

Winston-Louisville Career & Technology Center

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PPE and Hygiene

1. The electrostatic handheld sprayer will be utilized to disinfect the classrooms, hallways, bathrooms, labs, and shops at least twice a day.
2. Custodial staff will receive professional development on cleaning and sanitizing (updates through the year as needed).
3. Hand sanitizing stations have been placed inside each classroom and office.
4. WLCTC staff will wear masks while outside the classroom (duty, transitions, going to cafeteria etc.) or when working in close proximity to students.
5. Masks will be required for all students on the bus, during transitions, and in classrooms when social distancing cannot be maintained.
6. Teachers will remind and encourage students to wash their hands at scheduled times; to sneeze and cough into their elbows (not their hands); to discard tissues after use; to not share masks, pencils, pens, etc.; and to avoid touching their faces.
7. Everyone is encouraged to stay home when they are sick.

Arrival

1. LHS buses will unload as instructed by personnel on duty to ensure social distancing. NHS and NWHS dual credit and CTE students will be required to wear mask and sit on assigned bus seats each day. Buses will be sanitized after each drop-off.
 2. Car riders will enter from the drop-off zone as usual and will have temperature checked before parents are allowed to drive off. Personnel on duty will ensure adequate spacing between students.
 3. All LHS, NWHS, and NHS students will have temperature checks at their campus before being allowed to come to the CTE center. All LHS students will report directly to the center after picking up breakfast.
- All home school, WA, and Grace Christian students will be scanned by James Webb or Chris Davis before being allowed to come into the CTE center. Students that register a fever of 100⁰F or more will be sent to the office to call home. Teachers will assess students for fever and general wellness and notify the office

as necessary (visually assess for coughing, sneezing, difficulty breathing and other symptoms of Covid-19).

4. Students and staff with Covid-19 symptoms will report to WLCTC isolation room and will be evaluated and either sent to the clinic or home.

5. Faculty and staff will report their own Covid-19 symptoms and exposure to WLCTC administrative staff as soon as they become aware of them.

Breakfast (Grab and Go)

1. LHS students will pick up their breakfast in the cafeteria after unloading buses and having temperature checked. Students will eat breakfast in their classrooms.

2. Cafeteria staff will follow proper protocols for handling food.

3. Trash will be deposited in large trash cans placed on each hallway. Trash will be picked up by custodians and/or cafeteria staff.

4. Custodial staff will sanitize restrooms after morning rotation and at scheduled intervals throughout the day.

Classrooms (including labs and shops)

1. Classrooms will be set up for maximum distancing between students.

2. Teachers will establish systems that avoid sharing among students. Seats will be assigned.

3. Classroom rugs and cloth/material items will be removed.

4. Teachers will wipe down desk tops, door knobs/handles, light switches, computers, and other common surfaces with sanitizing wipes (Lysol type) throughout the day.

5. All students will wash their hands after breakfast, lunch, and all restroom breaks.

6. Chromebooks will be issued to each student when needed to avoid sharing.

7. Shop and lab students will work in assigned project areas to avoid contact with others.

Lunch (Grab and Go)

1. The students will pick-up their lunches from the cafeteria and return to the classrooms.

2. Cafeteria personnel handling food will sanitize or wash their hands and/or wear gloves prior to contacting food.

3. Trash will be deposited in large trash cans placed on each hallway. Trash will be picked up and discarded by WLCTC custodians and cafeteria staff.

4. Custodial staff will sanitize restrooms at scheduled intervals.

General Sanitation

1. Hand sanitizer dispensers have been placed inside each classroom.
2. Custodial staff will sanitize restrooms after block rotation and as scheduled intervals throughout the day.
3. Custodial staff will sanitize water fountains each hour.
4. Custodial staff will sanitize door handles at entrance and exit points on each hallway with sanitizing wipes (Lysol type) at scheduled intervals.
5. Teachers will wipe down desk tops, door knobs/handles, light switches, computers and other common surfaces with sanitizing wipes (Lysol type) throughout the day.

Classroom Transition

1. The students will walk on the right side of the hallways, outside sidewalks, etc.
2. Floor decals have been placed in the hallway to encourage flow of students between classes.
3. Teachers will closely supervise classroom transition and ensure social distancing.

Sick Students and Staff

1. Students and staff with Covid-19 symptoms will report to WLCTC isolation room for evaluation and/or will be sent home immediately.
2. Sick students will receive a mask and be held in the isolation room until they can be picked up. This room will be sanitized at intervals throughout the day and after vacated by a sick student(s) and/or staff member(s). Office staff and available personnel will supervise students in this room. Faculty, staff, and families will be notified according to LMSD Covid-19 policy.
3. Students and staff with a confirmed Covid-19 diagnosis will quarantine according to LMSD policy.

Campus Visitors

- Visitors will be limited; however, anyone entering the building will be required to wear a mask and use hand sanitizer.

Communication

- WLCTC will use the school website and school status to communicate any changes in policy.