

Lynchburg City Schools

GUIDELINES IN RESPONSE TO PANDEMIC

A TRADITION OF EXCELLENCE FOR ALL



LYNCHBURG CITY SCHOOLS

Revised 9/24/21

Objective

Our priority during this COVID-19 pandemic is to provide excellent educational programs and services in-person five days a week while maintaining high standards for the health and safety of our students and school community. It is important for us all to work together to reduce the exposure level and spread of the COVID-19 virus.

This document is intended to provide guidance across the division in implementing protocols and practices in accordance with state and local restrictions. It allows for a coordinated effort to maintain in-school, 5 day classroom instruction as much as possible and provides guidance for the division if conditions dictate the need to pivot due to increased restrictions in the future.

See the [LCS Health Mitigation Plan](#) for additional information about Lynchburg City Schools' mitigation strategies and procedures related to COVID-19.

LCS Levels & Metrics

Classroom instruction and other Lynchburg City Schools services will be offered based on metrics from both the city and within the schools. The metrics considered to maximize in-person learning include the following:

1. City Metric: 14-day number of new cases per 100,000 ~ <200 cases
2. City Metric: 7-day average number of new cases per 100,000 ~ <30 cases
3. City Metric: 7-day average number of new cases ~ <10 cases
4. LCS Metric: 5-day average number of new cases in LCS ~ <5 cases
5. LCS Metric: Percent of LCS student absenteeism (positive cases and quarantine) ~ <30%
6. LCS Metric: Percent of LCS staff absenteeism (positive cases and quarantine) ~ <30%
7. Other Metric: Any special circumstances

LCS Level One All Schools, Services, Programming are OPEN 5-days/week	LCS Level Two All Schools in 5-days/week with moderate restrictions Class or grade level quarantined	LCS Level Three All Schools in 5-days/week with modifications Multiple grade levels or school quarantined	LCS Level Four All School in LCS closed No in person instruction
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Transmission Level Guidance (VDH)

The Virginia Department of Health (VDH) provides community transmission data for localities in the state. Independent of current LCS levels, guidance based on VDH transmission levels may limit extracurricular activities; campus access for parents/guardians, student teachers/interns/practicum placements, and community members; field trips; employee travel; and outside rental of facilities.

High Transmission Red
Substantial Transmission Orange
Moderate Transmission Yellow
Low Transmission Blue

SERVICES (Based on LCS Levels)

INSTRUCTION			
LCS Level One	LCS Level Two	LCS Level Three	LCS Level Four
<p>In-person: Classroom instruction for in-person attendance; Regular use of SeeSaw (K-2) and Google Classroom (3-12) is expected as part of the instructional routine and used to communicate with students and parents</p> <p>Individual students that are quarantined: Asynchronous instruction with support and contact from the teacher through SeeSaw or Google Classroom</p> <p>Synchronous instructional opportunities are optional</p>	<p>In-person: Classroom instruction for in-person attendance; Regular use of SeeSaw (K-2) and Google Classroom (3-12) is expected as part of the instructional routine and used to communicate with students and parents</p> <p>Classes or grade levels in quarantine:</p> <p>Elementary: Synchronous instruction to follow the predetermined remote schedule: See the LES example</p> <p>Secondary: Synchronous instruction based on the school bell schedule; Pre-determined scheduling based on bell schedule and all necessary stakeholders (SPED)</p> <p>Secondary teachers would be offering synchronous and face-to-face within the same block</p> <p>**Suggested synchronous times at the beginning of each block for consistency (quarantined class)</p> <p>Suggested Secondary Remote Learning Schedule</p> <p>School responsibility: Scheduled synchronous instruction; Staff members will connect with family/student if extra support is necessary (lack of work completion, lack of Zoom attendance, lack of active engagement in synchronous lessons) <i>*cont. on next page</i></p>	<p>In-person: Classroom instruction for in-person attendance; Regular use of SeeSaw (K-2) and Google Classroom (3-12) is expected as part of the instructional routine and used to communicate with students and parents</p> <p>Classes or grade levels in quarantine:</p> <p>Elementary: Synchronous instruction to follow the predetermined remote schedule: See the LES example</p> <p>Secondary: Synchronous instruction based on the school bell schedule; Pre-determined scheduling based on bell schedule and all necessary stakeholders (SPED)</p> <p>Secondary teachers would be offering synchronous and face-to-face within the same block.</p> <p>**Suggested synchronous times at the beginning of each block for consistency (whole school closure)</p> <p>Suggested Secondary Remote Learning Schedule</p> <p>School responsibility: Scheduled synchronous instruction; Staff members will connect with family/student if extra support is necessary (lack of work completion, lack of Zoom attendance, lack of active engagement in synchronous lessons) <i>*cont. on next page</i></p>	<p>Elementary: Synchronous instruction to follow the predetermined remote schedule: See the LES example</p> <p>Secondary: Synchronous instruction based on the school bell schedule; Pre-determined scheduling based on bell schedule and all necessary stakeholders (SPED)</p> <p>Suggested Secondary Remote Learning Schedule</p> <p>Elementary: Morning Middle: Mid morning- Afternoon High: Afternoon</p>

	<p>Updating grades regularly and updated progress monitoring</p> <p>Suggested template for Zoom background (uniform background)</p> <p>Family responsibility: Instructional space for students to Zoom and complete assignments; Open communication with schools regarding support</p>	<p>Updating grades regularly and updated progress monitoring</p> <p>Suggested template for Zoom background (uniform background)</p> <p>Family responsibility: Instructional space for students to Zoom and complete assignments; Open communication with schools regarding support</p>	
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SPECIAL EDUCATION

LCS Level One	LCS Level Two	LCS Level Three	LCS Level Four
<p>Students in school 5 days a week</p> <p>Students IEPs are followed as written</p> <p>Through all levels, schools must ensure that all IEPs must have equal access to the same educational opportunities as the general student population, including the provision of FAPE</p> <p>IEP must be completed and meetings held by the due dates</p> <p>Eligibility timeline will not be suspended; Eligibilities must be completed by their due date</p>	<p>Most students attend 5 days a week</p> <p>Students IEPs are followed as written</p> <p>For temporary closures (remote learning) - IEPs will continue to be followed to the greatest extent possible</p> <p>Special Education staff will continue to contact students through online options and/or through phone calls</p> <p>Modifications to the provision of services should be communicated with parents and addendums completed when needed</p> <p>IEP must be completed and meetings held by the due dates</p> <p>Eligibility timeline will not be suspended; Eligibilities must be completed by their due date</p>	<p>Most students attend 5 days a week</p> <p>Students IEPs are followed as written</p> <p>For temporary closures (remote learning) - IEPs will continue to be followed to the greatest extent possible</p> <p>Special Education staff will continue to contact students through online options and/or through phone calls</p> <p>For classes or schools in closure - temporary modifications to the provision of services may be needed and should be communicated to the parents and addendums completed when needed</p> <p>IEP must be completed and meetings held by the due dates</p> <p>Eligibility timeline will not be suspended; Eligibilities must be completed by their due date</p>	<p>All students go to remote learning</p> <p>Students IEPs are followed as written to the greatest extent possible</p> <p>For temporary closures (remote learning) - IEPs will continue to be followed to the greatest extent possible</p> <p>Special Education staff will continue to contact students through online options and/or through phone calls</p> <p>For classes or schools in closure - temporary modifications to the provision of services may be needed and should be communicated to the parents and addendums completed when needed</p> <p>IEP must be completed and meetings held by the due dates</p> <p>Eligibility timeline will not be suspended; Eligibilities must be completed by their due date</p>

TRANSPORTATION			
LCS Level One	LCS Level Two	LCS Level Three	LCS Level Four
Normal operations	Normal operations	Run regular routes adjusting for changes in school schedules. Assist School Nutrition with food delivery, as needed and possible	Assist School Nutrition with food deliveries
SCHOOL NUTRITION			
LCS Level One	LCS Level Two	LCS Level Three	LCS Level Four
<p>All students pick up breakfast as they enter the building and take meal to the classroom or other designated location within the building</p> <p>Lunch is served in the cafeteria. Students eat lunch in the cafeteria or other designated location on the school campus.</p>	<p>All students pick up breakfast as they enter the building and take meal to the classroom or other designated location within the building</p> <p>Lunch is served in the cafeteria. Students may eat lunch in the cafeteria, if social distancing can be maintained while students are in the service line and eating their lunch. Students must wear masks while in the service line and when they are not eating.</p> <p>Students may pick up lunch in the cafeteria and return to the classroom to eat. Students must wear masks while in the cafeteria.</p> <p>School Nutrition will offer curbside pick up of breakfast and lunch for quarantined students. If the quarantine includes 20 students or less, the school will call families to determine their need for meals and provide information about pick-up time and location. If the quarantine includes more than 20 students, school nutrition will provide curbside meal <i>*cont. on next page</i></p>	<p>All students pick up breakfast as they enter the building and take meal to the classroom or other designated location within the building</p> <p>Lunch is served in the cafeteria. Students may eat lunch in the cafeteria, if social distancing can be maintained while students are in the service line and eating their lunch. Students must wear masks while in the service line and when they are not eating.</p> <p>Students may pick up lunch in the cafeteria and return to the classroom to eat. Students must wear masks while in the cafeteria.</p> <p>School Nutrition will offer curbside pick up of breakfast and lunch for quarantined students. If the quarantine includes 20 students or less, the school will call families to determine their need for meals and provide information about pick-up time and location. If the quarantine includes more than 20 students, school nutrition will provide curbside meal <i>*cont. on next page</i></p>	<p>Meals are distributed curbside from designated locations; Tuesdays and Fridays</p> <p>If schools will be closed for more than two (2) weeks, a survey will be sent out to families to identify students who are unable to pick up meals and who require home meal delivery. School Nutrition will partner with Transportation to deliver meals to designated students.</p> <p>Additional Supports Needed:</p> <ul style="list-style-type: none"> • Transportation • Communications regarding change in meal service

	<p>pick-up between 11:00 a.m. and 1:00 p.m. each instructional day that the students remain in quarantine. School admin (or their designee) are responsible for informing the Director of School Nutrition when more than 20 students are in quarantine.</p> <p>Additional Supports Needed:</p> <ul style="list-style-type: none"> • School Staff to escort students to and from cafeteria • Communications regarding change in meal service 	<p>pick-up between 11:00 a.m. and 1:00 p.m. each instructional day that the students remain in quarantine. School admin (or their designee) are responsible for informing the Director of School Nutrition when more than 20 students are in quarantine.</p> <p>Additional Supports Needed:</p> <ul style="list-style-type: none"> • School Staff to escort students to and from cafeteria • Communications regarding change in meal service 	
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TECHNOLOGY			
LCS Level One	LCS Level Two	LCS Level Three	LCS Level Four
<p>Devices are available to all students in grades 3-12 to carry</p> <p>Tablets for grades K and 1, and class-based Chromebooks for grade 2</p>	<p>Grades 3-12 maintain their current devices, follow along via Google Classroom or Seesaw</p> <p>For grades K-2, a device will be provided to take home while the student is quarantined</p> <p>LVA runs a normal virtual schedule</p>	<p>Use existing bell schedule for semi-synchronous Zoom meetings</p> <p>Konftel webcams when needed for direct instruction</p> <p>Google Classroom for grades 3-12 and Seesaw for PK-2</p> <p>Tech support at the 5 secondary sites; Families are provided an email address and phone number to make appointments</p> <p>LVA runs a normal virtual schedule</p>	<p>Use existing bell schedule for semi-synchronous Zoom meetings</p> <p>Konftel webcams when needed for direct instruction</p> <p>Google Classroom for grades 3-12 and Seesaw for PK-2</p> <p>Tech support at the 5 secondary sites; Families are provided an email address and phone number to make appointments</p> <p>LVA runs a normal virtual schedule</p>

CLEANING/DISINFECTING

LCS Level One	LCS Level Two	LCS Level Three	LCS Level Four
<p>Normal cleaning and disinfecting: When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is enough to sufficiently remove virus that may be on surfaces and help maintain a healthy facility</p> <p>Outdoor areas: Not necessary, or recommended</p>	<p>Normal cleaning and disinfecting: Perform regular cleaning of frequently-touched surfaces</p> <p>If there has been a sick person or someone who tested positive for COVID-19 in the school within the last 24 hours, clean AND disinfect the space</p> <p>Outdoor areas: High-touch surfaces made of plastic or metal, such as grab bars, play structures, and railings, should be disinfected daily</p>	<p>Increase frequency of cleaning and disinfecting: Frequent cleaning of facility and shared spaces if the space is a high traffic area or if certain conditions apply that can increase the risk of infection from touching surfaces</p> <p>Perform regular cleaning of frequently-touched surfaces</p> <p>Provide additional hand sanitizing options</p> <p>If there has been a sick person or someone who tested positive for COVID-19 in the school within the last 24 hours, clean AND disinfect the space</p> <p>Outdoor areas: High-touch surfaces made of plastic or metal, such as grab bars, play structures, and railings, should be disinfected regularly</p>	<p>Normal cleaning and disinfecting: Clean and disinfect any used space during closure</p> <p>Perform regular building checks</p>

TRANSMISSION LEVEL GUIDANCE *(Based on VDH Levels)*

LIMITATIONS ON GATHERINGS (PARENTAL ENGAGEMENT AND EXTRACURRICULAR ACTIVITIES)			
Low Transmission	Moderate Transmission	Substantial Transmission	High Transmission
All in-school gatherings are allowed following LCS Health Mitigation Guidelines	All in-school gatherings are allowed following LCS Health Mitigation Guidelines	Limited in-school gatherings are allowed with heavy emphasis on monitoring attendance, social distancing, and movement throughout the building; Preferably cohorting of movements Outdoor gatherings allowed upon approval from the building principal/site supervisor	No in-school gatherings allowed Outdoor gatherings allowed upon approval from the Deputy Superintendent A detailed health mitigation plan must be submitted along with the event/gathering request
STUDENT TEACHERS/INTERNS/PRACTICUM PLACEMENTS			
Low Transmission	Moderate Transmission	Substantial Transmission	High Transmission
Student teachers, interns, practicums, field placements allowed in all LCS Schools Outside tutoring/mentoring programs allowed in all LCS schools	Student teachers allowed in schools for in person instruction Interns (social work, nursing, counseling, etc.) allowed in schools Practicum/field placement allowed in schools Outside tutoring/mentoring programs (Beacon of Hope, community tutors, etc.) allowed in schools	Student teachers allowed in schools for in person instruction Interns (social work, nursing, counseling, etc.) allowed in schools Practicum/field placement allowed in schools Outside tutoring/mentoring programs (Beacon of Hope, community tutors, etc.) allowed in schools; Services/supports offered may be on-site and/or virtual within a supervised setting	Student teachers, interns, practicums, field placements allowed in all LCS Schools Outside tutoring/mentoring programs (Beacon of Hope, community tutors, etc.) not allowed in schools; Any services/supports offered must be virtual in a supervised setting.

CAMPUS ACCESS

Low Transmission	Moderate Transmission	Substantial Transmission	High Transmission
<p>Parents/guardians, volunteers, speakers/ invited guests have full access to all LCS buildings following LCS Health Mitigation guidelines</p>	<p>Parents/guardians, volunteers, speakers/ invited guests have full access to all LCS buildings following LCS Health Mitigation guidelines</p>	<p>Parents/guardians, volunteers, speakers/ invited guests have limited access to all LCS facilities</p> <p>Access is granted by the superintendent, school administrator or the director of the building/facility</p> <p>In-person appointments are discouraged</p> <p>As much as possible, appointments to meet with parents/guardians, students or community stakeholders should be accommodated via telephone, video conference, or other suitable technology</p> <p>All LCS Health Mitigation guidelines must be followed</p>	<p>Parents/guardians have limited access to all LCS facilities</p> <p>Access is granted by the superintendent, school administrator or the director of the building/facility</p> <p>In-person appointments are strongly discouraged</p> <p>As much as possible, appointments to meet with parents/guardians, students or community stakeholders should be accommodated via telephone, video conference, or other suitable technology</p> <p>All LCS Health Mitigation guidelines must be followed</p> <p>Volunteers, speakers, and invited guests are not permitted indoor access to LCS facilities; Appointments or activities can be done via video conference or other suitable technology</p>

FIELD TRIPS			
Low Transmission	Moderate Transmission	Substantial Transmission	High Transmission
All field trips are allowed following the LCS Health Mitigation Plan	All field trips are allowed following the LCS Health Mitigation Plan	<p>Off campus field trips/travel are not allowed without the approval from the Deputy Superintendent</p> <p>Approved trips would be for athletic competition, performing arts, or travel directly related to curriculum and instruction competitions</p> <p>School based field trips may take the form of video conferencing, other suitable technology, or outside activities/events following the LCS Health Mitigation Plan</p>	<p>Outdoor field trips in reverse* will be allowed with approval from the Deputy Superintendent</p> <p>A detailed health mitigation plan must be submitted along with the field trip request</p> <p>Approved trips would be for athletic competition, performing arts, or travel directly related to curriculum and instruction competitions</p> <p><i>*Reverse field trips are when the activity or event comes to the school vs. the students going to the activity/venue</i></p>
EMPLOYEE TRAVEL/CONFERENCE PARTICIPATION			
Low Transmission	Moderate Transmission	Substantial Transmission	High Transmission
All employee travel is allowed upon submission and approval of the appropriate professional development paperwork to immediate supervisor inclusive of how staff will follow the LCS Health Mitigation Plan Guideline during the conference/travel	All employee travel is allowed upon submission and approval of the appropriate professional development paperwork to immediate supervisor inclusive of how staff will follow the LCS Health Mitigation Plan Guideline during the conference/travel	<p>Limited travel to in-person conferences, trainings, events is allowed upon submission and approval of the appropriate professional development paperwork</p> <p>Participation in conferences, trainings, etc. may be virtual/online or in person based upon the COVID-19 transmission in the area region of the conference</p> <p>Participation in synchronous, daytime virtual conferences/events must be pre-approved by the direct supervisor</p>	<p>No travel to in-person conferences, trainings, events</p> <p>Participation in conferences, trainings, etc. must be virtual/online</p> <p>Participation in synchronous, daytime virtual conferences/events must be pre-approved by the direct supervisor</p>

OUTSIDE RENTAL OF FACILITIES

Low Transmission	Moderate Transmission	Substantial Transmission	High Transmission
<p>All facilities are open for rental</p> <p>Renters must adhere to LCS Health Mitigation Guidelines.</p>	<p>All facilities are open for rental</p> <p>Renters must adhere to LCS Health Mitigation Guidelines</p>	<p>All facilities are open for rental</p> <p>Renters must adhere to LCS Health Mitigation Guidelines</p>	<p>Current rental agreements will be honored</p> <p>Renters must adhere to LCS Health Mitigation Guidelines</p> <p>No new rental agreements as long as the transmission level remains high</p>

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