

# NLCS REOPENING PLAN

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## NLCS REOPENING PLAN

Addressing Community Spread in North Lawrence Community Schools		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<ul style="list-style-type: none"> <li>● Establish and maintain communication with local and state health officials.</li> <li>● Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible)</li> <li>● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols</li> <li>● Training for school personnel on signs and symptoms of COVID-19</li> <li>● Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (<i>See Individuals Who are Symptomatic at School</i>)</li> <li>● Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness.</li> </ul>	<ul style="list-style-type: none"> <li>● Establish and maintain communication with local and state health officials</li> <li>● Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible)</li> <li>● Implement <b>enhanced</b> social distancing measures</li> <li>● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols</li> <li>● Establish a protocol for students/staff who feel ill/experience symptoms when they come to school</li> <li>● Isolate and deep clean impacted classrooms and spaces</li> <li>● Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness</li> </ul> <p style="text-align: center;"><i>Districts have the authority and flexibility to close school buildings and utilize distance/remote learning as needed</i></p>	<ul style="list-style-type: none"> <li>● Coordinate with local and state health officials</li> <li>● Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to extent feasible)</li> <li>● Closing individual buildings vs district-wide will be evaluated</li> <li>● Implement distance/remote learning</li> <li>● Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting</li> <li>● Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness</li> </ul> <p>For additional guidance on addressing community spread, see the <a href="#">CDC's Consideration for School</a>. Any CDC Implementations may vary between communities.</p>

# NLCS REOPENING PLAN

Practicing Prevention		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<ul style="list-style-type: none"> <li>Teach and reinforce good hygiene measures such as handwashing, covering coughs and face coverings</li> <li>Provide approved hand soap and hand sanitizer and paper towels or hand dryers</li> <li>Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols</li> <li>Clean/disinfect frequently touched surfaces at least daily and shared objects after each use.</li> <li>Allow students and staff to bring face masks/covering to use from home</li> <li>An IDOE approved cloth mask will be provided to staff and students as needed.</li> <li>Allow staff to wear face masks/covering, and other appropriate PPE if desired</li> <li>Students will only share supplies when necessary</li> <li>Take steps to ensure all water systems and features are safe</li> <li>Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff</li> <li>Conduct deep cleaning of schools prior to students/staff returning; schedule periodic cleanings during weekends or school holidays/breaks (to the extent practicable)</li> </ul>	<ul style="list-style-type: none"> <li>Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>Provide approved hand soap and hand sanitizer and paper towels or hand dryers</li> <li>Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols</li> <li>Clean/disinfect frequently touched surfaces at least daily and shared objects after each use</li> <li>Playground equipment sanitized daily</li> <li>Provide masks and other appropriate PPE to staff as needed</li> <li>Allow students and staff to bring face masks/coverings to use from home</li> <li>Take steps to ensure all water systems and features are safe</li> <li>Turn off water fountains and provide water and allow students and staff to bring water bottles from home</li> <li>Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks</li> </ul>	<ul style="list-style-type: none"> <li>Work with state and local health officials</li> <li>Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols</li> <li>Encourage COVID-19 testing</li> </ul> <p>CDC Guidance</p> <ul style="list-style-type: none"> <li><a href="#">Symptoms of Coronavirus</a></li> <li><a href="#">What Healthcare Personnel should know About Caring for Patients with Confirmed of Possible COVID-19 Infection</a></li> <li><a href="#">Standard Precautions</a></li> <li><a href="#">Transmission-based Precautions</a></li> </ul> <p>Indiana Department of Health</p> <ul style="list-style-type: none"> <li><a href="#">Website</a></li> </ul> <p>Mental Health and Wellness</p> <ul style="list-style-type: none"> <li><a href="#">Parent Support 1</a></li> <li><a href="#">Parent Support 2</a></li> <li><a href="#">Support for Students</a></li> <li><a href="#">Resources for Staff</a></li> </ul>

## NLCS REOPENING PLAN

Transporting Students		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<p>Implementation standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> <li>● Bus drivers and students are encouraged to wear face masks/coverings</li> <li>● Students sit with family members where possible</li> <li>● Students will sit in the same seat daily according to seating chart</li> <li>● No field trips outside of school community</li> <li>● Inspecting buses prior to students returning and as part of a regular rotation</li> <li>● Cleaning and disinfecting frequently touched surfaces on the bus at least daily</li> <li>● Airing out buses when not in use</li> <li>● All buses are cleaned daily following routes.</li> </ul>	<ul style="list-style-type: none"> <li>● Bus drivers and students are expected to wear face masks/coverings</li> <li>● Students sit with family members where possible</li> <li>● Students will sit in the same seat daily according to seating chart</li> <li>● Utilize spaced seating (to the extent practicable)</li> <li>● Eliminate field trips</li> <li>● Clean and disinfect frequently touched surfaces on the bus at least daily</li> <li>● Establish protocols for bus stops. Loading/unloading students to minimize congregation of children from households</li> <li>● Airing out buses when not in use</li> </ul>	<p><b>School buildings are Closed</b></p>

## NLCS REOPENING PLAN

Protocol for Entering School Buildings		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<ul style="list-style-type: none"> <li>● Implement standard operating procedures while taking preventative measures such as:</li> <li>● Provide hand sanitizer for students and staff</li> <li>● Limit unnecessary congregations of students and staff</li> <li>● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene and school/district specific protocols</li> <li>● Establish a protocol for visitors: calling the front office before entering, screening visitors, requesting use of face coverings/masks, etc.</li> <li>● Installation of plexiglass shields at each main reception area</li> </ul>	<ul style="list-style-type: none"> <li>● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols</li> <li>● Establish a protocol for student/staff who feel ill/experience symptoms when they come to school</li> <li>● Building nurse will screen symptomatic students and staff (to the extent practicable):                             <ul style="list-style-type: none"> <li>○ Isolate and send home if internal temperature over 100.4° F (38° C)</li> <li>○ Confidentiality will be maintained</li> </ul> </li> <li>● Establish a protocol for visitors: calling the front office before entering, screening visitors, requiring use of face coverings/masks, etc. Restrict nonessential visitors and volunteers</li> </ul>	<p><b>School Buildings are Closed</b></p> <ul style="list-style-type: none"> <li>● Only essential personnel will be permitted in the buildings to address safety and health concerns.</li> </ul>

## NLCS REOPENING PLAN

Food Service		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<ul style="list-style-type: none"> <li>● Implement standard operating procedures while taking preventative measures such as:                             <ul style="list-style-type: none"> <li>○ Providing hand sanitizer for students and staff</li> <li>○ Allowing students and staff to wear face masks/coverings while in large group gatherings</li> <li>○ Conducting cleaning of cafeterias and high-touch surfaces throughout the school day</li> </ul> </li> <li>● Food Service staff are expected to wear face masks/coverings</li> </ul>	<ul style="list-style-type: none"> <li>● Require students hand washing before and after meal service</li> <li>● Provide hand sanitizer for students and staff</li> <li>● Use disposable plates, utensils, etc. where necessary</li> <li>● Designated entrances and exit flow paths and stagger use when necessary</li> <li>● Conduct cleaning of cafeterias and high-touch surfaces throughout the school day</li> <li>● Food Service staff are expected to wear face masks/coverings</li> </ul> <p>Alternative Serving Models:</p> <ul style="list-style-type: none"> <li>● Serving meals in classrooms</li> <li>● Serving meals in cafeterias with:                             <ul style="list-style-type: none"> <li>○ Spaced serving lines</li> <li>○ Spaced seating</li> <li>○ Longer meal periods for more staggered meal delivery (utilizing state seat time waiver to extend meal periods)</li> <li>○ Consider pre-packaged boxes or bags for each student instead of traditional serving lines. Avoid sharing of food and utensils.</li> </ul> </li> </ul>	<p><b>School Buildings are Closed</b></p>

## NLCS REOPENING PLAN

<b>Transitioning in the Building</b>		
<b>Low/No Spread</b>	<b>Minimal/Moderate Spread</b>	<b>Substantial Spread</b>
<p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> <li>● Allowing students and staff to wear face masks/coverings while in large group gatherings</li> <li>● Conducting cleaning of hallways and high-touch surfaces throughout the school day</li> <li>● Designating areas of the hallway (i.e. lanes) to walk to keep students separated (to the extent practicable)</li> </ul>	<ul style="list-style-type: none"> <li>● Limit mixing between groups (to the extent practicable)</li> <li>● Students are expected to wear face masks/coverings</li> <li>● For class changes and other transitions throughout the school day:                             <ul style="list-style-type: none"> <li>○ Provide additional time for transitions</li> <li>○ Designated areas of the hallway as flow paths to keep students separated to minimize congregation of students (up and down staircases)</li> <li>○ Plan staggered class changes to decrease number of students in hallways at one time (if practicable)</li> <li>○ Have the same group of students stay with same staff (as much as feasible)</li> </ul> </li> </ul> <p style="margin-top: 20px;">Note: Implemented practices may vary between buildings and age groups.</p>	<p><b>School Buildings are Closed</b></p>

## NLCS REOPENING PLAN

Conducting Large Group Gathering		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> <li>● Providing hand sanitizer for students and staff</li> <li>● Allowing students and staff to wear face masks/coverings</li> <li>● Limiting unnecessary congregations of students and staff</li> <li>● Follow <i>IHSAA</i> guidelines for sporting events and practices</li> <li>● Follow <i>ISSMA</i> guidelines for music events and competitions</li> </ul>	<ul style="list-style-type: none"> <li>● Expecting students and staff to wear face masks/coverings when social distancing is not possible</li> <li>● Abide by the maximum number of people allowed to congregate as defined by local and state officials</li> <li>● Discourage the congregation of students in parking lots and common areas</li> <li>● Stagger the schedule for large group gatherings (i.e. recess and school meals)</li> <li>● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing</li> <li>● Follow <i>IHSAA</i> guidelines for sporting events and practices</li> <li>● Follow <i>ISSMA</i> guidelines for music events and competitions</li> </ul>	<p><b>School Buildings are Closed</b></p> <ul style="list-style-type: none"> <li>● Essential working personnel must abide by the guidance of state and local officials regarding the maximum number of individuals allowed to congregate</li> <li>● All extra-curricular and co-curricular activities are cancelled</li> </ul>

# NLCS REOPENING PLAN

Instruction		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<ul style="list-style-type: none"> <li>● Implement standard operating procedures while taking preventative measures such as:               <ul style="list-style-type: none"> <li>○ Providing hand sanitizer for students and staff</li> <li>○ Conducting cleaning of classrooms and high-touch surfaces each day</li> <li>○ Limiting physical interaction through partner or group work</li> </ul> </li> <li>● Provide additional instructional support to:               <ul style="list-style-type: none"> <li>○ Students at-risk of not graduating on time</li> <li>○ Students with disabilities</li> <li>○ Students who struggled in the prior distance/remote learning environment (i.e. early grades, English Learners, etc.)</li> <li>○ Identify essential concepts / skills grade levels and provide access to enrichment where necessary</li> </ul> </li> <li>● Address learning loss:               <ul style="list-style-type: none"> <li>○ Formative assessments will be used to gauge student knowledge prior to instruction</li> </ul> </li> </ul>	<p>Traditional Instructional Model</p> <ul style="list-style-type: none"> <li>● Schools can deliver traditional instruction under Minimal/Moderate Spread by implementing the recommendations outlined in this guidance.</li> <li>● Use the master schedule to balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable)</li> <li>● Student desks arranged forward facing and spread out to the greatest extent possible for social distancing</li> <li>● Repurpose of large spaces, if possible, to create additional classroom usage</li> <li>● Limit physical interaction through partner or group work</li> <li>● Establish distance between the teacher’s desk/board and students’ desks</li> <li>● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing</li> </ul>	<p><b>School Buildings are Closed</b></p> <ul style="list-style-type: none"> <li>● Implement a robust Distance Learning Plan</li> <li>● Instructional learning will move digital, and communication will be provided as to when/where students can pick up supplies necessary to complete digital learning at home.</li> <li>● District/school communication will be provided about meal availability and pick up locations.</li> </ul>

## NLCS REOPENING PLAN

Instruction - Continued		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<ul style="list-style-type: none"> <li>● Prepare for potential future distance/remote learning by increasing current blended learning:                             <ul style="list-style-type: none"> <li>○ Develop a digital learning plan for each grade</li> <li>○ Integrate virtual learning practices</li> <li>○ Digitizing lessons</li> <li>○ Encouraging online assignments for each grading period</li> </ul> </li> <li>● Provide virtual learning-specific professional learning for educators</li> <li>● Provide assistance to parents and families in preparation for potential distance learning.</li> </ul>		

# NLCS REOPENING PLAN

## IN THE EVENT OF A CONFIRMED DIRECT EXPOSURE TO NLCS

### Exposure

Students/Staff may be excluded for up to 14 days....

- If a student or employee has:
  - Recently had contact with a person with a suspected or confirmed case of COVID-19
  - Someone in their home is being tested
  - Recently traveled to a “hot spot” region
    - “Hot spot” region is a region that has increasing cases or increasing positivity rates.

### Individuals Who are Symptomatic

- After consultation with your medical provider, school principals should be notified if a student or staff member is experiencing symptoms related to COVID-19 and should not report to school or work.

### Individuals Who are Symptomatic at School

- Work with school administrators and school nurses to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms
- School nurses should use *Standard and Transmission-Based Precautions* when caring for sick people. See: *What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection*
- Establish procedures for safely transporting anyone who is sick home or to a healthcare facility. Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise sick staff members and children do not return until they have met state health criteria to discontinue home isolation
- Inform those who have had close contact to a person diagnosed with COVID-19 and follow state health guidance if symptoms develop.

# NLCS REOPENING PLAN

## Individuals Who are Symptomatic at School - Continued

- Communicate and coordinate with local health officials regarding confirmed COVID-19 cases. These officials will help administrators determine a course of action for the school involved/district.
- Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

## Returning After a Positive Test

### Symptomatic

- Students/Staff may return after 72 hours without a fever (3 full days of no fever without the use of medicine that reduces fevers)
- Other symptoms improve
- At least 10 days have passed since symptoms first appeared
- Individual has been cleared by their healthcare provider

### Asymptomatic

- Students/Staff who have not had symptoms but have tested positive for COVID-19 may return 10 calendar days following their positive test without symptoms
- Individual has been cleared by their healthcare provider

## Instruction During Exclusion

- Students who are feeling well enough to participate, or who are home because a family member or close contact has tested positive will continue with their instruction online. Content will be delivered by their classroom teacher(s) through Google Classroom and students will have access to a support instructor for check-ins and help as needed.

# NLCS REOPENING PLAN

## Communications Guidance for NLCS Re-entry

### Who?

The NLCS Superintendent will serve as the central point of contact for district-level COVID-19 plans and concerns. Building-specific plans and concerns will be addressed and communicated by each building principal.

Superintendent - Dr. Ty Mungle  
[munglet@nlcs.k12.in.us](mailto:munglet@nlcs.k12.in.us)

Buildings:

BNL - Mr. Todd Tanksley  
[tanksleyt@nlcs.k12.in.us](mailto:tanksleyt@nlcs.k12.in.us)

Oolitic School - Mr. John Hudson  
[hudsonj@nlcs.k12.in.us](mailto:hudsonj@nlcs.k12.in.us)

Bedford Middle School - Mr. Lucas Calhoun  
[calhounl@nlcs.k12.in.us](mailto:calhounl@nlcs.k12.in.us)

Lincoln Elementary - Mr. Brad Webb  
[webb@nlcs.k12.in.us](mailto:webb@nlcs.k12.in.us)

Parkview Elementary - Dr. Theresa Lemons  
[lemonst@nlcs.k12.in.us](mailto:lemonst@nlcs.k12.in.us)

Needmore Elementary -Mrs. Susan Petty  
[pettys@nlcs.k12.in.us](mailto:pettys@nlcs.k12.in.us)

Shawswick Elementary -Mr. Brian Perry  
[perrys@nlcs.k12.in.us](mailto:perrys@nlcs.k12.in.us)

North Lawrence Learning Center- Mrs. Kelly Storms  
[stormsk@nlcs.k12.in.us](mailto:stormsk@nlcs.k12.in.us)

North Lawrence Career Center - Mr. Brad Street  
[streetb@nlcs.k12.in.us](mailto:streetb@nlcs.k12.in.us)

### What?

The purpose of the communications plan is to ensure that all district and building communications are aligned, vetted, and shared consistently to avoid confusion. NLCS believes that our schools will only effectively navigate this challenging time when there is open and transparent communication with our stakeholders.

### How?

NLCS will use the following to communicate and archive all COVID-19 plans and related items.

NLCS Website:  
[www.nlcs.k12.in.us](http://www.nlcs.k12.in.us)

NLCS Facebook Page:  
<https://www.facebook.com/NorthLawrenceCommunitySchools/>