



# Greenwich Public Schools

**Adapt, Advance, Achieve:**

Connecticut's Plan to Learn and Grow Together

<b>Date of Submission</b>	July 16, 2020
<b>LEA Name</b>	Greenwich Public Schools
<b>Reopening Plan Point of Contact</b>	Dr. Toni Jones, Superintendent
<b>Contact Email</b>	<a href="mailto:Toni_Jones@greenwich.k12.ct.us">Toni_Jones@greenwich.k12.ct.us</a>
<b>Contact Phone</b>	(203)-625-7425
<b>LEA COVID-19 Health &amp; Safety Compliance Liaison</b>	Dr. Ann Carabillo, Deputy Superintendent
<b>Liaison Email</b>	<a href="mailto:Ann_Carabillo@greenwich.k12.ct.us">Ann_Carabillo@greenwich.k12.ct.us</a>

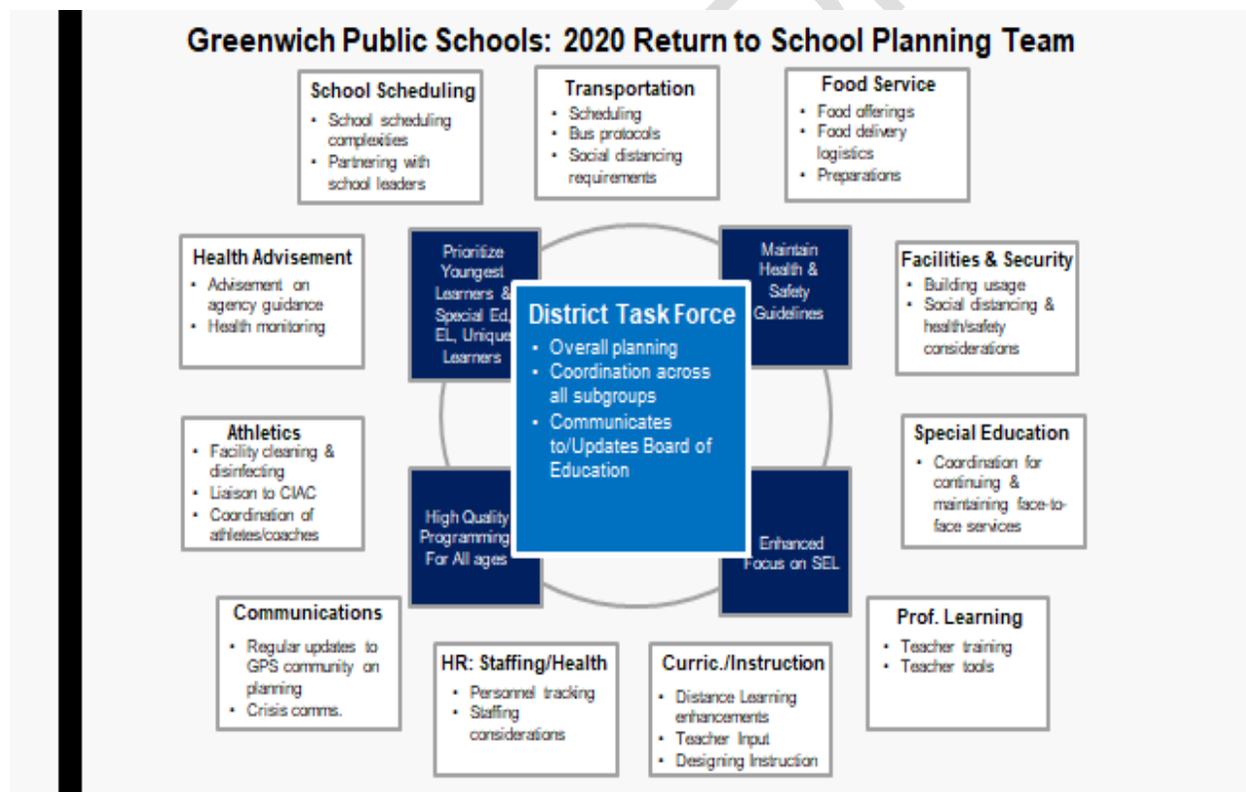
## Table of Contents

<b>Greenwich Public Schools</b>	<b>4</b>
<b>The GPS plan accounts for three phases of COVID-19</b>	<b>4</b>
Phase 1 Low Status	4
Phase 2 Moderate Status	4
Phase 3 COVID Critical Status	4
<b>Alternative Available to Families</b>	<b>4</b>
<b>Alternative Available to Staff</b>	<b>5</b>
<b>Priorities for Greenwich Public Schools Reopening</b>	<b>6</b>
<b>Expectations for Students &amp; Families</b>	<b>7</b>
<b>Expectations for Teachers &amp; Staff</b>	<b>8</b>
<b>Opening Checklist for September 2020</b>	<b>9</b>
Current Status Anticipated	9
Current Cohort Status Target	9
Health Related Input to Decision Making	9
Transportation	9
Food Service Status	11
Outside Recess and Playgrounds	11
Facilities and Security	11
Communications	13
Health Monitoring	15
Teaching and Learning	15
School Site Protocols	15
Transportation Protocols	15
Food Service Protocols	15
Professional Development **Required	15

# Greenwich Public Schools

## September Planning to Reignite the Learning

Reopening our schools is the approach that is simultaneously desired by many and feared by many. The Planning Team aims to support a plan which is thoughtful and health-conscious for children and adults; a plan which is flexible, adaptable, and remains a sense of calm as we step into another school year which could pose new experiences for staff, students, and families.



## The GPS plan accounts for three phases of COVID-19

### Phase 1 Low Transmission Risk

Return to school with social distancing as feasible as possible and other enhanced protocols for cleaning, personal protective equipment (masks...), cohort grouping, and thoughtful arrival and dismissal to mitigate high contact zones.

### Phase 2 Moderate Transmission Risk

Return to school with a hybrid schedule aimed to reduce the number of students in contact on any particular day by approximately 50%

### Phase 3 COVID Critical Transmission Risk

Full Remote Learning with students and teachers at home

### Alternative Available to Families

An option will be available for a remote learning program for those students and parents who choose not to participate in face-to-face instruction for Phase 1 or Phase 2 based on individual considerations, most notably, mental and/or physical health challenges

(CSDE AAA, June 29, 2020, p. 6).

### Alternative Available to Staff

Staff who are faced with medical conditions will work through Human Resources to determine teaching and/or leave status.

## Priorities for Greenwich Public Schools Reopening

- 1.) Health & Safety of Students & Staff
- 2.) High Quality Programming for All ages
- 3.) Enhanced Focus on Social Emotional Learning
- 4.) Analysis of Achievement Data to Close the Gap, Accelerate the Pathway, and Maximize Learning Gains for all students. Expectations for Students & Families

## State of Connecticut Guidelines and Expectations

LEA's should plan to have all students, in all districts, return to schoolhouses for full-time instruction at the beginning of 2020-2021, so long as public health data continues to support this model. This model will be supported with more intensive mitigation strategies and specific monitoring, containment and class cancellation plans.

- In addition to full-time instruction plans as indicated above, LEA's must be prepared to modify their plans to support a partial reopening or to allow for scaling back at a future date if the public health data changes.
- Identify gaps and develop action plans for reopening that specifically address inclusion, equity, and access for all learners with strategies and clearly defined action steps.

## Expectations for Teachers & Staff



Stay home if you feel sick.

Daily monitoring of one's own health. Is your temperature below 100 degrees?

Must wear a mask at all times, unless on a prescribed "mask break"

Maintain social distancing.

Wash hands often, and utilize hand sanitizer when a hand washing station is not available.

Do not congregate with colleagues in groups.

Stay home and quarantine for 14 days if a member of the family has COVID.

## Expectations for Students



Stay home if you feel sick.

Daily health check by parents required.

Must wear a mask at all times, unless on a prescribed “mask break”

Maintain social distancing.

Wash hands often, and utilize hand sanitizer when a hand washing station is not available.

If possible, stay within a small cohort of people while at school.

Be responsible before and after school.

Enter the building with social distancing.

Move down the hallways following all directions.

WORKING DRAFT

# Opening Checklist for September 2020

## Current Status Anticipated

- Phase 1 Low Transmission Risk
- Phase 2 Moderate Transmission Risk
- Phase 3 COVID Critical Transmission Risk

## Current Indoor Cohort Status as Set by the State

- 50 people
- 100 people
- 150 people

## Health Related Input to Decision Making

- Greenwich Health Department
- Dr. Katy Noble, Medical Consultant
- Mary Keller, GPS Head of Nursing
- World Health Organization
- Connecticut Department of Health
- Center for Disease Control (CDC)
- American Academy of Pediatrics
- Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together ([CSDE AAA, June 29, 2020](#))

## Transportation

### Phase I Low Status

Up to a full bus load with masks required per CSDE requirement. Masks must cover the nose and mouth during transit. The mask must be in place prior to boarding the bus, and remain in place during transit

(p. 15).

### Phase 2 Moderate Status

Reduce passenger density. Masks must cover the nose and mouth during transit. The mask must be in place prior to boarding the bus, and remain in place during transit

(p. 15).

### Phase 3 COVID Critical

Bus service is suspended completely, with an exception of Special Education, English Learners and/or Unique Learners who are able to continue in-person sessions with CDC-restrictive bus guidelines.

### Protocols

- Provide face masks on all buses for those students who forget to bring one (p. 15)
- Students board the bus with the first students on the bus sitting in the back, and filling seats from back-to-front so that the last students loaded are sitting in the front (p. 15)
- Students must exit the bus with students sitting in the front exiting first (p. 15)
- Students should sit with their siblings or household members.
- Masks must be worn at all times including boarding and exiting the bus (p. 15)
- Students who are unaccompanied at the bus stop should not be left alone. If a student is refusing to wear a mask, the driver should remind the student, and if

the student refuses to comply, the bus driver should continue the route. After arriving safely at the final destination, the driver should follow the reporting procedure to explain the incident to the principal so that administration may follow up and remind families that lack of compliance is a disciplinary issue in order to maintain health and safety. Bus access may be temporarily discontinued for the student if the principal deems it necessary.

- If a driver notifies the principal of non-compliance, the nurse should be called to the bus in order to take the temperature of each child as they exit the bus.
- If a child should become ill while riding the bus and vomit the driver should call the school so that the nurse meets the bus upon arrival and children may be temporarily sequestered so that their temperature is checked and the sick child may be taken to the designated isolation room.

## Food Service Status

- Phase 1 Low Status

Students may eat in the cafeteria with their cohort if social distancing of 3-4 feet can be maintained. School site analysis conducted with the principal and members of the GPS administration in August.

Brown bag or box lunches are served to the students. No lines will be utilized for lunch service.

- Phase 2 Moderate Status

Students eat in their individual classrooms. Brown bag or box lunches delivered to the classrooms to mitigate contact.

Lunches are delivered via a box or cart, and the delivery is placed outside the classroom door for the teacher to retrieve. There is no entry into the classroom by the person who is delivering. Gloves should be worn for all deliveries.

- Phase 1 and Phase 2 require allergy free zones in classrooms and/or socially distanced cafeterias.

## Food Service Protocols

- Train all food service staff on the food safety processes and SOPs relevant to their role in providing meals.
- Identify any additional equipment or supplies such as thermometers, alcohol wipes, etc., that may be needed to keep food safe when transported and served in other areas of the school.
- Obtain or develop posters or other aids to assist non-food service school staff to implement safe food practices when they participate in the service of meals.
- Review written policies and procedures to ensure they are up-to-date and clearly communicated to all applicable staff.
- Ensure written procedures for food safety, meal preparation and meal counting and claiming are available and easily accessible to the staff when needed.
- Ensure schools are properly staffed for food service production and service methods that are and will be used, and that regularly assigned staff and substitute staff are properly trained.
- Identify other school staff who may be trained to carry out select food service processes or tasks when staff shortages are expected.
- Ensure all required state and local health and safety guidelines will be followed.

## Outside Recess and Playgrounds

- Limit cohort use and stagger outside times.
- Hand Wash/sanitize before and after outside exposure.
- Use designated doors for points of entry and exit to the recess or playground area.
- Masks must be worn at all times for all students and staff when they are inside the school building (p. 20). Recess and playground areas may be mask free zones if social distancing and cohort groupings are reinforced.
- Safe mask storage must be provided as students exit the building into the playground. Masks must be put back on before re-entering the building.

## Facilities and Security

### Phase 1 and Phase 2

- Multiple door and staggered entrance per the individual needs of each facility to “maintain social distancing between individuals”  
(p. 20)
- Floor guidance mapping for directionality at entrances and exits.
- Floor guidance mapping for restrooms.
- Main offices, Nurses’ offices, GHS House Offices, and essential related face to face service provider spaces are equipped with a plexi divider
- All water fountains are closed. Cups are available in each classroom if water bottles are forgotten. \*\*\*CDC Current guidance Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.
- Tissue grabs are available outside of each restroom so that no-touch entry is available for students (p. 10)
- Tissue grabs are deposited in a trash receptacle outside the bathroom door.
- Inside the restrooms are no-touch paper towel dispensers (p.10)
- Hand sanitizer is available for all classrooms (p. 18).
- Sanitizing wipes are available for all classrooms (p. 18).
- Each building has sanitizing throughout the day on door handles and other high touch surfaces to comply with DPH guidance document  
(p. 8)
- The building is disinfected each evening with a product considered safe and non-toxic, while also being proactive in eradicating evidence of the virus.
- Hand sanitizing available at entry/exit points.
- Signage in all restrooms reminding students and staff to wash their hands (see below)
- Utilize safe touch methods for vending machines and lunch numbers.
- Minimize drop off zones for lost, forgotten, or found items to outside the physical building.
- Any school stores require gloves and a mask for the seller. Lines must maintain social distancing and the floor designated for lining up.



Hands that look clean can still have icky germs!

# Wash YOUR HANDS!



\*Wash for a full 20 seconds!



### *Classroom Spaces*

- Classrooms are set up to maximize social distancing (p. 8).
- If desks are available, achieve 6-feet apart when feasible (p. 8).
- If desks are available, face the same direction (p. 8).
- If tables are utilized, sit on only one side of the table (p. 8).
- Minimize the need for sharing hi-touch supplies and materials
- Floor mapping for a 6 foot “teacher zone”
- Plexiglass or clear blocker for tabletop surfaces as needed

### *Building Use*

- Buildings (inside spaces) will not be rented if GPS is in Phase 1 or Phase 2.
- Before and After Care may operate *usual times* with social distancing if in Phase 1 (p. 12).
- Before and After Care may need to modify space and time if in Phase 2.

### *Visitors to Buildings*

- Phase 1 or Phase 2 limits volunteers and visitors to essential

### *Fire Drills*

- Conducted by individual classrooms and not an entire school  
(\*Until additional direction is provided by CSDE or State Fire Marshal)

### *Lockdown Drills*

- Lockdown Drills will not be conducted as a whole classroom or school.  
Teacher demonstration only.

### *Arrival and Dismissal*

- Utilize assigned points of entry with social distancing. Each building is planned according to building needs.

## Communications

- Designate Health and Safety Compliance Liaison (p. 7)
- Communicate broadly how to contact the School Liason (p. 7)
- Weekly district communication about current status
- Updates to GPS Facebook, Twitter, Website, and District Plan as necessary
- All district information posted on the GPS website and updated weekly
- Survey families prior to opening to gauge readiness to return
- Survey staff prior to opening to gauge readiness to return
- Provide online video tutorials for families and staff which include:
  - Social distancing;
  - Frequent hand washing and use of hand sanitizer
  - Use of face coverings that completely cover the face and nose
  - Respiratory and cough etiquette
  - Enhance cleaning/disinfection of surfaces(p. 10 and 18, required for all staff and students)
- Work with Human Resources to make sure all substitutes view the online tutorials before entering the classroom (p. 10).

## Health Monitoring Plan

All staff and students are asked to utilize the self-check list before coming to school each morning. Student checks should be conducted by the parent or guardian.

# COVID-19 Daily Self Checklist



Name: \_\_\_\_\_ Date: \_\_\_\_\_  
2020 - 2021 School: \_\_\_\_\_ 2020 - 2021 Grade: \_\_\_\_\_

Complete this COVID-19 Daily Self Checklist before attending school each day  
**If you reply YES to any of the questions below STAY HOME**

**What is your temperature today without having taken fever reducing medications? \_\_\_\_\_°F**

**Do you have a fever over 100°F?**  Yes  No

**Loss of Smell or Taste?**

- Yes  
 No

**Muscle Aches?**

- Yes  
 No

**Sore Throat?**

- Yes  
 No

**Cough?**

- Yes  
 No

**Shortness of Breath?**

- Yes  
 No

**Chills?**

- Yes  
 No

**Headache?**

- Yes  
 No

**Fatigue?**

- Yes  
 No

**Runny Nose?**

- Yes  
 No

**Congestion?**

- Yes  
 No

**Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?**

Yes  No

**Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?**

Yes  No

**Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?**

Yes  No

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Parent/Guardian if child under the age of 18)

**Date:** \_\_\_\_\_

# 10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

## If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes.**



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a cloth face covering.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## Teaching and Learning

Analysis of Achievement Data to Close the Gap, Accelerate the Pathway, and Maximize Learning Gains for all students. Expectations for Students & Families

## Professional Development - COVID Related

### Required Professional Development for All Staff

- Social distancing;
- Frequent hand washing and use of hand sanitizer
- Use of face coverings that completely cover the face and nose
- Respiratory and cough etiquette
- Enhance cleaning/disinfection of surfaces

(p. 10 and 18, required for all staff and students)

### Site Specific Professional Development for GPS

- How students and staff enter and exit the building
- Procedures for utilizing the restrooms, and demonstrating to students how to utilize the towels to minimize touch of surfaces
- How to minimize high touch in the classrooms by limiting shared resources and materials like calculators, pencils, drawing tools, computer keyboards, and surfaces
- How to move through the building to minimize social distancing and respecting the floor mapping which has been provided, even if the walk is a little longer from one point to the other
- How to support social distancing on the playground and outside areas by staggering play spaces and activities

## Professional Development - Instructional

- How to utilize Google Meets for Live face to face teaching
- Understanding how to utilize Google Classroom or Schoology as the base for the Learning Management System
- Link it Platform Training K-8
- Use of Instructional Microphone K-12
- Teaching with Synchronous and Asynchronous

## School Schedules

### Elementary

#### PK-5

- Full re-entry for K-5 maximizing social distancing and cohorting.
- Staggered arrivals
- Support from families to mitigate bus travel social distancing challenges
- Reduce staff grouping sizes through the Advanced Learner Program (ALP) which is already intact and reduces the number of students in the regular education classroom for math, literacy, and science.
- Keep K-1 class sizes under 20 to maximize social distancing spaces. K-1 classroom square footage is larger in most of the buildings.

## **Middle School**

6-8

- Full re-entry for 6-8
  
- Cohort sizes from 50-100 on the team model \*depends on current indoor cohort size requirements.
  
- Modified Schedule to create cohort movement with a group of like teachers.
  
- New electives rotation to team electives with core teachers so that minimal movement across cohorts is needed. Electives will rotate every 6-9 weeks with two on each rotation.

## **High School**

9th-12

- Hybrid schedule of no more than approximately 50% of the students on campus at one time.
  
- Face to face instruction will set up the Remote Learning Days.
  
- Students are on site for instruction 2-3 days each week.
  
- Social Distancing will be maintained in and around the building.
  
- Class sizes will be kept small given that only 50% are on site at one time.