

LINTON-STOCKTON SCHOOL CORPORATION
PANDEMIC CLOSURE PLAN

In the event of a school closure* due to COVID-19 the following procedures will be followed:

Area	Description
Notification of Stakeholders	<ul style="list-style-type: none"> ● Parents will be notified through the School Messenger system and an email ● The contingency plan will be posted on our website and in our social media formats
Media	<ul style="list-style-type: none"> ● Dr. Goad is the authorized and designated individual to speak with all media
Instruction	<ul style="list-style-type: none"> ● eLearning will be used as our method of instruction ● Teachers will prepare lessons and post by 9:00am daily. Teachers should be available by email, or other methods normally used, from 9:00am-3:00pm. ● All assignments will be due within one week of school reopening unless a later date is established by the teacher
Building Access	<ul style="list-style-type: none"> ● No students are to enter buildings during the closure. This includes staff children and athletes. ● Adult staff members may have access to the building for work related purposes
Employee Work Status	<ul style="list-style-type: none"> ● All full-time year round staff will work and perform regular job functions. Full time staff may use Personal Leave or Vacation during the closure. Per the Governor's ● All principals and building secretaries will be expected to work. ● In order to be paid Food Service employees will have the opportunity to work in kitchens preparing and delivering sack lunches to students and/or general cleaning. Food Service personnel may use Personal Leave time during the closure. ● In order to be paid, IAs will have the opportunity to work in an alternative job (cleaning of within buildings and buses) during the closure. IAs may use Personal Leave time during the closure.
Food Service	<ul style="list-style-type: none"> ● The Food Service staff will prepare totable meals for students ● Parents/guardians my reserve a meal(s) for their child(ren) by calling _____ no later than 9:00am each morning of the closure

	<ul style="list-style-type: none">● Meals will be delivered to the home of the student(s) between 11:00am and 12:00noon each day of the closure
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- Spring Break is scheduled for March 23rd through March 27th and the above procedures do not apply during that time.