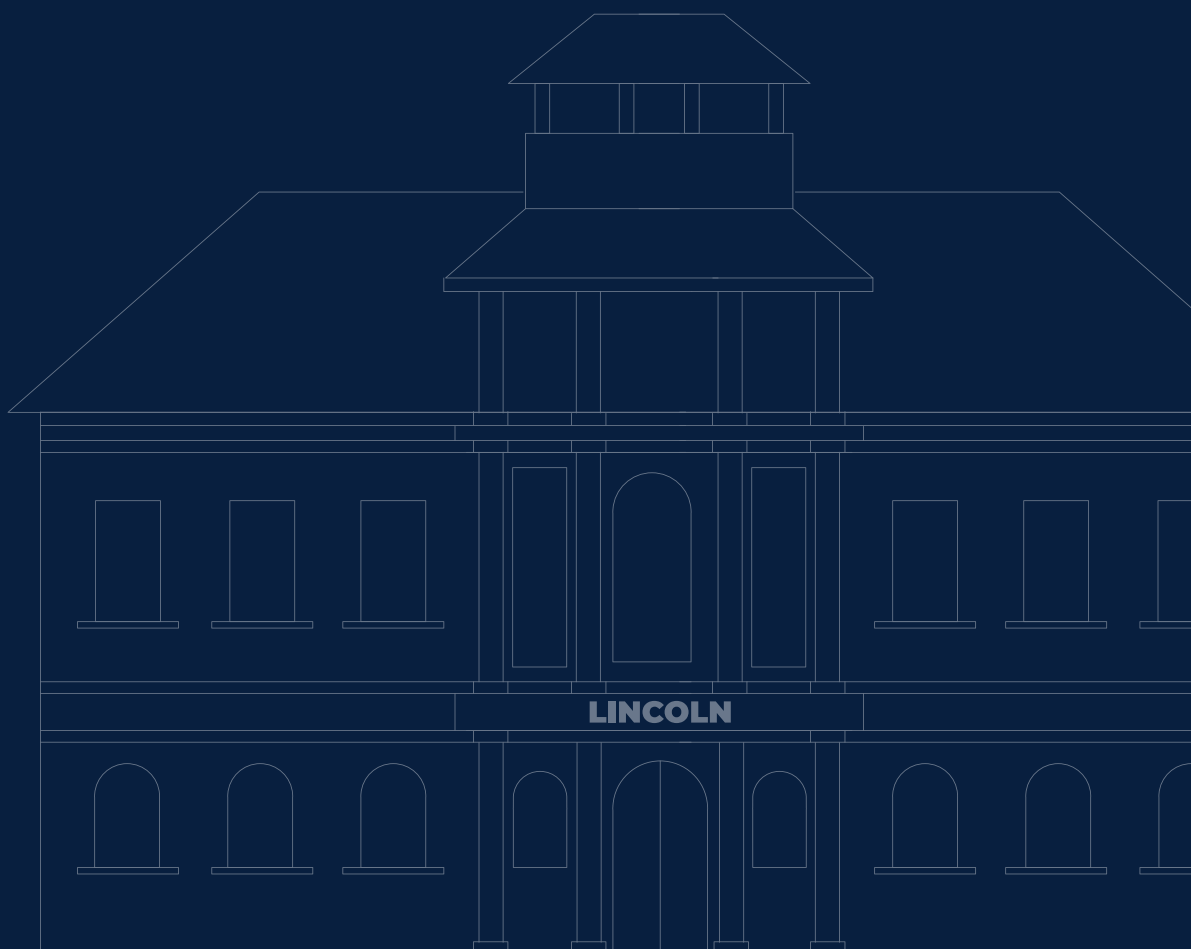




Ready in February

ROADMAP FOR LINCOLN'S RETURN TO CAMPUS **2021**



LINCOLN

Andrés Ferreyra 4073
B1637 AOS La Lucila
Argentina

T +54 11 4851 1700
lincoln.edu.ar

INTRODUCTION	3
GUIDING PRINCIPLES	5
PARAMETERS FOR REOPENING LINCOLN CAMPUS	5
PLAN FOR TEACHING AND LEARNING	6
A NOTE OF CAUTION REGARDING HEALTH AND SAFETY	7
HEALTH AND SAFETY	8
Overall Expectations Regarding Health and Safety at All Times	8
Requirements for Entry to Campus	8
Campus Entry & Exit Procedures	9
Covid-19 Return to Campus After Travel Policy	9
Physical Distancing & Movement on Campus	10
Campus Cleaning, Sanitizing, and Disinfecting Procedures	10
Cleaning and Disinfectiong	10
Expectations for Personal Safety on Campus	10
Response to Symptoms & Confirmed Cases	11
Isolation Room	11
Confirmed Positive Case	12
COVID-19 Illness & quarantine guidelines	13
STUDENT SUPPORT SERVICES FOR LEARNING CENTER & ENGLISH LANGUAGE LEARNERS	14
LIBRARY SERVICES	14
How to Use Condor Fly By Books	14
GUIDANCE & COUNSELING SERVICES	14
ATHLETICS & AFTER SCHOOL ACTIVITIES	15
FOOD ON CAMPUS AND CAFETERIA SERVICES	15
TRANSPORTATION SERVICES	15



INTRODUCTION

Happy New Year to everyone and our best wishes that 2021 will bring new hopes and dreams!

Lincoln is ready to reopen our campus! We believe that returning to campus is imperative. We stand with other international agencies around the world who understand that prolonged school closure can put children's holistic development at risk - mental, social, emotional, physical, and cognitive development. We look forward to reopening our campus as an opportunity to move forward towards our future.

This global pandemic impacted the daily lives of every member of our community with unsettling experiences. It disrupted the educational cycle of our students, removing the comfort and predictability of our supportive school environment. We each dealt with challenging home circumstances and limited opportunities to connect. Thankfully, Distance Learning did provide an extraordinary vehicle for students and teachers to continue the learning process. Communication and work continued using virtual tools. We all had to increase our technology skills and learn exciting new ways of planning, communicating, and creating. However, we have also come to realize that, despite how remarkable the technology tools have proven to be, Distance Learning, on its own, is no replacement for face to face learning. As we journey down this path of uncertainty, we face more questions about the ongoing threat of the virus, and new waves of fear and anxiety arise. We see the toll on our students of all ages - the very young ones to the middle adolescents to the older teenagers.

BEING A LIGHTHOUSE

It is precisely at a time like this when we need to shine a light on what binds us together, and to find common ground to help us move forward. This is a time for Lincoln to become a lighthouse for our community, a beacon shining brightly to guide us through uncharted territory. Lincoln's new mission statement comes to mind:

We inspire and challenge all of our learners to be kind and ethical members of a global community. We empower them to develop into self-aware, confident, innovative, and collaborative change-agents committed to honoring diversity and enhancing their world.

Is it possible to live out this mission during these unprecedented times? We believe we must!

THANK YOU TO OUR STEERING COMMITTEES

I am grateful to our Steering Committees who contributed to finding solutions and to the following individuals for their leadership in planning for the reopening of our campus.

- **Health and Safety Team** - led by Lincoln Nurse Sofi Roca and Director of Student Support Services Renea Bartlett Pope
- **Teaching and Learning Team** - led by Director of National Programs Andrea Rodrigues, ES Asst Principal Chris Horton, MS Principal Megan Maher, and HS Principal David Redmond
- **Communications and Support** - led by Communications Coordinator Marina Daporta and ES Principal Becky Jobes
- **Facilities Operations** - led by Business Manager Marisol Santiago and Facilities Manager Matias Olivera

This Roadmap explains our current plans for the second half of the school year 2020-2021. As the pandemic situation continues to evolve, our plans will evolve as well. Thank you so much for your continued support. We WILL get through this unique time together, to the best of our ability.

Sincerely,

MADELEINE MACEDA HEIDE

Superintendent

January 27, 2021

We are grateful to the advice and support from the Association for the Advancement of International education (AAIE), and the many international schools around the world who shared their reopening plans publicly, including the American School in Japan, Graded School in Sao Paulo, Foundation for American School Foundation of Monterrey, Southern Association of Independent Schools, and the International School of Brussels.

GUIDING PRINCIPLES

To direct our decision making during this time, we developed the following Guiding Principles:

-
- | | | | |
|----------|---|----------|---|
| 1 | We will prioritize the health, safety, and well-being of our community at all times. | 4 | We will increase institutional agility to be open and flexible to changing needs while managing health, financial, and legal risks. |
| 2 | We will consult with trusted experts from the medical/legal community. | 5 | We will prioritize positive relationships and will support well-being, whether in distance or face-to-face learning. |
| 3 | We will ensure continuous, high-quality learning to meet the evolving needs of our community by designing sustainable models of learning. | 6 | We will protect the long term financial viability and sustainability of the school. |
-

PARAMETERS FOR REOPENING LINCOLN CAMPUS

Lincoln will reopen its campus only when the following parameters are met:

-
- | | | | |
|----------|--|----------|---|
| 1 | We have established health and safety practices and procedures in accordance with guidelines set by the Argentine Ministry of Health and global experts such as UNICEF, WHO, and the CDC. (At this time, there is no requirement that Lincoln requests government permission.) | 3 | Our facilities and staff are prepared and ready to safely receive students. Our faculty is prepared and ready to safely conduct learning on campus. |
| 2 | We have developed an ongoing daily health monitoring system. | 4 | We have communicated our plans to our community. |
-



PLAN FOR TEACHING AND LEARNING

Our plans for teaching and learning evolved several times since March 2020 with various Distance Learning schedules, support for social and emotional development, reconnection activities, etc. We are now pleased to begin a more regular schedule for learning on campus.

Lincoln falls under the legal authority of the Ministry of Education and we must comply with their regulations. Our plan was designed in accordance with local health and safety protocols, with the help of our external advisers and legal counsel.

Our overall design was based on accommodating the needs of developmental age groups, reducing campus density and mitigating risk. Our plan will prioritize on-campus learning with some virtual learning either asynchronous or synchronous. Each division has created a schedule to meet developmental needs with a rotation of grades and subjects. Please see the communication from each Divisional Principal for further details.

lincoln.edu.ar/about-us/campus-reopening



A NOTE OF CAUTION REGARDING HEALTH AND SAFETY

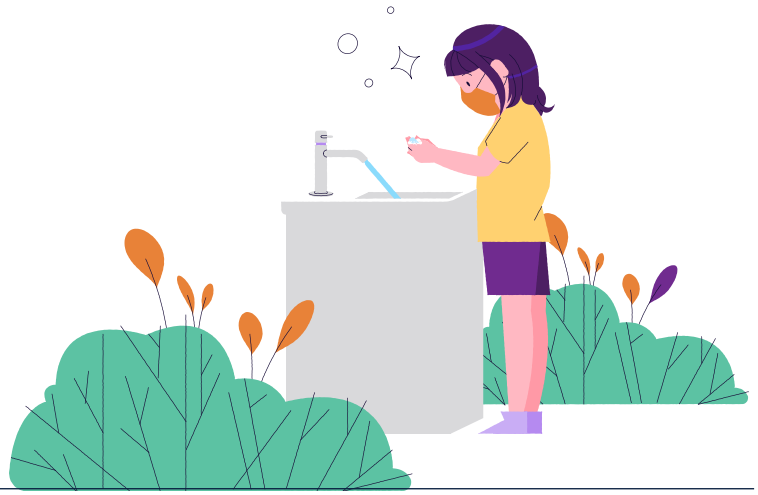
Many of us are eager to see Lincoln open its doors again! We long to return to the community we were and to our positive learning atmosphere. To do this, we must acknowledge the shared responsibility for keeping everyone in our community safe and healthy.

While we watch and learn from schools and communities around the world, we can only control what happens in ours. Schools are as safe as the members choose to be beyond school walls. This is a time for a collective commitment to act in ways that will allow our reopening to be sustainable. These actions include:

- Limiting contact
- Maintaining physical distancing of 1.5 meters indoors, 2.0 meters outdoors
- Wearing masks appropriately and consistently
- Following hygiene protocols such as frequent hand washing

With the beautiful summer weather in Argentina and loosened government restrictions, we will all be tempted to relax health and safety precautions outside of the school day. We may wish to attend social gatherings or remove our masks. If this happens, the chances for the virus to spread is increased and the risk to our community is heightened. An increase in the spread of the COVID-19 virus will result in school closure. We don't want to close our school again. We are all responsible for maintaining health and safety precautions in order to keep our school open.

HEALTH AND SAFETY



Overall Expectations Regarding Health and Safety at All Times



- 1 Stay home if you are sick.
- 2 Physical distancing: Maintain physical distancing of 1.5 meters indoors, 2.0 meters outdoors.
- 3 Wear a mask: Protect those around you. You can be contagious without symptoms and spread the disease when you cough, sneeze or talk. Face coverings help reduce the spread of COVID-19.
- 4 Practice healthy hand hygiene:
 - Wash your hands often with soap and water or use an alcohol-based hand sanitizer if soap and water are not available;
 - Clean frequently touched surfaces regularly;
 - Avoid touching your face with unwashed hands;
 - Cover your cough or sneeze with your arm, not your hands.

Requirements for Entry to Campus



- 1 Anyone who is sick or with any of the known symptoms should not enter campus.
- 2 Anyone entering campus will be required to submit the [Sworn Health Declaration/ Declaración Jurada de Salud](#) prior to entering campus (see details below in Campus Entry & Exit Procedures). This form must be completed on the day-of entry. The form asks about recent symptoms such as temperature, fever, sore throat, headache, etc. Answers correlate to a health and safety scoring system, which indicates whether each individual will have permission to enter campus. If the score equals 2 points or more, the individual will not be allowed to enter Lincoln's campus. The form can be shown on a device.
- 3 All who enter campus will have their temperature checked at the entrance.
 - a If the temperature is 37.5°C/ 99.5°F or higher, they will be asked to wait outside the campus grounds for 15 minutes before a second measurement will be taken.
 - b If the second temperature remains at or above 37.5°C/ 99.5°F, the individual will not be allowed to enter the Lincoln campus.
- 4 Bus riders will be asked to show their form to the bus chaperone as well as to have their temperature taken before being allowed to enter the bus. Students who meet the criteria above will be allowed to enter the bus.
- 5 All who enter campus will be required to wear a mask at all times, to use hand sanitizer, and to walk on the antiseptic mat to disinfect their shoes before entering the campus.
- 6 Masks are required on campus at all times. Masks must adequately cover the nose and mouth at all times. Students and staff must bring more than one mask in case of the need to change.
- 7 All currently enrolled students will be required to submit an updated Annual Health Certificate for Students no later than February 1st.

- 8 All those who enter are required to follow guidelines for safety on campus including social distancing, hygiene protocols, and walking on designated pathways.
- 9 Students and staff are encouraged to bring their own water bottles for their time on campus.

Campus Entry & Exit Procedures



- 1 We have seven official entrances to campus:
 - a ES students - We will use 4 different gates; students go to the gate based on the group they belong to
 - students with siblings must enter through the ES Playground Gate (Gate #3)
 - Kinder 4, Kinder 5, and Grade 1 students WITHOUT Lincoln ES siblings must enter through the ES Office Gate (Gate #4)
 - Grade 2, Grade 3, Grade 4, and Grade 5 students WITHOUT Lincoln ES siblings must enter through the Andres Ferreyra 4075 Gate (Gate #6)
 - Any student who arrives to campus without the Sworn Health Declaration completed, regardless of grade level, must enter through the Main Gate (Gate #5)
 - b MS students - must enter through the Parana Gate and the Theater Gate
 - c HS students - must enter through Gate # 6 (Andres Ferreyra 4075) and Gate # 7 (Kiosko)
 - d All staff - may enter through any of the Gates, using official School ID card



OUR GATES

- 1 Paraná — Theater
- 2 Paraná 50
- 3 ES Playground
- 4 ES Office
- 5 Andrés Ferreyra 4073
- 6 Andrés Ferreyra 4075
- 7 Andrés Ferreyra — Kiosko

Physical Distancing & Movement on Campus



- Signs will guide students, faculty, and staff throughout the campus to provide clear information.
- Pathways and hallways will have signs indicating expected direction of movement. Physical distancing signs will be placed around the campus to direct students, faculty, and staff.
- Staircases will be designated as one-way routes and clearly identified as such.
- Elevator usage will be limited to one faculty/staff member or student with a mobility issue.

Covid-19 Return to Campus After Travel Policy



This policy is in compliance with the Argentinian Ministry of Health and the Argentinian Migrations Office.

Students, staff or any household member who enters Argentina from abroad MUST:

- Submit to the school nurses a negative PCR test result done 72 hours before traveling, AND
- Quarantine for 10 days inclusive of the day since the PCR test
- Students/Staff members living with someone coming back from abroad are able to come on campus IF they submit the negative PCR of the person travelling, are isolated from the person arriving to Argentina and follow safety measures at home and in school. Safety measures refers to:
 - use of facemask at all times
 - respecting social distancing
 - keeping spaces well ventilated.
- If any of the household members develop symptoms during the quarantine, the family will move to quarantine immediately and must notify their doctor and the school nurses right away for further guidance. Please familiarize yourselves with THESE quarantine guidelines and contact the Lincoln Nurses with any questions.

Before returning to campus, you must inform the nurses at nurse@lincoln.edu.ar

Campus Cleaning, Sanitizing, and Disinfecting Procedures



DEFINITION OF COMMON TERMS

For a shared understanding of terms used in this section, cleaning, sanitizing, and disinfecting are defined in accordance with CDC guidelines for cleaning schools as follows:

- 1 **Cleaning** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- 2 **Disinfecting** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- 3 **Sanitizing** lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards and requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Cleaning and Disinfecting



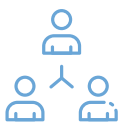
All shared spaces and touchable surfaces that are in use will be sanitized frequently by the cleaning staff. Classrooms will be cleaned and sanitized by the cleaning staff in between classes. Automated alcohol gel/spray stations will be installed in all classrooms and offices, as well as across campus for outdoor activities. The school will provide an extra sanitizing kit for every teacher, including hand sanitizer, two additional disposable face masks, alcohol spray, and cleaning wipes. Faculty are responsible for wiping surfaces at least every 30 minutes and/or as needed. If a student or faculty/staff member tests positive for COVID-19, all spaces in which the individual was present will be disinfected by Lincoln cleaning staff.

Expectations for Personal Safety on Campus



- 1 Expectations for hygiene:
 - Everyone is expected to wash their hands frequently.
 - The correct protocol is to wash hands for 2 minutes with soap and water and/or to use hand sanitizer when:
 - entering any classrooms or office,
 - before and after lunch, and
 - after using the bathroom
 - Avoid touching your mouth, nose, eyes, and face mask
- 2 Expectations for physical space:
 - **Keep a minimum distance of 1.5 meters in all indoor spaces (2.0 outdoors)**
- 3 All individuals must wear proper masks covering the nose and mouth at all times. We will maintain this policy during recess, PE classes, and sports activities in order to provide the most assurance and protection from potential transmission. We will also provide a safe space for students to sit/rest if they need a short break from wearing a mask during a strenuous activity (such as running). We will continue to monitor this practice.
- 4 All individuals must wear proper masks covering the nose and mouth at all times.
- 5 All classrooms and offices will operate with open windows and doors to increase natural ventilation.
- 6 Prior to leaving a class or office, individuals must sanitize desktops and items used within that space

Meeting Norms



In order to minimize the risk from meeting in an enclosed space for an extended period, the following norms for all meetings on campus need to be followed:

- Meetings on campus should be either held outdoors or virtually.
- If face to face meetings indoors are necessary due to weather etc, the number of people must be limited based on the capacity of the space being used. Also the space must be well ventilated, social distancing must be maintained, and participants in face-to-face meetings may not remove their masks, even when talking.

Response to Symptoms & Confirmed Cases



APPEARANCE OF SYMPTOMS

- 1 Students, faculty, and staff will be required to remain home, or will be sent home, if they exhibit ONE of the following symptoms:
 - Fever of 37.5°C (99.5°F) or higher
 - Shortness of breath or difficulty breathing
 - Sudden loss of taste or smell
- 2 OR TWO OR MORE of the following symptoms:
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Loss of appetite
 - Cough

-
- 3 If Symptoms Appear While at Home:
 - The student or staff member must stay home and not come to school.
 - The staff member is expected to contact their health insurance provider to arrange a doctor for a home visit and prescribe a COVID test, if warranted as determined by the physician.
 - The student or staff member should only return to school 48 hours after the cessation of symptoms or with a negative COVID test.
 - The Lincoln nurse's office will follow up every two days with the affected student's family or with the staff member.
 - 4 If Acute Appearance of Symptoms Occurs While at School:
 - The student or staff member will be sent home; in the case of students, the nurse will contact the parent by phone to arrange for immediate pick up.
 - The parent (or staff member) should contact their doctor to inform them of their symptoms; the doctor will determine if a COVID test is warranted.
 - The nursing staff will begin follow up procedures with the family immediately.
 - The student or staff member should only return to school 48 hours after the cessation of symptoms or with a negative COVID test.
 - Siblings of a student with symptoms of COVID must remain at home for 48 hours following the cessation of the siblings' symptoms or until the sibling receives a negative COVID test.
 - The Lincoln nurse's office will follow up every two days with the affected student's family or with the staff member.

Isolation Room



The Isolation Room, located in a separate room in the Wellness Center, is designed to help reduce the potential transmission of the virus. If a student, faculty, or staff member exhibits symptoms of COVID-19 while on campus, s/he will be escorted to a temporary Isolation Room where s/he will undergo further examination by Lincoln nurses, before being released to go home.

Confirmed Positive Case



Once a student or staff member learns that they have tested positive for COVID-19, the following steps will be taken.

Step 1: The sick students' parents or sick faculty/staff member should contact the nurses to alert the school of a positive Covid diagnosis. The COVID-19 positive individual must remain in quarantine for 14 days and may only return to campus with written documentation from their doctor and 48 hours free of symptoms.

Step 2: The school nursing staff will immediately conduct Contact Tracing Procedures and will notify those with whom the patient has been in contact. These individuals must begin a quarantine period at home lasting 14 days. They can only return to school after 48 hours free of symptoms. If they develop symptoms, they should contact the nurses and their doctor.

Step 3: The Lincoln Nurses are responsible for collecting information about suspected or confirmed cases. All suspected or confirmed cases of COVID-19 will be strictly maintained as confidential information by the School.

Step 4: The Nurses will follow up with the patient on a regular basis.

COVID-19 ILLNESS & QUARANTINE GUIDELINES

In all cases, please inform the Nurses' office at nurse@lincoln.edu.ar. Quarantine recommendations will be made on a case-by-case basis in an attempt to keep the school open and operational. For confirmed cases, the return to school is only allowed after being symptom-free for 48hrs AND with a doctor's certificate.

SYMPTOMS

Students, faculty, and staff will be required to remain home, or will be sent home, if they exhibit **ONE** of the following symptoms:

- Fever of 37.5°C (99.5°F) or higher
- Shortness of breath or difficulty breathing
- Sudden loss of taste or smell

TWO or **MORE** of the following symptoms:

- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Loss of appetite
- Cough

PERSON A

Any person who has tested positive for COVID-19.

With Symptoms

Isolation until the following requirements are met:

- 10 days since symptoms first appeared
- 48 hours since last fever without the use of fever-reducing medication (the 48 hours without fever may possibly occur within the 10 days of isolation or after the 10 days)

Without Symptoms (asymptomatic)

Isolate for 10 days from date of first positive test:

- Self-monitor symptoms, take temperature twice a day
- Released from quarantine until 10 days have passed as long as no symptoms have been present

PERSON B

Any person who lives in the same household as Person A.

- Quarantine immediately
- Quarantine for 14 days since the last contact with Person A

PERSON C

Any person with close contact with Person A (>15 min and <2 mt)

- Quarantine for 14 days following the date of last exposure
- Self-monitor symptoms, take temperature twice a day. If symptoms develop, notify the doctor

PERSON D

Any person who had exposure to Person B or Person C before quarantine or insignificant exposure with Person A

NO QUARANTINE or **ACTION** required unless Person B or Person C develop symptoms OR tests positive and Person D had contact with any of them within 14 days. Then:

- Self-monitor symptoms take temperature twice a day
- Notify the doctor

DEFINITIONS

Isolation separates infected people with a contagious disease from people who are not sick. • **Quarantine** separates and restricts the movement of a person exposed to a contagious disease to monitor if they become ill. • **Close contact** is defined as anyone who was less than 2 mt of an infected person for at least 15 min starting from 48 hours before the person began feeling sick until the time the person was isolated. • **Insignificant exposure** is defined as contact with an infected individual for less than 15 min at a distance of more than 2 mt.



STUDENT SUPPORT SERVICES FOR LEARNING CENTER & ENGLISH LANGUAGE LEARNERS

Students in our Learning Center and English Language Learner programs currently attend homeroom/advisory and content area classes with their peers, receiving in-class support from learning and language specialist teachers where/when appropriate. Depending on grade level and specific learning and language needs, as determined by a multidisciplinary team, students in these programs also take classes to further develop their proficiency in identified skill areas or receive instruction based on individual learning goals. These supports will continue in multiple modes as we return to campus.



LIBRARY SERVICES

To meet the needs of Lincoln students and families currently residing in Buenos Aires, the library faculty will continue using Condor Fly By Books. Fly By Books allows families to make book selections online to be picked up at designated times. Please use these steps to reserve books with Condor Fly By Books:

How to Use Condor Fly By Books

- 1 Put books on hold using your Destiny Catalog Account. [Link to the catalog here](#). Each patron may put up to five books on hold. All books must be on hold by Monday at 16:00.
- 2 Don't forget to pick up your books on Wednesday between 9:00 and 16:00 outside of the main school gate. You may not enter campus. Substitutes: Please note that we will do our best to provide the selected books. If the book cannot be located, a similar title may be substituted.
- 3 When picking up books, masks must be worn CORRECTLY, completely covering nose and mouth. Thank you for helping to keep you and our library staff safe.

ES Students: [How to put books on hold](#)

MS/HS Students: [How to put books on hold](#)

Need help?

ES Librarian melissa.cavender@lincoln.edu.ar

MS HS Librarian martha.langille@lincoln.edu.ar



GUIDANCE & COUNSELING SERVICES

Lincoln's divisional guidance counselors will continue meeting with students and families to ensure continuity of support in the weeks ahead. Please continue to use counseling services and reach out to your child's counselor with any concerns.



ATHLETICS & AFTER SCHOOL ACTIVITIES

Registration for After School Activities will take place February 17th -18th with activities beginning the week of February 22 and continuing through to June 4. We will continue to hold all ES activities virtually, from 3:45pm - 4:45pm. Some MS & HS activities will be held virtually as well, while some MS & HS clubs and athletics will be on campus during the week from 4:00pm - 5:00pm. MS & HS student's will be dismissed at 3:45pm allowing them 15 minutes to get to their activity.

We will also continue to offer Saturday activities for students in Grades K5 - 12th. We will include this information in a later communication.



FOOD ON CAMPUS AND CAFETERIA SERVICES

The Lincoln cafeteria will not be open to students at this time. The cafeteria will be prioritized for those staff who are on campus for the whole day. Students may bring their own snack and water bottles. When refilling water bottles, please ensure that the opening of the water bottle does not directly touch the water fountain's spout.



TRANSPORTATION SERVICES

We will offer bus service to Lincoln families. New arrangements are being made with our bus companies to ensure safe and hygienic conditions on the buses. Chaperones will review the Sworn Health Declaration Form and check temperatures before allowing each student to enter the bus in order to ensure compliance with our requirements. Payment will be for the full semester which will allow us to continue providing salaries for bus employees. Parents will be able to register for the buses on our Lincoln website beginning Thursday January 27 up to Tuesday Feb 2nd. On Friday Feb. 5th, parents will receive their bus schedule and further details. Please check the website to register your student.



LINCOLN

Andrés Ferreyra 4073
B1637 AOS La Lucila
Argentina

T +54 11 4851 1700
lincoln.edu.ar