

# **Hope Elementary School 2020-21 School Year Plan**



**A resource for the school community outlining the school's learning plan for the 2020-21 school year while addressing COVID-19.**

**Draft 8/14/20  
This plan is subject to change as conditions change.**

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## INTRODUCTION

The Maine DOE and CDC have implemented a 3-tiered system to categorize the risk of transmission of COVID-19 by county. This system is rooted in metrics around community spread, active cases, and other health and safety concerns specific to the state, as well as each county. For ease of communication, the Maine DOE and Maine CDC are using designations of Green, Yellow, and Red.

**Green:** The County has a relatively low risk of COVID-19 spread and in-person instruction *can be* implemented safely with proper implementation of recommendations outlined by the CDC and DOE.

**Yellow:** The County has an elevated risk of COVID-19 spread and hybrid instruction models *should* be implemented to reduce risk.

**Red:** The County has a high risk of COVID-19 spread and in-person instruction *is not* recommended.

While advisory in nature, this system has been provided to Maine schools in order to best support the development of reopening plans for the 2020-21 academic year, while also promoting practices to support the safety and wellbeing of staff, students, and families.

The designation of each county was first posted by the DOE and CDC on July 31st and will be updated on a biweekly basis moving forward. As of July 31st, Knox County received a designation of GREEN.

Currently, your principal has been consulting with experts in facilities management, health, law, and education in order to grasp the complex tasks involved in safely reopening schools. They will continue to work with emergency management teams, teachers, school committee members, as well as other administrators and stakeholders to provide your community with plans for three different scenarios based on the CDC and DOE safety designations.

**Scenario 1: (In-Person)** In this scenario, as many students and staff as possible, can return, in-person, to the school buildings. The school settings will necessarily be modified for health and safety, specific to the challenges of the Coronavirus epidemic. These modifications could include, but are not limited to: modified or different learning spaces, schedule changes, increased or different use of technology, health and safety protocols and limited mobility within the school building. Each school will provide a more detailed plan that will incorporate feedback from staff, families and the school committee. Final plans will be released in mid-August.

Any scenario where we will be meeting in-person will include the following **mandatory** requirements:

- Every day, all students, under the supervision of a parent or guardian, and staff must perform a self-check for symptoms (a checklist will be provided) before entering a school building or boarding a bus. See Appendix A.
- Anyone experiencing COVID-19 symptoms must stay home.
- Masks must be worn on school buses at all times by every person on the bus. Further restrictions will be forthcoming.
- Masks are required for all persons above five years of age, and must be worn all day except when eating (during a scheduled snack or lunch break), or when taking a scheduled mask break. Not wearing a mask poses a risk to the health and safety of all others in the school. In consultation with administration and school nurse, staff and students struggling to comply with the school's masking requirement could be reassigned to remote learning. Prior to doing so, steps will be taken (i.e. meeting with the principal, nurse, and/or school counselor) in an effort to problem solve the challenges underlying non-compliance in a way that promotes the health and safety for all students and staff in the building.
- In individual situations, face shields may be used, but this must be done in consultation with the school nurse and principal with appropriate documentation.
- Exceptions to the mask rule may be made for those for whom wearing a mask poses a bona fide health and safety risk; these exceptions can only be implemented in consultation with the school nurse and principal.
- Masks must be supplied by families, and cloth masks must be washed daily. Extra masks will be on hand at the school for students who need them.
- All students will stay at least 3 feet apart from one another, 6 feet away if eating or taking a scheduled mask break.
- Adults will need to remain 6 feet away from each other and from students. Special circumstances where students and staff must be closer than 6 feet will necessitate the use of PPE.
- Sharing materials will be discouraged whenever possible. Students will need to bring necessary items (water bottles, notebooks, pens, etc.) for their individual use only.

- Shared spaces, such as bathrooms and common areas, will have limited occupancy and other restrictions imposed so as to meet social distancing requirements.
- Extra hand washing/sanitizing stations will be available throughout the schools. Students and staff must wash/sanitize hands before getting on a bus, before entering a school building, before entering a classroom, before and after eating, before putting on and removing face covering, and after using the restroom. Training will be provided for students and staff, and further instructions will be given at each school.
- To utilize outside spaces as much as possible, families must send students to school with weather-appropriate clothing. We will not be providing articles of clothing as we have done in the past.
- Non-essential visitors will be restricted, and each school will provide specific instructions regarding visiting the school.
- Groups in any one area, room or classroom will not exceed the Governor's gathering size limits.

**Scenario 2: (Hybrid)** In this scenario, students will rotate through a schedule in smaller cohorts where a portion of the students will be in-person while other students will be taught remotely. All of the above in-person requirements will be in force, and high-needs students will be prioritized for in-person learning. Further details for each school will be outlined in the school-specific plans.

**Scenario 3: (Remote)** In this scenario, schools will move to remote learning entirely. Again, each school is developing specific plans that will outline how students will participate in classes and exchange information with teachers.

**Plan for special populations:** Finally, across each of these models, all districts and schools need a plan for how special populations, including students with disabilities, English learners, and those who need extended learning (or accelerated learning), will receive necessary services and accommodations. Our intention is to prioritize special populations' attendance as "in-person".

Students, educators, and other staff who are at higher risk of severe illness from COVID-19 will want to consult with their health care providers about whether and under what circumstances a return to in-person school settings would be medically inadvisable. Families, in consultation with their medical providers, will ultimately make the decision as to whether their child(ren) will attend in-person instruction, or whether their children will continue with remote learning.

## **SCENARIO 1 (In-Person)**

At HES our primary objective is to safely return with as many students as possible to in-person learning within the school setting, in order to more completely address learning and the holistic needs of our students. As noted above, within this scenario, the school setting will be modified as necessary to ensure the health and safety of staff and students. These modifications will include, but are not limited to: modified learning spaces (i.e., art room, music room, gymnasium, designated outside spaces), increased or different use of technology, the implementation and adherence to health and safety protocols as stipulated by the CDC, as well as limited mobility within the school building. Below is a detailed list of the mandatory requirements for in-person learning:

- Every day, all students, under the supervision of a parent or guardian, as well as staff must perform a self-check for symptoms before entering a school building or boarding a bus. See Appendix A.
- Anyone experiencing COVID-19 symptoms must stay home.
- Masks must be worn on school buses at all times by every person on the bus.
- Masks are required for all persons above five years of age, and must be worn all day except when eating (during a scheduled snack or lunch break), or when taking a scheduled mask break. Not wearing a mask poses a risk to the health and safety of all others in the school. In consultation with administration and school nurse, staff and students struggling to comply with the school's masking requirement could be reassigned to remote learning. Prior to doing so, steps will be taken (i.e. meeting with the principal, nurse, and/or school counselor) in an effort to solve the challenges underlying non-compliance in a way that promotes the health and safety for all students and staff in the building.
- In individual situations, face shields may be used, but this must be done in consultation with the school nurse and principal with appropriate documentation.
- Exceptions to the mask rule may be made for those for whom wearing a mask poses a bona fide health and safety risk; these exceptions can only be implemented in consultation with the school nurse and principal.
- Masks must be supplied by families, and cloth masks must be washed daily. Extra masks will be on hand at the school for students who need them.
- All students will stay at least 3 feet apart from one another while masked, and 6 feet apart if eating or taking a scheduled mask break.

- Adults will need to remain 6 feet away from each other and from students. Special circumstances where students and staff must be closer than 6 feet will necessitate the use of PPE.
- Sharing materials will be discouraged whenever possible. All shared materials will be sanitized. Students will need to bring necessary items (water bottles, notebooks, pens, etc.) for their individual use only.
- Shared spaces, such as bathrooms and common areas, will have limited occupancy and other restrictions imposed so as to meet social distancing requirements.
- Extra hand washing/sanitizing stations will be available throughout the school. Students and staff must wash/sanitize hands before getting on a bus, before entering a school building, before entering a classroom, before and after eating, before putting on and removing face covering, and after using the restroom. Training will be provided for students and staff.
- Outside spaces will be utilized as much as possible. Families must send students to school with weather-appropriate clothing. We will not be providing articles of clothing as we have done in the past.
- Non-essential visitors will be restricted.
- Essential visitors must complete the same health screening students and staff complete before entering any school building.
- Groups in any one area, room or classroom will not exceed the Governor's gathering size limits.

We understand that even with the above noted health and safety procedures in place, some families may not feel comfortable having their child(ren) return to in-person instructions at this time. To best accommodate this we will be offering a remote option in all grade levels. Students participating in remote learning will:

- utilize a combination of online learning platforms as designated by their teacher (i.e., Zoom, SeeSaw, and GoogleClassroom).
- be expected to participate in online lessons **and** complete all assignments by their designated due dates.
- be provided office hours with their teacher(s)
- participate in Weekly asynchronous Physical Education, Art, classroom Guidance, and Library offerings will be available through the remote platforms (SeeSaw/GoogleClassroom).

Our planning starts with safety. Therefore, the decision to attend in-person or remotely will not vary on a daily basis. Parents are expected to choose an initial plan for the mode of their child's regular school attendance prior to the start of the year. By doing so students and families will be provided with an extra layer of consistency, critical to the health and safety of all.

A survey will be sent to parents in mid-August for an initial decision about remote or in-person schooling. The responses gathered through this survey will further assist planning efforts for both in-person and remote instruction. **Parents will not be able to change this decision before October 2, 2020.** After October 2, 2020, schools will need 5 school days' notice if a child is switching from all remote to in-person instruction. Parents, not students, must communicate their decision and any changes in that decision to the school directly.

When students are attending classes online via Zoom, they are expected to follow these guidelines:

- Keep your video on so the teacher can see you. Students can use a virtual background if desired.
- Give your best effort and use your best class behavior.
- Participate in lessons and complete assignments by dates they are due.

## **SCENARIO 2 (Hybrid)**

In this scenario, each class will be split into two smaller cohorts of students. Each group will alternate attending school in-person with a remote component.

- Cohort A will be in school Mondays and Thursdays.
- Cohort B will be in school Tuesdays and Fridays.
- Wednesdays will be designated for office hours, 1:1 check-in's, individual support for identified students and deep cleaning of the facility.
- All mandatory safety measures described above would remain in place for in person instruction. Smaller cohorts -would allow us to aim for 6 feet of physical distancing in classrooms at all times.
- Weekly asynchronous Physical Education, Art, classroom Guidance, and Library offerings will be available through the remote platforms (SeeSaw/GoogleClassroom).

## **SAFETY MEASURES THAT WILL BE IN PLACE AT SCHOOL**

Since the onset of this pandemic the importance of implementing critical health and safety practices to reduce the risk of COVID-19 transmission, have been stressed by the CDC. These practices include rigorous hygiene and hand washing, the use of masks/face coverings, physical distancing, reducing interactions between groups, staying home when sick, protecting those most vulnerable to the disease, and expanding testing and tracing capabilities, among others.

As educators we strive to provide a safe learning environment for our students which is why we will be implementing the following safety protocols school-wide for grades PK-8, as recommended by the CDC and DOE:

### **1. Daily Health Screening**

- a. All students, under the supervision of a parent or guardian, as well as school staff will complete the daily health-screening checklist by 7:30 AM each morning before arriving at school/boarding the bus. Answers to these questions will determine whether students/staff can safely attend school/work that day. **See Appendix A.**
- b. Students and staff who answer, “Yes,” to any question on the screening must stay home.
- c. This is a mandatory requirement for every student and staff member. The health of the entire community depends on each individual being in compliance with our safety standards. Any student (parent) who does not comply with this daily check may be reassigned to remote learning.

### **2. Quarantine**

- a. Students who travel outside of Maine will follow the state quarantine requirements at the time of their travel. In many instances, this will require a 14-day quarantine before returning to school or showing evidence of a negative test result. For more information Please visit: <https://www.maine.gov/covid19/restartingmaine/keepmainehealthy>
- b. We request that staff avoid recreational travel that will require a 14-day quarantine upon return. Any missed days of work upon return of recreational travel will need to be taken as vacation days or unpaid days.

### **3. Masks/Face Coverings**

- a. All students and staff are required to wear a face covering that covers their nose and mouth while inside the building, with the following exceptions:

- i. Students will remove masks to eat while remaining six feet apart from one another.
  - ii. Students will have “face mask breaks” throughout the day at six feet apart from one another.
- b. Students who are able to remain at least six feet apart while outdoors do not need to wear face coverings.
- c. Face shields are diagnosed, but may be an option for those students with medical, behavioral, or other challenges who are unable to wear face coverings. Exceptions will be made for those for whom it is not possible due to medical conditions, disability impact, or health or safety factors with principal consultation.
  - i. Face shields may be an option for staff that cannot wear a face covering due to medical or other health reasons.
  - ii. Face shields may be used by staff working with students who rely on facial expressions or lip reading for communication purposes.
  - iii. Face shields worn in place of a face covering must extend below the chin and back to the ears.
- d. Masks/face coverings and face shields if applicable should be provided by the student/family, but the school will make extra masks available for students who need them. Cloth masks should be washed daily.
- e. Any student who refuses to comply with the face-covering requirement will be reassigned to remote learning due to the safety hazard that poses to other students and staff.
- f. Additional safety precautions are required for school nurses and/or any staff supporting students in close proximity (less than 3 feet), when distance is not possible, or when students require physical assistance. These precautions will at a minimum include eye protection (e.g., face shields or goggles) and a mask/face covering.

#### **4. Physical Distancing**

- a. Staff within schools should stay 6 feet from other adults to the extent possible.

- b. Staff should stay 6 feet away from students to the extent possible. When not feasible, staff should minimize the time they are within 6 feet of a student.
- c. Staff workstations should be 6 feet away from student seats, regardless of space limitations. Students will ideally stay 6 feet apart. When space is limited, such as in a classroom or hallway, a minimum of 3 feet will be maintained (used in combination with a face covering.)
- d. Students will stay 6 feet apart while eating.
- e. We will limit occupancy of bathrooms, locker rooms, staff rooms, and similar shared spaces to allow 6 foot distancing.
- f. Places where students congregate or wait in line will be marked on the floor or walls 3 feet apart, indicating where to stand.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

## **5. Hand Hygiene**

- a. Students and staff will wash or sanitize hands in the following situations:
  - i. upon entering the school
  - ii. upon entering the classroom
  - iii. before and after eating
  - iv. before and after donning or removing a facemask
  - v. after using the restroom
  - vi. before and after use of playgrounds and shared equipment
  - vii. upon entering and exiting the school bus
- b. Staff and students will receive training on proper hand washing and washing procedures. Signage will be posted to reinforce teachings.

## **6. Ventilation and Outdoor Spaces**

- a. Our school's ventilation systems are set to use 100% outside air. We will keep this setting as long as there are students in school.

- b. Facilities personnel will consult with health professionals for guidance to determine when windows will be more effective than ventilation systems and will share information with staff.
- c. We will use outdoor spaces for instruction and meals as much as is feasible. The school is purchasing tents and outdoor seating to provide adequate outdoor learning and eating spaces..
- d. If used, outdoor playgrounds/natural play areas only need routine maintenance. Students will wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning and disinfection are not required between cohorts.

## **7. Classroom Spaces**

- a. As many of our classes at HES have been together for many years and to reduce the amount of stress for students, we are trying very hard to keep classes together. However, with the specific physical distancing guidelines we must adhere to, there may be instances where we have to break apart classes into two smaller cohorts. Administration and other school personnel will determine this grouping.
- b. We will be using spaces such as the art room, music room, and gym, as well as tents for multiple usable outdoor spaces. We have enough space and staff to meet the requirements and provide a safe environment for our students and staff.
- c. The average class size for K-5 is 16 students and for 6-8 the average class size is 18 students. These numbers include full enrollment (not including remote learners)and are subject to change.
- d. Once parents have let us know their education plans by August 20<sup>th</sup>, parents will be notified of a concise plan for classroom space before the start of school.

## **8. Cleaning and Disinfection**

- a. Classroom desktops will be sanitized by teachers or students multiple times a day and in between class periods if students are changing classes.
- b. High touch surfaces, such as door handles, office phones, shared keyboards, toilet handles, and faucets will be sanitized multiple times per day by custodial staff.
- c. Other surfaces will be sanitized on a daily basis by custodial staff.

**9. Restrict Non-Essential Visitors in Both Buildings (Main School & Pre-K)**

- a. We will not utilize parent or community volunteers or guest speakers in classrooms.
- b. Parents and other family members are not allowed to enter the school unless it is an emergency.
- c. No non-essential visitors will be allowed into the building.
- d. Parent volunteers will be allowed in outside settings, following the 6-foot physical distancing rule. Such visitors will be required to complete the same daily health screening that staff and students complete before interacting with students.
- e. Programming with external organizations can happen on campus if the programming takes place completely outside, following social distancing guidelines. Again, individuals providing programming to our students will be required to complete the same daily health screening that staff and students complete before interacting with students.

**10. Sharing of Materials**

- a. There will be no sharing of art supplies and other high-touch equipment without proper disinfection measures. When necessary, the school will have a separate set of supplies for each student.
  - HES will provide PK-5 students with most school supplies.
  - Students in grades 6-8 should plan to bring their own supplies of pens, pencils, dry erase markers, etc. Teachers will supply those lists.
  - K-8 Parents should provide a water bottle and ear buds.
- b. Limit sharing electronic devices, sports equipment, clothing, books, games and learning aids.
- c. Clean and disinfect shared supplies and equipment between students.

**11. Size of Gatherings in Any One Space**

- a. Groups in any one area, room, or classroom must not exceed the Governor's gathering size limits.

## **TECHNOLOGY REQUIREMENTS & EXPECTATIONS FOR USE**

- The following will be the primary software platforms for synchronous learning, posting & submitting assignments, and communication among students, teachers, and parents.
  - o PK-5 SeeSaw/GoogleClassroom and Zoom
  - o 6-8 GoogleClassroom and Zoom
- HES will provide 1:1 devices for all students and Internet hotspots for those who need Internet service at home during remote or hybrid learning.
- Teachers will use a MacBook Air as the Zoom device in their classrooms.
- Student and staff machines must have current updates at all times.
- Students and staff will follow the technology best practices.
  - Students will need to have their own headphones or ear buds.

## **FAMILY ROLES & RESPONSIBILITIES**

- Help your children manage their remote learning by requiring them to attend all classes and finish all assignments on time.
- Create a comfortable, distraction-free place for your children to work and attend online classes.
- Do not join your children's online classes or be visible on your children's screens during classes except in the event a student needs occasional assistance accessing the lesson.
- Encourage your children to incorporate physical activity and healthy breaks while they are learning remotely.

## **ADDITIONAL DETAILS**

### **1. ARRIVAL (Pre-K families should refer to Pre-K Handbook)**

Upon arrival, students must sanitize their hands and put on their face coverings. The School has determined where students will go upon arrival. Students should NOT arrive before 8:10 am.

#### **Morning Drop Off:**

- Parent traffic will flow single file through the designated entrance, to minimize traffic flow, and out through the exit.
- HES staff members will greet cars that need to unload, and parents will remain in the vehicle or assist children out of the vehicle if necessary.
- Students will enter through their exterior classroom door.

### **Buses**

- HES staff members will meet the buses at the designated area upon arrival behind the school.

Students will enter through the designated entrance and sanitize their hands before heading straight to their classroom/homeroom.

## **2. DISMISSAL (Pre-K families should refer to Pre-K Handbook)**

### **Parent/Guardian Pickup**

Parents/guardian pickup will take place in front of the building outside of their child's exterior classroom door (same as arrival).

- Pickup times will be staggered:

1:00-1:10: K-2 students

1:10-1:20: 3-5 students

1:20-1:30: 6-8 students

**In order for this process to work smoothly for all it is imperative that parents/guardians adhere to the outlined pickup schedule.**

- HES staff members will greet cars, and parents will remain in the vehicle or assist children into their vehicle if necessary.
- All children in a family will be dismissed following the scheduled time for the youngest student with each student dismissing from their exterior classroom door. Parents/guardians will travel to each door to pick up their child

### **Buses**

- Bus riders will be dismissed at 1:30 PM.

Bus riders will be released from their classrooms as buses arrive.

## **YMCA After Care**

- YMCA students will be released from their classrooms at 1:30.

## **3. BREAKFAST & LUNCH**

- Parents/Guardians are encouraged to pay for all breakfast and lunches using our online system.
- Meals will be delivered to designated areas.
- Students will be spaced 6 feet apart while eating.

## **4. RECESS**

- We will begin the year with the expectation those students do not need to wear facemasks on the playground if they stay 6 feet apart. At the start of the school year, the entire playground will be open to students.
- The following games will **NOT** be allowed: tag-like games, competitive team sports (ex. traditional football, basketball, and soccer games). Instead, modified games will be allowed to encourage movement, healthy competition, and physical engagement. (More information to follow)
- If students are not able to maintain a physical distance of 6 feet, they will be required to wear masks on the playground.
- High-frequency recess areas will be cleaned daily.

## **5. MOVEMENT IN THE BUILDING**

- Students and staff should travel on their right in the hallways, doing their best to maintain a social distance of 3 feet and wearing face coverings.
- Hallways will be marked to direct the flow of traffic and support social distancing.
- Spots on floors will be marked outside areas where lines may form (office, teacher desk, bathrooms, etc.)

## **6. EXTRA-CURRICULAR ACTIVITIES and EVENTS**

- There may be limited after school activities while maintaining the same safety measures as during the school day.

- There will be no concerts, all-school assemblies, or external events taking place in the building during the fall or winter of the 2020-21 school year. We will reassess for the spring in March 2021.

## **7. SPORTS**

- At this time, we plan to have Busline League Soccer practice and play in an intramural format.

## **7. SUBJECT SPECIFIC ADJUSTMENTS**

- Band, chorus, music, art, and PE will be different in the following ways:
  - General music, band, and chorus will not be conducted in-person. We are looking for creative ways to conduct these programs virtually.
  - Weekly asynchronous Physical Education, Art, classroom Guidance, and Library offerings will be available through the remote platforms (SeeSaw/GoogleClassroom).
  - General music, band, and chorus will not be conducted in-person until further notice. We are looking for creative ways to conduct these programs virtually.
  - Weekly asynchronous Physical Education, Art, classroom Guidance, and Library offerings will be available through the remote platforms (SeeSaw/GoogleClassroom).
- Science lab equipment will be sanitized after each class.

## **8. TRANSPORTATION**

- We will be transporting 22 students/bus as a maximum.
- Students will be required to sanitize their hands upon entering the bus and they will be required to wear face coverings.
- Drivers are required to wear masks and should be seated 6 feet away from the nearest student when seated.
- We will have the windows cracked open for as long as possible into the colder season for ventilation.

- We recognize that our bus can transport more than 22 students. We are asking parents to help us by transporting their children to and from school if possible so that we can avoid staggering bus arrival and departure times.

## **9. LOCKERS**

- We will not be using lockers at this time in grades 6-8.
- We will stagger access to lockers throughout the school day to sustain social distancing of at least 3 feet during those times.

## **10. MEETINGS BETWEEN STUDENTS & STAFF**

There will be times during the day when individual students, or even small groups, will need to meet with staff members. Reasons may include, problem resolution, counseling, discipline, nursing, etc. In these situations, if students cannot be in a space with the adult that allows 6 feet of separation, we plan to install Plexiglas barriers in order to safely conduct those private conversations.

## **11. CLASSROOM SETUP**

Strategies we will use in the classroom to help prevent the spread of COVID-19:

- Wash/sanitize hands upon entering and exiting.
- Space student desks a minimum of 3 feet apart and more if we are able.
- Student desks will be 6 feet apart when students are eating.
- Students will sit facing the same direction.
- Seats will be assigned so students are sitting at the same desk in a particular classroom.
- Remove soft furniture and throw rugs.
- Tables/Desks and chair backs will be sanitized before a new group of students uses them.

## **12. CLASSROOM SUPPLIES**

We will do our best to avoid using basic shared school supplies.

- Students in grades 6-8 should plan to bring their own school supplies this year. A supply container may include: dry erase markers (x4), pens and

pencils. Teachers will send specific supply lists prior to school opening and will help families who may not be able to provide this on their own.

- HES will supply students in grades PK- 5 with the supplies they will need, and these will be stored at school in marked, individual containers.
- Parents must provide students with a water bottle and ear buds/earphones.

### **13. SAFETY TRAINING**

At the beginning of the year, we will take time to train students in health and safety protocols related to the spread of germs. There will be posters up around the school to reinforce learning.

### **14. HEALTH PROTOCOLS – See Appendix B**

What happens if there is a case of COVID in the school community population?

What happens if there is a related illness at school?

When is it safe to return to work/school?

What situation would cause the whole school to move to remote learning for 1 or more days?

## **SCENARIO 3 (Remote)**

If the entire school needs to shift to remote learning for any period of time, students will continue school remotely following an abbreviated schedule with asynchronous instruction. We learned a lot about what did and didn't work for students in the spring of 2020 and will incorporate these lessons to improve remote instruction in the future if it is ever needed. We will be prepared to transition to remote learning in order to miss as few days of schooling as possible.

A remote day schedule for HES would be sent directly to parents as it varies for each grade level.

## **OTHER CONSIDERATIONS**

### **Cold/Flu Season**

Flu season is another critical factor that could pose significant challenges for schools and students. Not only do flu symptoms closely mirror COVID-19

symptoms, but also managing both a bad flu season and an ongoing presence of COVID-19 could be highly disruptive for our educational institution and healthcare system. Health providers strongly recommend as many children and adults as possible receive the flu vaccine this fall.

Please also remember that your child should be up to date on all of their immunizations.

### **Water Consumption**

Students will not be able to drink from the water fountains. There will be water filling stations to fill water bottles located in the main lobby and in the art wing. Students should provide their own water bottle and should be brought home and cleaned daily.

## **APPENDIX A**

### **DAILY HEALTH SELF-CHECK**

This is one of the main safety features of our return to in-person learning in our school, the daily health self-check. It is critical that all members of our school community conduct this health check every morning before entering the building. To help ensure this happens, we are requiring every individual student and staff member submit the results of this self-check to a central location every morning by 7:30 AM.

There will be an app with a QR code used for this.

Each student (or parent on behalf of student) and staff member should go through this daily checklist before coming to school/work in order to help prevent the spread of COVID-19.

- o Do I have a fever, or shaking chills?
- o Do I have a new cough or sore throat in the last 14 days?
- o Do I have a new shortness of breath in the last 14 days?
- o Do I have a new loss of taste or smell in the last 14 days?
- o Do I have unexplained body aches that are new in the past 14 days?
- o Do or have I been around anyone exhibiting these symptoms within the past 14 days?

- o Do or have I been living with anyone who is sick or quarantined in the past 14 days?
- o Have I been out of state (non-exempt from CDC) in the last 14 days?
- o Do I feel unwell today?

**If the answer is YES to any of these, stay home.**

School secretaries and nurses will work together to monitor this list for compliance and contact families who do not comply.

In addition, there will be a QR code on the entrance to the school, so that any essential visitor must also do the health check prior to entering the building.

## **APPENDIX B**

### **Health Protocols**

#### **If a staff member or student is at school presenting symptoms:**

The school nurse will isolate the individual from all other members of the school community and notify parents/emergency contacts to have the individual sent home. They will be advised to contact their primary care physician. Nurse areas at each school will have two separate locations: one where individuals can be seen for medications, etc. and one where anyone presenting COVID-like symptoms can be seen or isolated. The nurse will don appropriate PPE.

If a case is confirmed to be COVID-19 and the person was in the building, administration will coordinate with local health officials and assess the risk to others. A short building closure (2-5 days) will take place to clean/disinfect/and complete contact tracing as necessary. Administration will communicate with staff, parents, and students to keep the school community updated with information. Areas in the building used by the infected individual will be closed off for at least 24 hours prior to cleaning and disinfecting the areas (cdc.gov).

#### **Return to School Strategy:**

After a person has been out of school for a suspected COVID related absence a time-based return to school strategy is determined based on a person's health status. Decisions about "return to school" for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances (community transmission, resource needs, etc.)

- **Symptomatic persons** with confirmed COVID-19 can return to school after:

- o At least **3 days (72 hours)** have passed since recovery defined as resolution of fever without the use of fever-reducing medications **AND** improvement in respiratory symptoms (e.g., cough, shortness of breath);

**AND,**

- o At least **10 days** have passed since symptoms first appeared

- **Asymptomatic persons** with confirmed COVID-19 can return to school after:

- o At least 10 days have passed since the positive laboratory test and the person remains asymptomatic.

- o Note, asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above

- **Asymptomatic persons** who have a known exposure to a person with COVID-19 without appropriate PPE can return to school after self-quarantining for **14 days**. This involves staying home and limiting interactions with others. If the person develops symptoms such as cough, fever, or shortness of breath, they need to contact their healthcare provider for guidance on what to do. Of note, if this person is tested for COVID-19 during the 14 day quarantine period, a negative test result would not change or decrease the time a person is monitored, but a positive test would move the person into one of the above categories, based on whether they are still asymptomatic or have developed symptoms.

### **Additional Resources:**

<https://www.intel.com/content/dam/www/public/us/en/documents/guides/educators-guide-to-elearning.pdf>

