as they arise.• Students will use restrooms closest to their classrooms, or current placement in the building.• Students will wear facial coverings and maintain proper social distancing in restrooms.• The number of students in restrooms will be limited to the number of restroom stalls.• Social distancing markers will be utilized in restrooms to encourage students to maintain social distancing.• Signage will be present in restrooms to remind students of handwashing best practices.• Restrooms will be cleaned and sanitized throughout the day by school staff and custodians and will be thoroughly cleaned and disinfected nightly.



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Hallways	<ul style="list-style-type: none">• Facial coverings should be worn in hallways by students and staff at all times.• Directional arrows will be used to indicate proper traffic flow in hallways throughout the building.• Signage and social distancing markers will be used in hallways to remind students to monitor their proximity to one another.• Students and staff must maintain social distancing and follow traffic flow markers at all times.
Breaks & Vending Machines	<ul style="list-style-type: none">• Breaks and food or drinks from vending machines will be coordinated by the instructor. All breaks will occur in the program classroom or shop areas. Students should wash before breaks.• Hand sanitizer will be available in every classroom.• High-touch and high-traffic areas will be cleaned throughout the school day.
Water Fountains	<ul style="list-style-type: none">• Water fountains will be turned off or taped off during this time.• Students and staff are encouraged to bring water bottles from home.• Students will have the opportunity to refill water bottles throughout the day.
Classrooms	<ul style="list-style-type: none">• Administrators will work to balance class numbers as much as possible.• Unused and/or unnecessary furniture will be removed from all classrooms to accommodate to maximize space for social distancing.• Student desks will be arranged to provide the best social distancing possible.• Large spaces will be repurposed when necessary to provide additional learning spaces where students can maintain physical distance.• Physical interaction will be limited and masks will be required for students and teachers during all small group instruction.• Teachers will be encouraged to utilize outdoor spaces and large areas for classroom instruction, projects, etc. (when weather permits).• All lab and or shop areas will try to work and comply with social distancing. Some shop lessons require students to work together for installation, construction, or repair work. It is required that all students coordinate such work with the instructor and keep a mask on at all times.• Extra support and supervision will be provided by additional staff when necessary.• All high traffic and high touch areas will be disinfected frequently.



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	<ul style="list-style-type: none">• Students will be instructed and reminded to wash hands frequently and at certain specified/scheduled times.• Signage inside classrooms will remind students of guidelines and procedures.• Students will not share supplies and consumables to the greatest extent possible. Many career center programs require some effort to operate in hot conditions like welding. Students can not share welding helmets, gloves or any other item identified by the instructor for each individual program.• Teachers will utilize technology as a useful teaching tool and will monitor and minimize the use of paper/worksheets and other high-touch materials.• When items are completed and turned in, teachers will have designated areas and protocols in place that minimizes interaction between students and maximizes physical distance (i.e. students will not pass out papers, folders, supplies to other students).• Any student or staff member who is feeling ill will report to the school nurse for temperature and symptom check.
Arrival & Dismissal	<ul style="list-style-type: none">• Students arriving and entering the Career Center will have designated entrance doors to provide a measure of social distancing. Program instructors will teach all students which doors they should use.• Sending school buses will have a designated drop off and loading areas to help with social distancing.• Staff will be present to monitor each entrance/exit during arrival and dismissal to ensure social distancing guidelines are followed during transition times.• Students will wear facial coverings during arrival and dismissal.
Visitors and Deliveries	<ul style="list-style-type: none">• Parents/Guardians may communicate with the school's main office through the outside intercom before entering the building. Administrative assistants will communicate to provide further instructions for entry. Access will be limited to the main office only.• Masks will be required upon entry to the building. If you do not have one, one will be provided to you.• Meetings with administrators and/or teachers can be arranged virtually or by phone/email when possible.• All deliveries will go through the receptionist at the north #1 entrance. No deliveries should go directly to a program or instructor. without going through the #1 north entrance and speaking with the receptionist.• Anyone making a delivery must wear a mask at all times while on the Career Center campus.
Substitute Teachers	<ul style="list-style-type: none">• Substitute teachers will be trained and updated on the



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<p>Handwashing Schedule</p>	<p>district's (and school's) current procedures and safety protocols.</p> <ul style="list-style-type: none"> ● Substitute teachers will be expected to follow all guidelines and safety procedures. ● Substitute teachers will check-in at the main office and will follow district guidelines surrounding facial coverings.
<p>Self-Screening</p>	<ul style="list-style-type: none"> ● Hand sanitizer will be available throughout the building. ● Students will wash hands upon entering classrooms, after all transitions (restroom breaks, lunch, and recess, etc.) and periodically throughout the day. ● Handwashing procedures will be regularly discussed and reviewed with students. ● Signage will be posted in restrooms and at classroom sinks as a reminder to students on the importance of handwashing and handwashing best practice. <ul style="list-style-type: none"> ● Every family must complete a daily self-screening of each child for symptoms associated with COVID-19, including: <ul style="list-style-type: none"> ● Fever (100.4 degrees Fahrenheit) ● Chills ● Cough ● Shortness of breath or difficulty breathing ● Fatigue ● Muscle or body aches ● Headache ● New loss of taste or smell ● Sore throat ● Congestion or runny nose ● Nausea or vomiting ● Diarrhea ● Parents/Guardians should inform the school if a student exhibits any of these symptoms associated with COVID-19 and the student should not report to school. Parents/Guardians should also contact the student's healthcare provider.
<p>Facial Coverings/Face Shields</p>	<ul style="list-style-type: none"> ● Facial coverings/masks are required of students, teachers and staff at a variety of times throughout the school day. <p>Grades 9-12 Students</p> <ul style="list-style-type: none"> ● Facial coverings will be worn: <ul style="list-style-type: none"> ● during arrival and dismissal ● while in the hallways ● during restroom breaks ● on buses ● during times when social distancing is not possible



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- during small group lessons and activities
- during transitions outside the classroom
- Facial coverings can be removed:
- outdoor recess
- during meals (while eating)
- classroom lessons (when socially distant)

Facial Coverings - A “face covering” means a cloth which covers the nose and mouth and is secured to the head with ties, straps, or loops over the ears or is simply wrapped around the lower face.

Face Shields - A “face shield” is a mask, typically made of plastic, which covers the nose and mouth.