

Virtual Classroom/Distance Learning Norms:

Arrival to on-line class

- Please login to the virtual class meeting within three minutes of the scheduled start time.
- Use a name that is recognizable as you – Brian C. or B. Cogswell, for example.
- Communicate any planned absences with your teacher.

Logging On:

- Once you log on to the virtual session be sure your camera is turned on for attendance and your microphone is on mute.
- Choose an appropriate background for your session.
- When you would like to ask a question or make a comment during class, type “question” or “comment” in the chat feature and you will be addressed directly by the person in charge of the session.
- Do your best to not interrupt others while they are speaking.

Location and Dress:

- Find a space that is comfortable with minimal family traffic (not a playroom). Find a well-lit (though not back lit) space with room to use your school materials.
- Dress comfortably, yet appropriate - think “neat casual.”

Focus and Engagement:

- It is easy to become distracted when working on your computer, but it is critical that you engage deeply when doing so. Keep off other devices, programs and websites during class time.
- You are responsible for all content delivered during online class sessions. Do not open another browser unless instructed to do so.

Be Respectful:

- Screenshots, pictures, snapchat, recordings etc. of your teacher or classmates during class time is prohibited and will be subject to discipline.

Academic Integrity:

- You are expected to abide by the same rules as outlined in the LMMHS Student Handbook.
- As always, academic integrity is an utmost priority. Make good decisions. Gain clarity by asking your teachers questions directly.

Good Will:

- Approach this learning adventure with optimism and good will. Encourage and support your peers and teachers. We are in this together and will succeed if we bring out the best in one another!

Facemasks required in school

- Face Masks are required for students, teachers, staff, or visitors. Anyone not wearing a proper mask will be provided with a disposable mask prior to entry to school.
- Wearing a face mask that covers the nose and mouth, and is securely fastened around the face is required.
- Fabric masks should be at least 2 layers of fabric (3 layers are preferred) and ear-loops are preferred to those tied around the head.
- Face masks with “valves” that open/close should not be worn in school. Bandanas in lieu of a face mask will not be permitted in school. If a student, teacher, staff or visitor comes in with a face mask other than described above, the person will be provided a disposable face mask and asked to wear that for the time they are in school.
- Before putting on a face mask, or removing a face mask for any reason, students and staff are required to wash (with soap and water for 20 seconds) or sanitize (using a hand sanitizer of at least 60% alcohol) their hands.

Health and Hygiene

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#).

The following health and safety protocols and procedures will be in place in all district schools for the 2020-21 school year should in-person schooling resume:

Health and Safety Components

- Social distancing of six feet/barriers/face masks/coverings will be primary components of the school day.
 - Appropriate social distancing - 6 feet - will be maintained between individuals while in school facilities and on school grounds (inclusive of students, faculty, and staff).
 - Face masks are required to be worn at all times.
 - Face masks can be removed for meals, when appropriate. Additional mask breaks will be scheduled, while maintaining social distancing measures.

All face coverings (whether disposable or reusable) must:

- Be made with at least two layers of breathable material
- Fully cover the nose and mouth and secure under the chin
- Fit snugly, but comfortably against the side of the face
- Be secured with ties or ear loops and allow the person to remain hands-free

At this time, based on guidance from health authorities, neck gaiters, open-chin triangle bandanas and face coverings containing valves, mesh material or holes of any kind are not acceptable face coverings. *Although young people, in general, have less severe COVID-19 symptoms, if students have a condition that makes them more vulnerable for severe disease (diabetes, immunocompromised, severe asthma, or medically unable to tolerate mask wear) then parents should consider a remote learning track.*

- Daily temperature checks.
- Parents will be encouraged to screen at home. If the child has a temperature of 100°F or greater, the child should remain home.
- Temperatures of students will be taken upon arrival at school or before students get on the bus. A student that has a temperature of 100.4°F or greater will not be permitted to ride the bus.
- Walkers, student drop-offs and student drivers' temperatures will be taken at the entrance to the buildings.
- Daily health questionnaire for all faculty and staff
- Teachers will use PPE face shields in addition to masks when needed
- If teachers cannot maintain six feet social distancing, then eye protection or shields will be added; shields should never be used without a mask unless they need facial visualization for educational/communication purposes
- Daily facility cleaning and disinfecting protocols will be followed
- Visitors will be limited and held in the front entrance; no parent volunteers
- Classes have been reduced to accommodate small cohorts of students in the building at one time.
- Clubs will be evaluated on an on-going basis
- No physical education lockers
- No bus changes will be permitted, bus pickup and drop off locations will only be permitted at a student's primary residence or at a registered daycare provider
- No field trips
- Student drop-offs, pick-ups and carpools will be encouraged

Health Checks

The district has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100.4°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) [list of Coronavirus symptoms](#) was used to develop these resources.

LMMHS will implement the following practices to conduct mandated health screening:

Staff will be instructed to observe for signs of illness in students and staff. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms and the CDC will continue to update as new information is acquired regarding COVID-19. Any student or staff member with these signs of illness or are symptomatic will be sent to the school nurse in their building.

Daily temperature screenings of all students will be performed.

- Parents will be encouraged to screen at home. If the child has a temperature, the child should remain home.
- Temperatures of students will be taken upon arrival at school and before students get on the bus. If a student has a temperature of 100.4°F or greater will not be permitted to ride the bus
- Walkers, student drop-offs and student drivers' temperatures will be taken at the entrance to the buildings.

Any student or staff member who screens positive for COVID-19 exposure or symptoms, if screened at the school must be immediately sent to the health office and assessed by the school nurse. They must be immediately sent home with instructions to contact their health care provider for assessment and testing.

Students with a temperature, signs of illness, and/or a positive response to the questionnaire will be sent directly to the dedicated isolation area in the health office to be supervised, prior to being picked up or otherwise sent home.

Parents/guardians are to observe for signs of illness in their child that require staying home from school. Screening is strongly recommended to be conducted before the individual reports to school. Parents/guardians will be reminded that students may not attend school if they have a temperature of greater than 100.4°F at any time, even if a fever-reducing medicine was administered and the student no longer has a fever. Parents/guardians will also be advised to refer to CDC guidance for the most up to date information on symptoms associated with COVID-19.

Hand and Respiratory Hygiene

Staff and students will be instructed in correct hand and respiratory hygiene. Signage will be posted to reinforce these practices. The district has developed a plan with policies and procedures for maintaining social distancing of all students, faculty, and staff when on school facilities, grounds and transportation. All persons in school buildings will maintain a social distance of at least 6 feet whenever possible. Measures will be taken to prevent congregation in areas. Proper face coverings must be worn in class, common areas such as hallways and school buses.

The district has ordered PPE shields and cloth coverings for all school employees. In addition, the district has purchased replacement disposable masks for students who forgot their masks in the classroom or on the school bus. Disposal masks are also available for any mask that is deemed not appropriate for the school setting.

An employee is allowed to wear their own acceptable face covering if they choose. Periods of time when masks are not worn will be built into the school day to allow for breaks.

The district will instruct students, staff, contractors and vendors on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Staff and students will be instructed in correct hand and respiratory hygiene.
- Signage will be posted to reinforce these practices.
- Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.

How Germs Spread

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After blowing your nose, coughing, or sneezing
- After touching garbage
- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Follow these five steps every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Use Hand Sanitizer When You Can't Use Soap and Water

You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.
- Hand sanitizers may not eliminate food proteins or oils which may contribute to an allergic reaction.

How to Use Hand Sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Respiratory Hygiene/Cough Etiquette

- Cover your mouth and nose with a tissue when coughing or sneezing
- Use in the nearest waste receptacle to dispose of the tissue after use;
- Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic hand wash) after having contact with respiratory secretions and contaminated objects/materials.