



2021-2022 Covid Guidelines

Introduction

The Lincoln Academy's (TLA) intent is to provide full-time (5 days a week) in-person instruction in consideration of guidelines established by the CDC, Rock County Health Department and the Wisconsin Department of Health Services.

It is important for all families to acknowledge that we are currently living in fluid, ever-changing times due to the Covid-19 pandemic. Our plans will evolve and change as more information and guidance is provided by health and government officials. TLA pledges to work together with families and asks for cooperation and understanding regarding any changes that may need to be made throughout the school year.

While we have taken great steps in the construction of our building and with developing guidelines and procedures to keep our scholars and staff safe, there is no 100% guarantee that the virus won't enter our school. Our goal is to provide all TLA scholars with the safest and most effective learning environment possible. TLA reserves the right to amend and modify this plan/document at any time.

Shut Down Information

Wisconsin State law and statute allows the state government and health department the authority to regulate businesses and schools based on public health. With this in mind, TLA plans to follow the guidelines set forth by the State of Wisconsin. In the event of a state-issued mandate to close schools, TLA will follow suit.

Attendance Guidelines

PLEASE KEEP YOUR CHILD HOME IF THEY ARE SICK. We cannot stress this enough. Scholars who are sick from school should be symptom-free for at least 48 HOURS WITHOUT MEDICATION to return back to school (according to Rock County).

Please Do Not Send Your Child To School If:

- Your child has tested positive for COVID-19 and is under direction of health authorities and/or your health provider to isolate;
- Your child has been exposed to someone that has tested positive for or is suspected of having COVID-19;
- Your child has been directed by your healthcare provider and/or public health to quarantine due to a COVID-19 exposure;
- You are waiting for results from a COVID-19 test; or
- Your child is sick or has any of the symptoms listed below.

If your child must return home because of elevated temperature or illness, the expectation is that you (or your designee) will arrive at school as soon as possible. Parents should ring the school doorbell and your child will be brought to you to return home.

Covid Symptoms

Scholars and staff will not be allowed to stay at school if they report any of the following symptoms, and they should be symptom-free from these for at least **48 HOURS WITHOUT MEDICATION** to return back to school (according to Rock County):

- Fever/Chills
- Shortness of Breath/Difficulty Breathing
- Coughing
- Fatigue
- Muscle/Body Aches
- Headache
- New Loss of Taste and/or Smell
- Sore Throat
- Congestion
- Nausea/Vomiting
- Diarrhea

Drop-Off Procedure

At the start of day, scholars will enter the building upon arrival and proceed directly to breakfast or to their classrooms. Staff members will be stationed at the doors and halls to ensure social distancing and guidelines are being followed.

Masks

Masks are optional for all fully vaccinated adults. While masks are recommended for unvaccinated scholars, the decision to utilize a mask falls solely on the parent/guardian. If utilizing masks, cloth masks should be laundered daily. Disposable masks should be worn for one school day only, then discarded.

Cleaning

TLA utilizes a strict cleaning routine/schedule to mitigate transmission of disease. Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and decreases risk of infection from surfaces.

When no people with confirmed or suspected COVID-19 are known to have been in a space, those rooms will be cleaned once a day to remove any virus that may be on surfaces and help maintain a healthy facility. The building will be disinfected using EPA List N disinfectants. This kills any remaining germs on surfaces, which further reduces any risk of spreading infection.

If there has been a sick person or someone who tested positive for COVID-19 in our facility within 24 hours, we will clean and disinfect the spaces they occupied.

Before cleaning and disinfecting TLA will:

- Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting.
- Wait as long as possible (at least several hours) before cleaning and disinfecting.

While cleaning and disinfecting TLA will:

- Open doors and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation as much as possible.
- Use products from [EPA List N](#) according to the instructions on the product label.
- [Wear a mask](#) and [gloves](#) while cleaning and disinfecting.
- Focus on the immediate areas occupied by the person who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
- Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter and bags, if available.
- Ensure safe and correct use and storage of cleaning and disinfectant products, including storing such products securely and using PPE needed for the cleaning and disinfection products.

Increased Hand Cleansing

All classrooms will be well-equipped with hand sanitizer, and we are building in regular hand-washing procedures before scholars eat and after they return from recess. Where hand-washing is not possible, hand sanitizer will be used.

Drinking Fountains

Drinking fountain bottle fillers will be available for use. Scholars should bring a marked water bottle so they can stay hydrated during the day. Water bottles need to go home daily for cleaning.

Transportation

All scholars utilizing bus transportation should wear masks on the bus at all times, as required by the bus transportation company.

Visitors

In order to mitigate exposure for scholars and staff, visitors inside the building will be limited. If you need to speak with a staff member, please schedule a phone or video meeting by contacting them directly. If an appointment must be made for an instance that cannot be done via phone/video and is absolutely necessary, please contact the main school office at least 24 hours in advance to schedule an appointment time.

Main School Office

Families who need items dropped off to the main school office will be asked to place items in a labeled bag to be left with the office staff. Scholars will be called down to pick up their items to eliminate multiple people touching the items.

Course of Action

- Any staff members testing positive for COVID-19 should notify their immediate supervisor of their positive test results via phone or email and begin quarantining.
- Families should notify the TLA main office of any positive COVID test via phone and begin the medically recommended quarantine period.
- Scholars or staff that test positive for COVID-19 will be denied entry into TLA until cleared to return by a medical professional.
- Scholars or staff who are identified as having been in “close contact” with a person who tested positive for COVID-19 will be directed to quarantine for 14 days. (Close contact is defined as a person who has been within 6 feet of the infected person for a cumulative total of more than 15 minutes over a 24-hour period).

- Contact tracing will be conducted based on Rock County guidance if/when there is a confirmed case of COVID-19 within our school. The following areas will be reviewed to determine those who may have had contact:
 - Classroom
 - Bus
 - Lunch/Recess
- Communication of confirmed COVID-19 cases will be provided using one of two messages:
 - No Contact: Communicate with families, scholars, and staff that a person in the school has tested positive for COVID-19, but contact tracing suggests that there is no reason to believe that the scholar/staff had direct contact with the infected person. Per health department guidelines, anyone within the building should monitor their health for 14 days.
 - Possible Contact: Communicate with families, scholars, and staff that a person in the school has tested positive for COVID-19, and contact tracing suggests that there is a possibility that the scholar/staff had direct contact with the infected person. Rock County to provide recommendations to monitor health and inform of required quarantine.
- What happens when a scholar tests positive and the entire class is quarantined?
 - Everyone in the affected class moves into our distance learning plan.
 - Chromebooks will be sent home.
 - Teacher must teach from home during the 14-day quarantine.
 - If work needs to get to families, we will accommodate as needed.
- What happens when teachers are quarantined (and the rest of the class is not)?
 - If the quarantined teacher is well enough and able to, s/he could choose to send videos to help the educational assistant/substitute teacher.
 - Lesson plans will continue to be provided by the teacher.
 - An educational assistant will carry out the lesson plans and teach the class in person.
- What happens if we have another county/state shut down and move to e-learning?
 - TLA is prepared to provide staff and families with all of the tools needed to be successful should a move to e-learning be deemed necessary.
 - TLA is utilizing an adaptable curriculum that will allow for instruction in person or virtually if necessary.
 - Families will be supplied with the necessary hardware and software needed to participate in instruction.
 - Google Classroom interface will be used to drive instruction and correspondence between scholars and teachers.