RETURN TO LEARN PLAN HIGHLIGHTS

2020-2021
IN RESPONSE TO COVID19

Lincoln County School District
Hawk Point • Moscow Mills • Troy

Plans are subject to modification due to updates in public health guidelines.
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A MESSAGE FROM THE SUPERINTENDENT & BOARD OF EDUCATION

The Lincoln County R-III School District and Lincoln County Health Department are fully committed to working together to facilitate a Return to Learn plan for our students in August and throughout the 2020-2021 school year.

As COVID19 continues to change our collective landscape, our district will work to leverage resources, share best practices, and advocate for regulatory flexibility, including state and federal waivers to enable us to provide the best possible programs for all of our students in a safe environment that is conducive to learning.

This document is an overview of our Back to School Plan. Our full plan including processes, considerations, and plans for the next school year, as can be declared at this time, can be found at www.troy.k12.mo.us/ReturntoLearn. Based on available information as of July 21, 2020, the Lincoln County R-III School District has created contingency plans for reopening schools based on the guiding principles, current planning considerations, and assumptions set forth in this document. These plans are subject to change as public health guidelines are updated.

Our thanks to the school district staff members who helped develop these guidelines, and a special thanks to the Lincoln County Health Department.

Yours in Education,

**Dr. Mark S. Penny, Superintendent of Schools**
**Mr. Ron Mills, Board of Education President**
**Dr. Mary Sue Thompson, Board of Education Vice-President**
**Mr. Randy Siebert, Board of Education Secretary**
**Mr. Dale McDonald, Board of Education Treasurer**
**Mrs. Sarah Toedebusch, Board of Education Member**
**Dr. David Easterday, Board of Education Member**
**Mr. Jim Ladlie, Board of Education Member**
ACKNOWLEDGEMENTS

The Lincoln County R-III School District Back to School Plan was created with guidance and input from the Superintendent’s Back to School Task Force. Members of the committee include representatives from schools and positions across the district. Input provided by parents, guardians, and students through the Feedback Survey distributed in late May through early June was also utilized.

Superintendent’s Back to School Task Force
Mark Penny, Superintendent of Schools
Chris Greiner, Assistant Superintendent of Academics
Mary Saale, Director of Secondary Curriculum
Amy Porter, Director of Elementary Curriculum & Federal Programs
Kevin Conner, Director of Student Services
Brian Brown, Troy Buchanan High School Principal
Kelly Briscoe, Troy Middle School Principal
Megan Crawmer, William Cappel Elementary School Principal
Kelly Groeber, Early Childhood Education Center Principal
Kay Richardson, Director of Finance
Sarah Schmanke, Director of Human Resources
Amy Salvo, Director of Social and Emotional Learning
Mende Kemper, District Health Coordinator
Todd Culbertson, Assistant Superintendent of Facilities
Jeanine Sabatino, Director of Transportation
Audrey Henebry, Community Relations Specialist

Personnel & Finance Sub-Committee
Kay Richardson, Director of Finance
Sarah Schmanke, Director of Human Resources
Holly Hite, Lincoln Elementary School Principal
Lisa Deters, Human Resources Specialist
Amanda Hogan, Payroll Coordinator
Sara Creech, Boone Elementary School Teacher
Kristina Kirchner, Troy Middle School Assistant Principal
Donna Brazil, Paraprofessional/Custodian/Bus Driver
Beverly Wallis, Ninth Grade Center EOP
Rebecca Deters, Early Childhood Education Center Teacher

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Lisa Hamlett, Main Street Elementary School Counselor

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Keith Eisenbath, Systems Network Administrator

Transportation & Latchkey Sub-Committee
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Albert Wiss, Transportation Supervisor
Kim Eveland, Latchkey Coordinator
Rachel Enos, Lincoln Elementary Assistant Principal
David Jones, Ninth Grade Center Principal

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Michael Blankley, Chartwells Food Services Director
Michele Gilbert, Academics EOP
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Robbyn Eggering, Student Data Coordinator
Buddy Bell, Troy Buchanan High School Math Teacher
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Kirsten Wright, Troy South Middle School Teacher
Kristina Kirchner, Troy Middle School Assistant Principal
Jeannie Harrell, Cuivre Park Elementary Assistant Principal
Natalie Cook, Elementary Title I Math Coach
Dana Freymuth, William Cappel Elementary School Teacher
Sara Galati, Site Coordinator
Kristi Gregory, Ninth Grade Center School Counselor
James Bertels, Instructional Technology Facilitator

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GUIDING PRINCIPLES

**Trusting Relationships** - The Lincoln County R-III School District believes that the basis of success for our students, employees, families, and community must be trusting relationships. Regardless of proximity, we are committed to providing trusting relationships with all stakeholders.

**Superior Instruction** - The consistent delivery of superior instruction to all is the foundation for success of all educational programs, whether through in-person instruction or distance learning. Since coursework delivered through hybrid methods must continue to be available (on-campus and distance learning), it is imperative that it should meet the same standards across the board. Educators will need to be provided “space and grace” as they work to improve the delivery of content through multiple methods.

**Safety** - Safety has always been a top priority for our District. Providing a safe and effective learning and working environment for students, employees, and our community guides our decisions. The District will continue to partner with local and state health officials to ensure our facilities are prepared efficiently and effectively for students and staff to be on-campus.

**Social and Emotional Wellness** - The District believes the social and emotional well-being of our students and employees must be met before successful teaching and learning can take place. Through professional development and partnership with local resources, the District will provide social and emotional education and support for our students, employees, and families.

**Equity** - The District believes that every child deserves equal access to quality instruction regardless of race, religion, ethnicity, ability, gender, and socio-economic status. The District is committed to providing every child with the instruction and resources necessary to achieve their individual academic goals.
The following are some, but not all, of the safety measures that are being implemented in the fight against COVID19. Additionally, all LCR3 employees and students will receive training on COVID19 related precautions and safety protocols.

- The District pandemic cleaning procedure will be followed to ensure each location is disinfected periodically throughout the day and thoroughly each evening in accordance with CDC guidance.

- Additional steps will be taken to teach and encourage personal hygiene, such as hand washing, sneezing and coughing into your elbow, and respecting personal space.

- Staff will be required to wear face coverings when social distancing is not feasible. Additional personal protective equipment (PPE) will be available for employee use, as needed. Students in grades 4-12 will be required to wear face coverings when social distancing is not feasible, and students K-3 will be highly encouraged to wear face coverings. Students will need to supply their own PPE. A limited supply of disposable masks will be available, as needed. Masking will not be required during times of physical exertion.

- Students and adults will be asked to self-monitor for symptoms of COVID19, including shortness of breath, coughing, fever of 100 or higher, chills, body aches, nausea, or diarrhea. If any symptoms are present, and not attributable to another condition, the District asks that the adult or student not attend school and call their building office to report an absence.

- Arrival and dismissal are times of high traffic in our schools. Modifications to these processes may be made at the building level to ensure safety for all. These modifications will be communicated by each building.

- The District regularly transports approximately 60% of our student population (roughly 4,500 students). For the 2020-2021 school year, the District requests that, when feasible, families find other means of transportation for their child. To continue offering this service for students that do not have another option, additional safety measures will be put in place. Including family grouping, seating charts, limiting number of students per seat as possible, specific loading and unloading procedures, and mask requirements.

- To reduce the potential for exposure to students and staff at each of our locations, parents/guardians, visitors, and volunteers will have limited access to our campuses and will be asked to schedule an appointment when needed (virtually when possible). No guests will be permitted for lunch. Drop boxes will be installed outside of District buildings to help decrease the number of visitors to the building. All visitors will enter through the main office and adhere to safety/security protocols.

- Social distancing will be maintained, when and where possible. The school setting does not easily lend itself to social distancing. Therefore, face coverings will be required for all staff and students in grades 4-12 (encouraged for grades K-3) when social distancing is not feasible. In any public setting, there is a higher risk for contracting COVID19.
The District's intent is to return to full-time, in-person instruction on August 25, 2020 for all students. Below is the outline of the tiers that we may experience as a District throughout the school year.

<table>
<thead>
<tr>
<th>Tier</th>
<th>Timing/Triggering Criteria</th>
<th>Items</th>
</tr>
</thead>
</table>
| TIER 1 | ● August 25                                                                               | ● In-person learning offered to all students with additional safety guidelines  
|        |                                                                                           | ● Families may elect virtual option for a minimum of one semester, grades K-12  
|        |                                                                                           | ● May include short term building closures, as necessary               |
| TIER 2 | ● If building capacities are limited by state or local order preventing all students to be present at one time | ● Limited building capacity/combination of distance and in-person learning  
|        |                                                                                           | ● Families that have elected virtual education will remain entirely virtual  
|        |                                                                                           | ● May include short term building closures, as necessary               |
| TIER 3 | ● State or local long term closure order  
|        | ● Evidence of District-wide transmission of COVID19                                        | ● All students will receive distance or virtual learning               
|        | ● Evidence of widespread community transmission in Lincoln County                          |                                                                       
|        | ● Low staff and/or student attendance                                                       |                                                                       |
WHAT FAMILIES CAN EXPECT UPON RETURN

The health and safety of our students, staff, and community is of utmost importance. When the 2020-2021 school year begins for the Lincoln County R-III School District, on-campus school will look much different than previous years due to the new health and safety measures. The District has developed plans to re-open schools based on guidance from public health officials and state agencies. District plans will be updated as the situation evolves.

It is important to note that District plans must focus sharply on academic instruction to enhance student performance and address learning loss. At the same time, the District will also try their best to maintain the extracurricular programs, clubs, and athletics that are so important to the physical, mental, and social well-being of our students.

YOUR FAMILY’S CHOICE:

In-Person Learning
The District will offer all of our regular services full-time in-person beginning August 25th to all students. Should a school or the District need to close due to COVID-19, your child’s teacher will continue coursework through a distance learning scenario.

Virtual Learning
The District will offer a full-time virtual option for students in grades K-12. Students enrolled in this option will be required to enroll for an entire semester. If the student/family would like to return to full-time in-person learning, they may do so at semester.

MAKING YOUR CHOICE:

The Return to Learn Selection Form, bit.ly/lcr3selection, is available beginning July 22 for parents/guardians to designate either In-Person Learning or Virtual Learning for each child, grades K-12, in their household.
IN-PERSON LEARNING

WHAT WILL BE DIFFERENT?

- To help decrease the number of riders on District buses, families are encouraged to make other arrangements for transportation to and from school.
- Student bus riders will only be allowed one pick up and drop off location. Riders in grades 4-12 will be required to wear face coverings. Riders in K-3 will be encouraged to wear face coverings.
- As noted in the Safety Measures section, social distancing will be encouraged when possible. However, social distancing in a school setting will be difficult to maintain at all times.
- Face coverings will also be required for all employees and students in grades 4-12.
- Preventive hygiene will be reinforced and encouraged.
- Classrooms will be arranged with desks facing forward and distancing, as space allows.
- Meals will be pre-packaged and available for pick-up by students in the cafeteria. Students will be designated a space to eat that allows for social distancing.
- Restrooms will have a maximum capacity to allow for social distancing.
- Student travel within buildings will be minimized when possible. Social distancing and personal hygiene practices will be encouraged during in-building travel. Face coverings will be required for grades 4-12 and encouraged for K-3.
- Large gatherings will be limited and evaluated on a case-by-case basis.
- Parents will be encouraged to stay in their vehicles during drop off and pick up. Any changes to these procedures will be shared by individual buildings.
- Employees will complete self-assessments for symptoms prior to arriving on campus and will complete a temperature screening upon arrival.
- Students will be asked to self-monitor and report any COVID19 symptoms.
- Custodial staff will follow the pandemic cleaning procedures.

WHAT WILL BE THE SAME?

- Student support services will be continue to be available for all students and families.
- Latchkey (before and after school care) will be offered for those in need of this service.
- Transportation will be available for students, as needed.
- District communication platforms will remain the same: District website, e-mail, phone, text, social media, and local television and radio outlets.
- Students will be able to participate in special subject classes and recess.
- The District will request each family to complete back to school forms so that the most up-to-date information is on file for each child.

The Return to Learn Selection Form, bit.ly/1cr3selection, is available beginning July 22 for parents/guardians to designate either In-Person Learning or Virtual Learning for each child, grades K-12, in their household.
NEED TO KNOWS

- Virtual instruction will be an option for all students in grades k-12.
- Families that choose the virtual learning option for their child must elect this option for a minimum of one semester at a time. Students will not be allowed to move between the virtual and in-person options during the semester unless they are impacted by a COVID19 diagnosis.
- Instruction in the virtual learning scenario will be provided by Lincoln County R-III School District educators.
- The District’s selection of a content provider is contingent upon the number of students that enroll in the virtual option.
- Virtual learning will require parental oversight.
- Grading and assessment practices will be the same as those receiving in-person instruction.
- A District device may be requested for students to use for school work, as available.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Daily Virtual Learning Time</th>
<th>Daily Virtual Learning Time Could Include…</th>
</tr>
</thead>
</table>
| K-5         | • Not to exceed 15 minutes per content area (Reading, Math, Science, SS, Writing/Word Work and Combined Specials-Art, Music PE) | • Content based activities that encourage reading, writing and problem-solving  
  • Learning activities that require students to respond to documents and/or videos posted to Canvas by the instructor. |
| 6-8         | • Not to exceed 20 minutes per course (ELA, Math, Science, SS and Combined Electives) |  |
| 9-12        | • Not to exceed 30 minutes per course |  |

Note: These are approximations. Learning is measured by the student’s engagement and understanding of the content, not necessarily the time spent learning.

The Return to Learn Selection Form, bit.ly/lcr3selection, is available beginning July 22 for parents/guardians to designate either In-Person Learning or Virtual Learning for each child, grades K-12, in their household.
The District recognizes that the COVID19 pandemic continues to present an ever-changing environment for all stakeholders. We are thankful for the partnership and flexibility of our community. We are confident that we will work together, as we move through this school year, to create a successful outcome for all of our students.

We value the input of our stakeholders on all educational topics and look forward to hearing from you with any questions or concerns regarding our Return to Learn plans. Please use the Return to Learn Question Form, bit.ly/lcr3questions, to submit questions to District Administration.

Find the full Return to Learn Plan as well as District planning sources and updates regarding the COVID19 pandemic at www.troy.k12.mo.us/COVID19.
RETURN TO LEARN PLAN
2020-2021
EMPLOYEE MANUAL
IN RESPONSE TO COVID19

LINCOLN COUNTY SCHOOL DISTRICT
HAWK POINT • MOSCOW MILLS • TROY
Plans are subject to modification due to updates in public health guidelines.
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### Employee Resources
NOTES FROM HUMAN RESOURCES

Note from Director of Human Resources, Sarah Schmanke

As we enter into the 2020-21 school year we continue to confront a situation unlike anything else we have experienced in our lifetime. The COVID19 pandemic has created unique challenges that require us to change the traditional school setting as well as the way we work.

Through the COVID19 Task Force, the District has created a Return to Learn plan based upon the guiding principles of trusting relationships, superior instruction, safety, social and emotional wellness, and equity. It is the Task Force’s intention to provide guidance for a safe and productive return to our buildings for all. The guidance in this document is not all encompassing and is subject to change as the situation around the COVID19 remains fluid. Please reach out to the Human Resources Department with any questions regarding the items listed in this document.

LCR3 employees are the backbone of our District and provide services that make our community a better place for all. The District is grateful for, and proud of, each employee and the dedication that they provide to every student and family.

Thank you for your continued devotion to our students. While this year may be challenging, I look forward to working alongside each of you to help make this year successful.

Sincerely,

Sarah Schmanke
Director of Human Resources
RETURN TO LEARN AND WORK

TIERED EMPLOYEE REENTRY PLAN

Following the District’s closure last March, LCR3 implemented a tiered approach to returning employees to work. Following the closure announcement, designated employees reported to ensure the continuation of District operations and to clean and maintain the District’s buildings.

After consulting with the Lincoln County Health Department, studying guidance from the CDC, as well as state, federal and professional agencies and organizations, and engaging in thorough planning, all twelve month employees returned to campus on May 26th with additional safety procedures in place.

The implementation of the final tier of our employee reentry will begin the week of August 17th when we welcome all employees back to campus. In preparation for implementing this final tier, the District has engaged in extensive planning over the last two months. The District developed a COVID19 Task Force Committee to organize and develop systems in place for the District’s reopening. The Task Force’s goal was to produce a plan to promote superior instruction for all students and facilitate trusting relationships between all stakeholders while reducing the impact of COVID19 conditions during the upcoming school year. The committee members were selected from various departments and positions across the District to get a diverse set of knowledge and skills. The committee members were then divided out into six sub-committees. As a whole, the Task Force Committee met regularly every week from the end of May through July 16th. Each sub-committee met at least one time a week as decided by the sub-committee. A sub-committee chairperson was selected to be the spokesperson for the team and keep detailed notes for reporting. The Task Force sub-committees are as follows:

- Academics,
- Personnel,
- Health and Wellness,
- Facilities and Technology,
- Communications, and
- Transportation and Latchkey

Throughout the process, input provided by parents, guardians, employees, and students through the Feedback Survey distributed in late May through early June was utilized. Likewise, the District sought information and guidance in weekly meetings with Lincoln County Health Department throughout the planning. In addition to the Lincoln County Health Department, the guidelines developed in the District’s plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the Department of Elementary and Secondary Education, the Department of Health and Senior Services, and other federal, state and county agencies or resources.

The culmination of this effort is the creation of a realistic, balanced, and sustainable plan for the 2020-21 school year based upon the guiding principles of trusting relationships, superior instruction, safety, social and emotional wellness, and equity. This plan is fluid as the situation around COVID19 continues to evolve. Updates may be made to the plan, as necessary. A copy of the District’s Return to Learn in its entirety is available on the District’s website.
WHAT WILL SCHOOLS AND INSTRUCTION LOOK LIKE IN 2020-2021?

As with the District’s approach to returning employees to campus, the District will utilize a tiered approach over the next school year for instruction and building occupancy. Information and direction about the tiers will be sent to all employees, students, and parents before implementation. A summary of the possible tiers of instruction and building occupancy that the District may experience during the 2020-21 school year is provided below. For additional information on each tier please see the Return to Learn Plan.

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|        |                                                                                             | ● Families may elect virtual option for a minimum of one semester, grades K-12  
|        |                                                                                             | ● May include short term building closures, as necessary               |
| TIER 2 | ● Building capacities are limited by state or local order preventing all students from being present at one time. | ● Limited building capacity-combination of distance and in-person learning  
|        |                                                                                             | ● Families that have elected virtual education will remain entirely virtual  
|        |                                                                                             | ● May include short term building closures, as necessary               |
| TIER 3 | ● State or local long term closure order  
|        | ● Evidence of District-wide transmission of COVID19                                           | ● All students will receive distance learning                           
|        | ● Evidence of widespread community transmission in Lincoln County                           |                                                                       
|        | ● Low staff and/or student attendance                                                       |                                                                       |
VIRTUAL TEACHER ASSIGNMENT

We anticipate that some families will elect virtual instruction in the fall. To accommodate this at the elementary level we are planning for the possibility that some teachers will teach only virtual students next year. Contingent upon virtual enrollment numbers, virtual classroom teachers will be assigned to students that have elected virtual education from across the District. Virtual teachers will be given a workspace in a school building and will stay connected with, and collaborate with, a building grade-level team.

At this time, we do not anticipate that any secondary teachers will start the year teaching only virtually but a teacher may have a virtual student or course. Following the selection deadline for the virtual option, secondary teachers will be given the opportunity to express their interest in a virtual course assignment.

The District will consider the following categories when selecting staff for a virtual teaching assignment:

1. Accommodations in compliance with Americans with Disabilities Act Amendment Act (ADAAA) regarding an individual’s own serious health condition
2. Certification
3. Technology experience – proficiency with Canvas
4. Prior performance with classroom management and implementation of engagement strategies
5. Building need/enrollment of students in online courses.

For more information on the virtual option, please see the following link: Return to Learn Plan.

SAFETY AND PREVENTION MEASURES

EMPLOYEE SCREENING

To help prevent the spread of COVID19 and reduce the potential risk of exposure to others, employees are asked to self monitor for COVID19 symptoms daily. COVID19 symptoms include:

- A fever (100 F or higher), or a sense of having a fever
- Cough
- Shortness of breath or difficulty breathing
- Any new loss of sense of smell or taste
- Sore throat
- Muscle or body aches
- Chills
- Headaches
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Fatigue

Additionally, employees will be required to complete a daily temperature check upon arrival at work. All employees will access their assigned building through the door closest to the building office or reception
area and will complete a temperature screening immediately after arrival at their work location. Any employee with a temperature of 100 degrees Fahrenheit, or higher, will be sent home.

Further, District software systems, including Timeclock and SISK12, will contain a reminder regarding self monitoring for symptoms.

Questions related to employee screening should be directed to Human Resources Director Sarah Schmanke at schmanks@troy.k12.mo.us or District Health Service Coordinator Mende Kemper at kemperm@troy.k12.mo.us.

REPORTING PROTOCOLS

Any employee experiencing COVID19-like symptoms should report their symptoms to their supervisor or administrator immediately. The supervisor or administrator will then relay the information to HR. Employees who are experiencing symptoms should not report to work. If an employee starts to experience COVID19-like symptoms while at work the employee should leave work immediately.

Employees who believe that they have been exposed to COVID19 in the last 14 days or who seek testing for COVID19 must report this information to his/her supervisor immediately. The supervisor will relay this information to HR.

Employees who are confirmed positive for COVID19 and have been in a District building in the 48 hours preceding the employee experiencing symptoms or testing positive will be asked to sign a disclosure form to assist the District in facilitating contract tracing among immediate coworkers.

Information related to COVID19 will be shared with District administrators on a need to know basis and with the health department as required by law.

Questions related to reporting protocols, should be directed to Human Resources Director Sarah Schmanke at schmanks@troy.k12.mo.us or District Health Service Coordinator Mende Kemper at kemperm@troy.k12.mo.us.

HEALTH PROTOCOL

If an employee, student, contracted service provider or visitor becomes ill while on District property and is exhibiting symptoms of COVID19, they will be asked to leave District property as outlined below.

COVID19 Symptoms

The District will follow the recommendations of the Department of Health and Senior Services and/or the Lincoln County Health Department when determining whether or not a student or staff member should be excluded from school/work for illness-related symptoms. Per the Lincoln County Health Department guidance, employees and students will be excluded from District property if the employee is experiencing:

- one of the following symptoms: new or worsening cough, shortness of breath or difficulty breathing, OR
- at least two of the following symptoms: fever, chills, rigors, myalgia, headache, sore throat, new olfactory and taste disorders

People with COVID19 have reported a wide range of symptoms. A regularly updated list of COVID19 symptoms may be accessed here:
Students or staff who meet these criteria and are not cleared by a healthcare provider can return to school after:

- 72 hours with no fever (with no fever reducing medication), AND
- Improvement in symptoms, AND
- 10 days since symptoms first appeared

Employees who are cleared for return by a healthcare provider can return after providing the documentation to the District.

**Confirmed COVID19 Positive**

Any employee who tests positive will be excluded from work for at least ten days. Employees who were asymptomatic can return after 10 days from the date the test. Employees with symptoms may return upon satisfaction of the following criteria:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
3. 10 days since symptoms first appeared, OR
4. 2 negative test results at least 24 hours apart

The employee should contact their medical provider and may seek guidance from the Health Department. Additionally, the employee should notify his/her supervisor who will notify HR. HR will contact the employee to discuss leave and return to work protocols. Documentation from the Health Department or the employee’s health care provider will be required.

**Employee Exposed to COVID19**

An employee who has a household member who has tested positive for COVID19, or who has had contact with a positive individual within 6 feet for 10 or more minutes, will not be able to report to a District building for 14 days from the employee’s last contact with the positive individual. The employee should contact his/her health care provider and the Health Department for guidance and should self-monitor for symptoms. The Superintendent or his designee may grant employees who are able to perform the duties of his/her position remotely permission to work remotely.

Questions related to health protocols, should be directed to District Health Service Coordinator Mende Kemper at kemperm@troy.k12.mo.us or Human Resources Director Sarah Schmanke at schmanks@troy.k12.mo.us.

**PREVENTIVE HYGIENE**

Employees are asked to engage in prevention hygiene, including, frequently washing hands with soap and water for at least 20 seconds or sanitizing hands. When hand washing is not an option, hand sanitizer with at least 60% alcohol content should be used and will be available in each office, classroom, and at various locations throughout each building.

Additionally, employees should try to avoid touching their eyes, nose and mouth and wash or sanitize their hands after touching their face. Employees are also asked to cover their mouth or nose with a tissue when coughing or sneezing or use the inside of his/her elbow. Employees will be provided information on
preventive hygiene.

SOCIAL DISTANCING

District employees will maintain a distance of at least 6 feet from others, where feasible. The District recognizes that in a school setting maintaining such a physical distance at all times is not possible and student safety and needs may require close proximity. Please see this link for more information Return to Learn.

PROTECTIVE EQUIPMENT

In order to minimize exposure to COVID19, protective equipment may be needed to prevent certain exposures. Protective equipment for District employees will include:

K-N95 Masks: K-N95 masks will be provided to nurses and any custodial staff members who will be deep cleaning a building following a confirmed positive COVID19 case.

Other Face Coverings: Face masks/shields are an important part of employee protection. Employees are required to wear masks/face coverings while at work when a distance of at least 6 feet from others may be difficult to maintain. Employees will not be required to wear a mask while working in isolation in an office, room or hallway.

Cloth (non-medical) face coverings will be provided to each employee and additional masks/face coverings will be available in each office. Additionally, clear face shields have been ordered and will be made available to employees upon arrival. Employees may also use their own mask or face covering if desired.

Gloves: Gloves will be provided to nurses, custodial staff members, and other employees as necessary. Gloves will be available in nurse’ offices, classroom kits, busses, and in the custodial area.

It is important that employees remember that touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need for hand washing. Employees who are required to wear gloves will be provided with information on the proper removal of gloves to reduce the risk of being exposed to contamination.

Plexiglass: Plexiglass sneeze guards are being installed for employees who may be forward facing with the public. This is for positions with large traffic areas open to the public (building EOP, District offices, etc.). Additional plexiglass divers may be available for student services or instruction.

Some employees may be required to wear additional protective equipment for specific assignments and will be provided instruction on doing so.

*Employees should continue to practice social distancing, whenever feasible, even with the use of protective equipment.*

Questions related to protective equipment and health guidelines within LCR3, should be directed to District Health Service Coordinator Mende Kemper at kemperm@troy.k12.mo.us.

EMPLOYEE TRAINING
It is important that all employees understand the safety requirements, protocols and expectations. LCR3 will provide employee training based upon national, state and local agency guidance and resources.

The training plan will be structured to effectively disseminate information to employees.

1. **Pre-Return to School training**
   - Presented remotely via SafeSchools to ensure understanding and preparedness to align with this plan. These training videos must be completed by August 21st or prior to starting work, if the employee is hired after August 18th.

2. **Back to School Training/Orientation**
   - Align protocols and procedures with the District’s Return to Learn plan.

Content Covered will include:
- Coronavirus awareness
- Preventive measures
- Daily self-screenings
- On site health screening expectations
- Reporting requirements
- Confidentiality expectations
- Isolation protocols
- Disinfecting areas and objects
- Protective equipment

Additional position-specific training may be required. Training topics may be reinforced with signage in the buildings.

**TRAVEL RESTRICTIONS**

LCR3 will minimize staff travel to conferences and professional development until further notice unless pre-approved by the Academics and Human Resource departments.

LCR3 will follow recommendations of the CDC and Lincoln County Health Department with respect to travel restrictions. At this time, any employee or student who travels internationally or via cruise ship will not be allowed to report to District property for 14 days from the date of return. Employees must report international or cruise ship travel to their supervisor.

As the situation with COVID19 continues to evolve, travel restrictions and corresponding District reporting requirements may change. Please stay up-to-date on travel restrictions imposed by the CDC, Missouri or LCHD and plan to quarantine accordingly should additional restrictions be imposed. An employee who is required to self-quarantine as a result of personal travel should contact HR to discuss leave implications.

**EMPLOYEE MEETINGS**

Employee meetings will utilize social distancing of 6 feet or greater and/or will be held virtually. If a meeting cannot be held virtually and/or social distancing cannot be maintained, in person participants are required to wear masks/face coverings.

**FOOD SHARING**
Bringing or sharing refreshments during celebrations, meetings etc. poses a risk of contamination. Any food brought into the building to share with other employees should be limited to prepackaged items or items prepared and provided by Chartwells or another commercial vendor.

**INTRADISTRICT TRAVEL**

Administrators are asked to minimize the scheduling of shared staff members to be in different District buildings on the same day, to the extent possible. Each staff member who enters a building that is not their primary work site should report to the main office or reception area and be entered into Lobbyguard or the building’s attendance record. The employee should also be temperature screened if not previously screened in another building.

**SUBSTITUTES AND INDEPENDENT CONTRACTORS/VENDORS**

Substitutes, independent contractors and other vendors who will be working in District buildings and/or in contact with District students are expected to follow the screening procedures for employees and be entered into Lobbyguard or the building’s attendance record. Any such individual who is experiencing any COVID19-like symptoms, is seeking a diagnosis for COVID19, or tests positive for COVID19 should contact HR Director Sarah Schmanke (schmanks@troy.k12.mo.us) and Health Services Coordinator Mende Kemper (kemperk@troy.k12.mo.us) immediately. Additionally, these individuals are expected to follow the travel restrictions and preventive hygiene, social distancing and protective equipment protocols for employees.

**VISITOR AND VOLUNTEER RESTRICTIONS**

The safety of our staff and students remains the District's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitors will be limited and allowed by appointment only whenever feasible. Parents/Guardians will be allowed by appointment for meetings only (scheduled virtually when possible) and the District will not permit guests for lunches. Drop Boxes have, or will be, installed outside of District buildings to help decrease the number of visitors to District buildings. All visitors will enter through the office or reception area and adhere to safety/security protocols including, but not limited to, completion of a temperature check and being entered into Lobbyguard or the building’s attendance record.

Volunteers who have completed the volunteer approval process will continue to be allowed, as necessary. Volunteers will be entered into Lobbyguard each day they are on campus to ensure a record of their attendance. Volunteers will be expected to follow the employee reporting and screening procedures, as well as, travel restrictions, preventative hygiene, social distancing, and protective equipment protocols outlined herein.

**PERSONAL WORKSPACE/CLASSROOM**

All teachers and students are asked not to visit another classroom outside of their team or grade level to the extent possible. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Sanitizing wipes will be available in each classroom and office. If wipes need to be replenished in a room/office the employee must notify a custodian or the Facilities Office.

**SHARED WORKSPACE**

Employees are encouraged to disinfect shared work spaces throughout the day, giving special attention to
commonly touched surfaces. Cleaning sprays and wipes will be available to clean and disinfect frequently touched objects and surfaces. LCR3 has alcohol-based hand sanitizers throughout the workplace and in common areas. The LCR3 Custodial Team will clean all workspaces at their designated cleaning time.

FACILITIES DISINFECTING AND CLEANING

The District’s disinfecting and cleaning plan will include the following:

Disinfectant solution with paper towels/wipes will be in each classroom/area, in addition to hand sanitizer. Hand sanitizer dispensers will be available throughout the District.

Additional custodial staff will be on staff during the day and will be frequently cleaning and disinfecting high traffic areas and most touched surfaces, as well as, ensuring paper towel, tissue, and hand soap dispensers have products. Most-touched surfaces will include restrooms, doorknobs and push plates, handrails. Cleaning checklists will be placed in all restrooms for custodial staff to document service times during the day. Night custodians will use the Pandemic procedure. All areas will be Fogged using Electrostatic Sprayers. CDC guidelines will be followed for cleaning, including the use of recommended EPA Registered Disinfectants or Sanitizers.

Additionally, emphasis will be placed on surface contact avoidance including opening internal doors where feasible, logistical student routing and minimizing student transitions where feasible.

Air system filters in buildings will be replaced bi-monthly and guidance from the American Society of Heating, Refrigeration and Air Conditioning Engineering on indoor air quality will be followed.

For questions for facilities disinfecting and cleaning, please e-mail the Assistant Superintendent of Facilities and Operations, Todd Culbertson at culberts@troy.k12.mo.us.

EMPLOYEE RESPONSIBILITIES

REPORTING AND JOB RESPONSIBILITIES

As we begin to open our doors and continue to educate children in some traditional and non-traditional means, staff will report and assist in this goal. The District has communicated three tiers to support this goal as we reopen. At any time, the District may choose to adjust the tiers based on need and based on the changing environmental conditions of COVID19. All information in planning will continue to be based on local health department guidance.

In the event of a short term closure, custodial and maintenance staff will report to the building affected for deep cleaning once the COVID19 positive individual has been absent from the building for at least 24 hours. All other building classified staff members will not report to the building affected and may be directed to perform duties remotely. Certified staff members will provide distance learning instruction.

In the event of a long term closure, certified and classified staff will report to buildings to perform the duties of their position, as directed by their supervisor. Certified staff members will provide distance learning instruction.
LATCHKEY CHILD CARE OPTION FOR STAFF

Pending sustainable interest and enrollment, a full day Latchkey program for staff children will be offered at a reasonable daily rate for days the staff are required to report to work and their children are learning virtually.

REMOTE WORK EXPECTATIONS

Employees may be granted permission, or directed by their supervisor, to work remotely as necessary. Employees should work their normal work schedule and hours while working remotely unless otherwise directed by their supervisor. An employee may not work any overtime hours while working remotely unless granted prior approval by his/her supervisor. Any employee who is assigned to work remotely who does not have sufficient internet connectivity to perform all duties of their position should notify their supervisor.

IN-PERSON-ONLY POSITIONS AND DUTIES

If the District should have to close campuses, full time positions and activities may be impacted. The District’s intent is to pay all individuals or re-assign duties to ensure that services are still provided to all students and that pay remains as budget allows. Should the budget be impacted in a way that the District cannot afford standard operating procedures, employees will be communicated with in advance.

REPORTING LEAVE

If using personal leave or sick leave for non-COVID19 related issues you must report to your supervisor and enter your absence request in accordance with policies and regulation 4320 and 4321.

If using leave related to COVID19, you must report information related to your absence to your supervisor. Supervisors will relay this information to HR and HR will reach out to employees to discuss leave implications.

RESPONSIBILITIES FOR CONFIDENTIALITY AND DIGNITY

It is the employee’s responsibility to maintain the confidentiality of medical information regarding staff and students. If an employee sends students to the office regarding COVID19-related symptoms or any medically related symptoms, this is not information that the employee should share with anyone other than the nurse and/or administrator. Likewise, employees should not discuss symptoms, diagnosis or medical conditions of co-workers. The District does not promote gossip or discourteous treatment of students or staff. Rather, employees are required to be professional in their communications, as provided in Policy 4630 and maintain confidentiality of student information. Positive cases will be communicated and/or addressed at the recommendations of both the CDC and our local health officials. We must remember that during a regular school year, many similar symptoms are related to the standard flu, cold, and allergy seasons that coincide with the COVID19 pandemic.
BENEFITS, ACCOMMODATIONS, AND COVID19-RELATED LEAVE

BENEFITS

For benefits information or questions related to COVID19 or at anytime during employment with LCR3, please contact Human Resources Coordinator Lisa Deters at detersl@troy.k12.mo.us.

VIRTUAL VISITS THROUGH A DESIGNATED NETWORK PROVIDER

Effective March 18th until September 30th, 2020, you will not be responsible for any cost share for virtual visits received from a designated virtual network provider (AmWell, Doctor on Demand or Teladoc). Unless the September 30th date is further extended by UHC, the virtual visit copay of $20 will resume on October 1, 2020. To get started with a virtual visit, go to uhc.com/virtualvisits.

FAMILY FIRST CORONAVIRUS RESPONSE ACT (FFCRA) – EMERGENCY PAID SICK LEAVE

The FFCRA requires certain employers to provide employees with paid sick leave for specified reasons related to COVID19. These provisions will apply from the effective date through December 31, 2020. The Act provides that employees are eligible for the following:

- Two weeks (up to 80 hours) of paid sick leave at the employee’s regular rate of pay (up to $511 per day and $5,110 in the aggregate) where the employee is unable to work or telework because:
  - the employee is quarantined (pursuant to Federal, State, or local government order or advice of a healthcare provider), or
  - is experiencing COVID19 symptoms and seeking a medical diagnosis.

- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay (up to $200 per day and $2,000 in the aggregate) because the employee is unable to work or telework because of:
  - a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a healthcare provider), or
  - care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID19.

Employees who believe they may qualify for emergency paid sick leave under the FFCRA must contact Human Resources and follow their guidance. Supervisors should also follow up with Human Resources. Human Resources may have conversations related to symptoms and medical treatment, as defined under Equal Employment Opportunity Commission guidance https://www.jdsupra.com/legalnews/eeoc-issues-updated-guidance-regarding-14394/.

FAMILY FIRST CORONAVIRUS RESPONSE ACT (FFCRA) – EXPANDED FAMILY MEDICAL LEAVE

The FFCRA – Family Medical Leave expansion provides employees up to 10 weeks of paid leave at two-thirds pay up to $200/day or $2000 total for employees who have been employed for at least 30 calendar days and are unable to work or telework due to a bona fide need for leave to care for a child.
whose school or childcare provider is closed or unavailable for other related reasons to COVID19.

Employees using FMLA extended leave related to COVID19 will be entitled to 12 weeks total, 10 of which will be paid under the FFCRA. It shall not be an additional 12 weeks to the 12 weeks provided under FMLA, but may be run concurrently by the District.

Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. Employees and supervisors should contact Human Resources for guidance.

OTHER LEAVE OPTIONS

The District offers full-time employees personal paid leave, paid sick leave and emergency leave options provided under policies 4320, 4321 and 4330. Additionally, the District provides Family Medical Leave Act leave for qualifying employees. To discuss leave options, employees should contact Human Resources Coordinator Lisa Deters, detersl@troy.k12.mo.us or Human Resources Director Sarah Schmanke, schmanks@troy.k12.mo.us.

REQUESTS FOR ACCOMMODATION

Employees with a disability, as defined by the American with Disabilities Act Amendment Act (ADAAA), may request reasonable accommodations in their employment. Any employee who feels that he/she may need an accommodation under the ADAAA, should contact Human Resources Coordinator Lisa Deters, detersl@troy.k12.mo.us or Human Resources Director Sarah Schmanke, schmanks@troy.k12.mo.us.

EMPLOYEE RESOURCES

We recognize that each individual may experience their own stress, trauma or anxiety related to COVID19. Each individual has been uniquely impacted by COVID19. We want to remind staff of available resources to help:

- Employee Assistance Program (provides district-paid counseling services to employees). Information is available on EAP at: https://www.troy.k12.mo.us/Page/4413
- Missouri Department of Mental Health - https://dmh.mo.gov/disaster-services/COVID19-information
FREQUENTLY ASKED QUESTIONS (FAQ)

We understand that employees have many questions about the upcoming school year. FAQs will be updated and created as necessary.

Are staff required to wear a face covering?
Yes. Employees are required to wear masks/face coverings while at work when a distance of at least 6 feet from others may be difficult to maintain.

Will staff be provided face coverings?
Yes. Cloth (non-medical) face coverings will be provided to each employee and additional masks/face coverings will be available in each office. Additionally, clear face shields have been ordered and will be made available to employees upon arrival. Employees may also wear their own mask.

Do I have to use Personal Protective Equipment?
The use of protective equipment other than face coverings will be directed by supervisors and training will be provided on the appropriate use of PPE. PPE will be provided to staff at no charge for their protection and peace of mind.

What if I don’t feel well?
Employees should stay home if they do not feel well. If an employee is experiencing COVID19 symptoms and seeks a medical diagnosis, additional paid leave may be available pursuant to the Families First Coronavirus Response Act (FFCRA). The employee should contact their supervisor immediately. The supervisor will relay the information to HR who will contact the employee to discuss leave implications. If the employee is not experiencing COVID19 symptoms, the normal procedure for requesting a sick day should be followed.

How do I record my leave?
If you are out for COVID or non-COVID19 related reasons, you will need to let your supervisor know. You will record your leave normally, if non-COVID19 related. If the reason for the leave may be COVID19 related, you should notify your supervisor who will notify HR. HR will discuss with you the type of leave that is required/allowed for the absence.

Can my supervisor or HR ask me about my symptoms if they are related to COVID19?
Yes. The Equal Employment Opportunity Commission has weighed in on COVID19-related conversations in the workplace. As COVID19 is a medical condition that affects others and has been deemed a public health concern, employers may ask employees if they are experiencing COVID19-related symptoms, even prior to the employee working at the facility/location.

Can my supervisor or HR send me home?
Yes. Employees may be sent home under various circumstances including if an employee has COVID19-like symptoms, is seeking a COVID19 diagnosis, tests positive for COVID19, or had contact within 6 feet for 10 minutes or more with a person who has tested positive for COVID19.

What if I or my child have a compromised immune system?
You may be eligible for leave under FMLA or the FFCRA expanded FMLA, or reasonable accommodations under the American Disabilities Act Amendment Act. Please contact HR to discuss eligibility for leave and/or accommodations.
If I am caring for my child who has COVID19, do I get the 2/3 emergency paid sick leave for two weeks?
Employees who are caring for a child who has COVID19 may qualify for 2/3 emergency paid sick leave under the FFCRA. For situations that are specific to COVID19, please contact Human Resources for direct guidance.

What if I use all of my emergency paid sick leave under FFCRA (generally 2 weeks for full time employees) to care for a family member but then get COVID symptoms? Do I get more emergency paid sick leave?
No. Qualifying employees will be provided up to 80 hours of emergency paid sick leave under the Families First Coronavirus Response Act (FFCRA). This leave does not reset with a new qualifying reason for leave, however an employee may be eligible for traditional FMLA and/or District-provided sick or personal leave.

What if there is an uptick in positive cases in Lincoln County?
The district will continue to partner and communicate frequently with our local health professionals for guidance. Their input will help guide the District’s decisions as it relates to potentially moving to a different tier or implementing additional safety measures.

What if an individual who is positive for COVID19 was in a LCR3 building?
LCR3 will comply with CDC and local health department orders and guidance. This could include quarantine for those who were a contact of the positive individual and a possible short term closure of the building. Additional cleaning and sanitation procedures will be followed to ensure that the building has been properly disinfected.

What if a member of an employee’s household tested positive?
The employee must stay home and contact his/her supervisor. The employee may contact the health department for further guidance.

What if an employee has been in contact with someone who has tested positive?
If the employee had contact with the positive individual within 6 feet for 10 minutes or more the employee must stay home and contact his/her supervisor. The employee may contact the health department for further guidance.

What if an employee has been in contact with someone who has COVID19 symptoms?
The employee can continue to come to work so long as the employee does not have symptoms. The employee should continue to self monitor for symptoms. They can also contact the health department for additional guidance.

What if an employee has had indirect contact with a confirmed case (contact with another individual who did have confirmed exposure)?
The employee can continue to come to work and can also contact the health department for additional guidance. The employee should continue to self monitor for symptoms.

COPY OF EMPLOYEE ACKNOWLEDGEMENT DISTRIBUTED
I hereby agree that I have completed Lincoln County R-III School District’s training on COVID19 awareness and precautions.

I hereby agree that at all times during my employment I will follow all District precautions and safety protocols, including but not limited to, those provided herein.

I hereby agree that I will immediately notify my supervisor if I seek COVID19 testing or test positive for COVID19.

I hereby agree that I will immediately notify my supervisor if I have any of the following symptoms and will not report to work, or will leave work immediately if already at work:

- A fever (100 F or higher), or a sense of having a fever
- Cough
- Shortness of breath or difficulty breathing
- Any new loss of sense of smell or taste
- Sore throat
- Muscle or body aches
- Chills
- Headaches
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Fatigue

I hereby agree that I will inform my supervisor immediately if I have close contact with a person who is seeking testing or a diagnosis related to COVID19 exposure or symptoms, or has a confirmed case of COVID19.

I hereby agree that I will inform my supervisor if I travel internationally or travel on a cruise ship and I will not report to work for 14 days after such travel.

I have read this acknowledgement carefully and fully understand its contents and sign it freely and voluntarily.