October 9, 2020

Dear Families:

Welcome Back! We are excited to have our students back in our schools. Things are going to look a bit different, and we want you to know what to expect in terms of our new safety procedures and what happens if there is a COVID-19 event in one of our schools.

**New Safety Procedures**: Many processes have been put into place to help us work toward keeping everyone safe and reducing the risk of COVID-19. They focus on physical distancing, wearing face coverings, hand washing, staying home if sick or exposed, keeping students together in small, stable cohorts, and many other things.

Please prepare yourself and your children for the following:

* **At Home Screening**: Please screen your child each morning to help determine whether or not your child can go to school. If your child is ill, please keep them home and contact your school office to let them know your child will not be at school that day. Do not hesitate to contact your school principal if you have a question. You may use the attached screening form to help you know when to keep your child home.
* **Exclusion Guidelines:** If your child has a fever, cough, difficulty breathing or shortness of breath: They may return per symptom specific guidance and 1) After COVID test is negative (unless exposed). 2) OR after 10 days if not tested (unless exposed). 3) OR after 14 days if exposed to a positive case of COVID-19. If exposed to COVID-19, a student may not return until 14 days since last exposure regardless of test result.
* **Face Coverings**: All children are required to wear a face covering at all times while on the bus and while at school, except when eating meals. The face covering should have at least two layers of breathable fabric, completely cover your nose and the mouth, be secured under your chin, and fit snugly against the sides of your face.
* **Physical Distancing & Limited Movement**: We will work to maintain at least 6 feet physical distance from each other. Please prepare your child for this awareness and practice.
* **Handwashing**: We will be washing hands frequently. Teach your children to wash hands with soap and water for 20 seconds. Be sure to set a good example by doing this yourself. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
* **Sanitation:** High touch surfaces will be cleaned frequently, before school, during the school day, and after school.
* **Buses:** Children who ride the bus will need to wear their face covering and maintain 6 feet physical distance while waiting and while getting on or off the bus. The bus driver will visually screen each student. Children will sit in assigned seats and keep face coverings on for the entire bus ride.
* **Arrival at School**: When entering the school, children must wear face coverings and maintain 6 feet physical distance from others. Staff will visually screen each student for symptoms. Children will wash/sanitize their hands upon entering school and then go directly to their classroom.
* **Meals:** Breakfast and lunch are free for everyone and will be served in your child’s classroom. Children may bring their own sack lunch if desired.
* **Water:** Drinking fountains are turned off. Consider sending a water bottle to school with your child that can be refilled at school as needed.
* **Student Belongings:** All of your child’s belongings will stay with them all day and go home with them each afternoon. Use a backpack or other type of bag to keep everything together. Nothing will be left at school.
* **Cohort:** Children will be assigned to the same small group of students for each school day. That will be their cohort. They may be in other cohorts, such as a small group of students on a bus or for other classes (i.e. Specials).
* **Visitors:** Parents, Guardians and other visitors will not be allowed in the school. Drop off and pick up will be outside the school. Everyone must wear masks and keep at least 6 feet physical distance from each other.

**COVID-19 Event**: Currently there are no staff or students positive for COVID-19 cases in your school. If your school has a COVID-19 event such as a positive case(s), outbreaks or exposures, it is important to know that we are partnering closely with Lincoln County Public Health officials and they will provide support and direction for managing any COVID-19 related events.

* **Decision-Making:** The Oregon Department of Education has provided us with guidance on how to respond to a number of different COVID-19 scenarios should they occur at school. You can read about them at this link: <https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Planning%20and%20Responding%20to%20COVID-19%20Scenarios%20in%20Schools.pdf> . If you have questions, please contact your school principal or school nurse.
* **Communication:** If an event occurs in your school, you will receive information via one of our communication tools such as Remind, One Call Now, email, etc. Our webpage will have the most up to date information. <https://lincoln.k12.or.us/coronavirus/>
* **Update Emergency Contacts:** Please update all emergency contacts listed for your student. This is very important. If we have a student that needs to be picked up because of COVID 19 symptoms, they need to be picked up within 30 minutes. If we cannot contact the parent/guardian or other emergency contact after attempting for 30 minutes, we will call 911 to have the student sent to the nearest hospital.

We care deeply about the safety and health of our students and staff, and are working hard to incorporate processes that will reduce risk and improve safety for everyone. Thank you for trusting us with the care of your child, and for doing your part to prepare your children and work to keep our schools safe.

Sincerely,

Sandy Mummey

Attachment: When to Keep Your Child Home Flyer