

September 14, 2020

To: LCS School Committee
From: Paul Russo
Re: Principal's Report

1. Learning Plan updates:

- a. Front page updated to read: This plan is subject to revision and will be updated as necessary in accordance with DOE guidelines. The Collaborative Planning Team will continue to meet on an ongoing basis in an effort to monitor and make recommendations to promote the success of this Learning Plan. The superintendent and school administration have the authority to move to a more restrictive scenario with their sole discretion should they deem it necessary without school committee approval. Any changes to move to a less restrictive scenario would require school committee approval.
- b. Pg. 6 Masks/Face Coverings - Adults, including educators and staff, are required to wear a mask/face covering. Students age five and above are required to wear a mask/face covering that covers their nose and mouth. (Updated 7/31/20) Masks are recommended for children ages two to four, when developmentally appropriate. (Updated 7/31/20). Masks/face coverings must be worn by all students on the bus. Face shields may be an alternative for those students with documented medical or behavioral challenges who are unable to wear masks/face coverings. (Updated 8/12/20). The same applies to staff with medical or other health reasons for being unable to wear face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.
- c. Pg. 10 SPORTS
 - i. We plan to have our normal slate of FALL sports teams, which is soccer and cross-country, but will not engage in external competitions. This decision was made after careful consideration and for the safety of our community - to limit exposure, crowded bus travel, and the inability to monitor spectators.
 - ii. We will follow guidelines put forth by the Maine Department of Economic and Community Development in their Framework for Assessing the Risk of Sports and Recreation Activities. <https://www.maine.gov/decd/checklists/community-sports>
 - iii. Teams will be able to practice and compete internally, without spectators.
 - iv. Sports will be modified to minimize physical contact and enable internal competition.
 - v. Remote learners who participate in the program will be required to do the daily health check.
 - vi. Students who participate on local travel teams, or programs whose participants extend beyond Lincolnville may not also participate in the LCS program.
 - vii. We will reassess the situation for the winter and spring sports season prior to their start.
- d. Pg. 12 Students will be required to sanitize their hands upon entering the bus and they will be required to wear face coverings. Drivers will also wear masks. Students will be seated one to a seat. We will have the windows cracked open for as long as possible into the colder season for ventilation. We are asking parents to help us. We don't want to stagger arrival times by up to an hour. To avoid this, we will need more parents transporting their children to and from school.
- e. Pg. 17 Here is the link to the CDC standard operating procedure: <https://mainedoernews.net/wp-content/uploads/2020/08/Investigation-of-COVID-19-in-Pre-K-12-Schools-in-Maine-DRAFT.pdf>
- f. Added Addendum E, Daily Cleaning/Disinfecting Checklist, which is pasted at the end of this report

2. Schedule/Classes:

- a. The staff completely rebuilt our daily schedules during our workshop days.
- b. Class size restrictions have caused us to put together several multiage groupings.

- i. K-2 is structured into four groups. (K, K/1, 1/2 and 2)
 - ii. 3-5 has a similar setup. (3, 3/4, 4/5, and 5)
 - iii. The middle school has some mixed groups for grades 7 and 8.
3. Facilities:
 - a. All classrooms have been set up to meet the minimum of 3" for social distancing. This allows for about 16 desks per classroom.
 - b. We have put many items into storage in the basement, locker rooms, or upstairs storage area.
 - c. Our tents should arrive within the next few days.
 - d. 8 touchless hand sanitizer stations have been placed at entryways around the building. 16 Additional sanitizer stations have been mounted on walls around the building.
 - e. A good deal of signage has been placed in appropriate locations.
4. Lunch/Recess:
 - a. We have moved from two to three periods per day.
 - b. Students may eat in Walsh Common, the gym, or outside.
 - i. Walsh Common can sit two to a table, which is 30 children.
 - ii. The bleachers can sit 28.
 - iii. Large and small chairs are being utilized in the gym to socially distance students while they eat.
 - iv. Many of the students choose to eat outside.
 - c. The lunch recess period has been quite successful so far.
5. Coronavirus Relief Funds:
 - a. Jodi has set up a separate spreadsheet for us to closely track our spending of these funds. So far we have purchased a great deal of supplies needed to make the transition from the way we used to conduct to the new environment. We have also paid some staff for additional time required to plan and deal with pandemic related issues.
 - b. We have hired help in the kitchen to relieve Angela of the additional placed on her by pandemic related changes.
6. Professional Development:
 - a. I am attending an online workshop titled, *A New Era of Title IX* presented by Drummond Woodsum.

Appendix E

Daily Classroom Cleaning/Disinfecting Checklist

Clean: GeneFect

- Clean all desk tops
- Clean all seats and seat backs
- Clean door handle, telephone, pencil sharpener, light switches
- Clean any tabletops and counters
- Clean any faucet handles
- Check soap and paper towel dispensers

Disinfect: HyperFect 256- must stay wet 5 minutes, then wipe dry

- All desk tops
- All seats and seat backs
- Door handles, telephone, pencil sharpener, light switches
- Tabletops and counters
- Faucet handles

Restrooms

Clean: GeneFect

- Clean all toilets/urinals and handles
- Clean all toilet seats
- Clean all toilet partitions/walls
- Clean door handle, light switch
- Clean all sinks and counters
- Clean all faucet handles
- Clean Toilet paper and paper towel dispenser

Disinfect: Vital Oxide or ViroTab in Victory gun

- All toilet seats and handles
- All toilet partitions
- Door handles, light switch
- Sinks and counters
- Faucet handles
- Toilet paper and paper towel dispenser

Cleaning Procedure for Isolation Room after Occupancy

- Wait as long as practical before cleaning
- PPE required: gloves, mask
- Use same chemicals and procedures as for classroom cleaning
- ALL flat surfaces must be cleaned and then disinfected
- ALL furniture (chairs, cots etc...) must be cleaned and disinfected
- ALL high touch surfaces must be cleaned and disinfected
- Clean floor with Delta Mild and disinfect with Neutrafect (10 minute dwell time)