

LEC Adult Education Return to Learn Plan

All LEC students will need a pre-arranged appointment in order to come into the building.

Building Entry:

Students who have pre-arranged appointments will be included on a daily list at the West Door. Students will check in by giving their name to the Front Entrance Personnel who will then initiate the Health Screen

Arrival and Morning Drop Off:

Students will arrive at the West Entry. Staff will be available to complete the Health screen and to maintain social distancing protocols. Lines have been painted on the sidewalk for visual reminders. All students will have a Health Screen and Temperature Check. Students with a temperature of 100.4 would not be allowed to attend school and will be sent to the North staircase to make pick up arrangements if they do not have transportation. Appointment-based instructional opportunities will provide for limited social gatherings and LEC will be able to maintain the recommended per class attendance.

Health and Temperature Check:

Signage will be posted on the door to provide up-to-date information about expectations within the building. All students will wear a mask upon entry, staff will provide a mask when necessary. The health screen questions will be conducted and a touchless thermometer will be used to take the student temperature. Markers are located outside and inside on the floor to maintain social distancing during this process.

Isolation Space:

If necessary, the North Staircase will be used as an isolation area for adult education students in order to allow them to make arrangements to leave if they have failed the health screen and are in need of transportation.

Breakfast Service:

Students will go directly to their classroom for their scheduled appointments or check in with 107. Students may stop at a local providing school to bring in their grab and go breakfast/lunch if appropriate and eligible.

Limited Visitors to the Building:

Only students are allowed to enter the building for their scheduled appointment. Enrolling adult education students who are 16-17 must bring in a parent/guardian to sign required paperwork. Students have been informed that only one person may attend with them to complete the enrollment process. Everyone is required to wear a mask.

Hallway Traffic:

The hallway and staircase have arrows for traffic flow.

Elevator Usage:

LEC utilizes a lift. It supports one student at a time.

Water Fountains:

Water Fountains are turned off and have bags over them with Out of Order signs. Only fountain equipped with the water bottle filler attachments are available for students use. Students will be allowed to bring a water bottle to school. The water bottle attachment is in the basement near the restrooms.

Lunch Service:

Our staggered schedule will allow for a limited amount of students in the cafeteria. Social Distancing markers have been placed on the floor for the lunch line and seating in the cafeteria has been arranged to ensure students are socially distanced 6-feet apart.

Restrooms:

Each classroom will have a scheduled restroom break. Instructors and Staff will collaborate to develop and implement a schedule for assigned restroom breaks. Security will assist with supervision of these breaks.

Classroom Spaces:

Classrooms have been set up to accommodate social distance guidelines.

Dismissal:

LEC will dismiss students from the West door.

Dismissal shifts have been planned with staggered times.

Classroom Cleaning and Sanitation:

Cleaning supplies have been issued to each classroom and office space to handle minor cleaning and sanitation issues that occur. The custodian will clean major cleaning issues that arise. Doorknobs and staircase handrails will be wiped down by the custodian throughout the school day. Classrooms and other used spaces will be sanitized daily by the custodian, which will include floors being swept and mopped. Staff have been trained to use the recommended sanitation supplies.