

Lincoln School of Early Learning

Safety Protocol for Common Spaces

Room Use Requirements

- 1. Please adhere to occupancy numbers posted on the outside of the common space.**
- 2. Maintain 6 feet social distancing.**
- 3. Utilize cleaning steps listed below.**
- 4. Remember to sign in and out on the provided cohort contact log.**

Protocol for Cleaning Common Areas Clean In, Clean Out

- 1. Using the provided cleaning equipment to wipe down surfaces and chairs you or your group will be using while accessing the common space.**
- 2. While in the common space, wipe down any touch points in the room after using them.**
- 3. When leaving the space, utilize the provided cleaning equipment to wipe down surfaces and chairs that were used.**

Note: Space will be cleaned by custodial staff daily.

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Safety Protocol for Screening Staff

Staff Training

- 1. Staff will be trained in COVID-19 symptoms.**
- 2. Staff will be instructed to stay home if they feel ill.**
- 3. Staff will be instructed on how to report absences and potential COVID-19 symptoms.**

Staff Reporting of Potential Illness

- 1. Staff will self-report any symptoms consistent with their COVID-19 training to Amy Flora.**
- 2. Staff who become ill at work will report to the office immediately, proceed to the isolation room and then follow the Isolation Room Safety Protocol.**

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Safety Protocol for Communication of Potential or Confirmed Cases

If a student or staff member communicated that they are potentially positive or confirmed positive for COVID-19 conduct the following steps:

- 1. Contact the front office.**
- 2. Office staff will contact the school district nurse.**
- 3. School district nurse will call the LPHA.**
- 4. Follow all LPHA guidance.**

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Safety Protocol for General Public Arrival & Screening

Arrival Protocol

- 1. The school building is closed to the general public.**
- 2. Exceptions could be pre arranged meetings. Please call 541-396-2811 to request a meeting.**

Protocol for Screening to Enter the Building

- 1. Visitors will not be allowed past the main office until they have been screened.**
- 2. As much as possible, conduct business following 6 feet social distancing.**
- 3. Complete a visual screen.**
- 4. Ask the screening questions. If someone does not pass the screening questions or displays symptoms, they will not be able to enter the building.**
- 5. Log the visitor on the contact tracing log, filling out all provided spaces with a clean writing utensil.**
- 6. Visitors must wear a face covering. One will be provided if needed.**
- 7. Use the Safety Protocol for Common Spaces.**

Note: Spaces will be cleaned by custodial staff daily.

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Safety Protocol for Isolation

Isolation Room

1. If a student or staff member is screened upon entry and displays signs or symptoms of COVID-19, or develops symptoms during the day, help them to the isolation room immediately.
2. The isolation room is located in the meeting room by the staff restroom.
3. The room includes adequate space for the sick individual and a staff member to be 6 feet apart, medical grade masks, gowns, gloves and other PPE necessary to support the sick individual.

Isolation Protocol

1. A designated staff member will tend to the sick individual and will put on a medical grade mask and any other necessary PPE.
2. The designated staff member will assist and monitor the sick individual.
3. The sick individual will be asked to wear a mask if it's safe to do so.
4. The staff member will communicate clearly with the individual what is happening and what steps are being taken to keep themselves and others safe.
5. For a student, call the parent or guardian. For staff, ask them if/whom they want called.
6. The school district nurse or administrator will call LPHA for directions on next steps including testing if needed.

Transportation

1. If the sick individual needs transported, the transportation supervisor will be contacted to make special arrangements.
2. The person will be transported to their residence or to another location determined by LPHA.
3. If a student is transported to their residence, ensure that an adult is there to provide support and supervision.

Clean Up After Isolation

1. Once the sick individual has left the isolation room, throw all items in the trash, clean and disinfect all surfaces, wash hands and follow LPHA guidance.

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Safety Protocol for Student Arrival & Screening

Arrival Protocol

- 1. Students will arrive at the assigned location and will be escorted by an adult to their classroom cohort.**
- 2. Markers will be placed on the ground to indicate 6 feet social distancing.**
- 3. Signage will be placed at entrances reminding students and the public of the arrival and screening requirements.**
- 4. Students will be screened using the protocol below.**
- 5. Students will go directly to their cohort and upon entry students will use hand sanitizer.**

Protocol for Screening and Entering Lincoln

- 1. Students will be screened by a trained individual.**
- 2. Complete the visual screen for the primary symptoms of COVID-19 including:**
 - a. Cough**
 - b. Fever**
 - c. Chills**
 - d. Shortness of Breath**
 - e. Difficulty Breathing**
- 3. Students will be asked, “ how are you feeling”?**
Parents/Guardians can share a students health status if the student is unable to do so.
- 4. After screening, students will either complete the Arrival Protocol or initiate the Safety Protocol for Isolation.**

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Safety Protocol for Collecting & Maintaining Daily Logs

Daily Logs

1. Daily logs will be kept in all common areas within cohort groups.
2. The daily log will conform to the requirements provided in the RSSL Guidance.
3. The log will be kept using a paper chart.
4. Stable cohorts may have a pre-filled log however the following must be recorded daily:
 - a. if the individual (student or staff) was screened, exhibited/reported symptoms and went to isolation.
 - b. if/when the individual left the cohort, time in/out and where they went.
5. If any individual comes into the stable cohort:
 - a. the staff member supervising that cohort will fill out the log with all relevant data completely including time in and out.
 - b. they will wear a face covering.
6. For common areas where there are not stable cohorts (staff room, restroom or copy room etc.), a contact log will be kept for that space and all individuals will wear a face covering.
7. If any individual leaves the school grounds for any reason and then returns, the office will log the time out and in and repeat the screening procedures.

Maintaining Daily Logs

1. All logs will be turned in to the office daily.
2. There will be a minimum of 4 weeks of logs available to the LPHA at all times.
3. Logs will be provided when requested from the LPHA.