

**New Hartford Public Schools
Special Board of Education Meeting**

August 12, 2020

6:00 pm/Virtual Meeting

Access Meeting at:

<https://us02web.zoom.us/j/86139222733?pwd=Y1dTeUxqUkRCQUdVVG9UM2IwN2J3Zz09>

Meeting ID: 861 3922 2733

Passcode: nhps2020

- A. Chair to Open Meeting**
- B. Pledge of Allegiance**
- C. Superintendent's Report**
 - 1. Review Reopening Plan/2020-2021**
- D. Public Comment**
- E. School Calendar - 2020-2021**
- F. Reports**
 - 1. Review COVID-19 Policy Plan/2020-2021**
- G. Adjournment**

***Note-This is a virtual meeting.**

If you have any questions or comments you can email the BOE Chair (Tim Goff) at gofft@newhtfd.org before or during the meeting or you can send a letter to the Superintendent of Schools. If your question pertains to the agenda items above we will make every attempt to answer it during the meeting. You can access the meeting by using the link provided above.

NEW HARTFORD PUBLIC SCHOOLS

REOPENING PLAN

Fall 2020



Ann Antolini Elementary School
Bakerville Consolidated School
New Hartford Elementary School

Date of Submission:	July 24, 2020
LEA Name	New Hartford Public Schools
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NEW HARTFORD ELEMENTARY

AMANDA SHAW
PRINCIPAL
ANN ANTONINI SCHOOL

Dear New Hartford Families:

The New Hartford Public Schools have been preparing for the start of the 2020-2021 school year over the last several months. The plan is for a full time in-person opening. The number one priority is to ensure the safety of students and staff. The Connecticut State Department of Education will inform the New Hartford Public Schools if there is a change to a full time in-person opening.

The planning for the reopening of school is very complex. We understand the concerns that families might have sending their child back to school. We have developed a plan that follows the State Department of Education requirements. The district's plan focuses on the required use of masks, proper social distancing, and new cleaning/disinfection protocols. The students and staff will be trained in all of these areas.

We understand the school closing last school year was extremely disruptive for your family. We are amazed by how you balanced the rigors of Distance Learning and your professional demands. The social-emotional impact on students during the school closure has been profound. We have developed a plan to assess students at the beginning of the school year and provide services to students who will need this support. The New Hartford Public Schools hired a Social Worker to help with the transition of students back to school this fall.

The ultimate goal of the New Hartford Public Schools is to ensure a positive and productive start to the 2020-2021 school year with the safety of our students and staff as our number one priority. We will continue to collaborate with the Connecticut State Department of Education and Farmington Valley Health District on the implementation of safety guidelines. We are grateful for our partnership with all of our families in New Hartford.

Sincerely,
Brian Murphy
Superintendent of Schools



NEW HARTFORD PUBLIC SCHOOLS

REOPENING PLAN (FALL 2020)

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INTRODUCTION





Schools 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.

The Reopening Plan for the New Hartford Public Schools has been developed based on the guidelines developed by the Connecticut State Department of Education as outlined in the document [*Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together*](#) (June 29, 2020). The Connecticut document is grounded in six guiding principles, as follows:

1. Safeguarding the health and safety of students and staff.
2. Allowing all students the opportunity to return to school full time starting in the fall.
3. Monitoring the school, students, and staff and, when necessary, potentially canceling classes in the future to appropriately contain COVID-19 spread.
4. Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption.
5. Fostering strong two-way communication with partners such as families, educators, and staff.
6. Factoring into decisions about reopening the challenges to the physical safety, social emotional well-being, and the mental health needs of our students when they are not in school.

New Hartford's Reopening Plan holds true to these guidelines and includes all requirements as outlined in the Connecticut document.

Main Operational Considerations

	<p>Cohorting: Emphasize grouping students by the same class/group of students and teacher (into a cohort) so each team functions independently as much as possible. Consider this methodology by grade levels. Placing students in cohorts is strongly encouraged for grades PK-6.</p>		<p>Transportation: Local Educational Agencies (LEAs) should plan for buses to operate close to capacity with heightened health and safety protocols, including requiring all students and operators wear face coverings. Plans must be developed to activate increased social distancing protocols based upon community spread.</p>
	<p>Social Distancing and Facilities: Review building space and reconfigure available classroom space, such as gymnasiums and auditoriums, to maximize social distancing, consistent with public health guidelines in place at that time.</p>		<p>Face Coverings: All staff and students will be expected to wear a protective face covering or face mask that completely covers the nose and mouth when inside the school building, except for certain exceptions including when teachers are providing instruction.</p>

DISTRICT REOPENING COMMITTEE MEMBERS

Brian P. Murphy, Superintendent of Schools
 Barbara McLean, Director of Student Services
 Kelly R. Carroll, Principal of Bakerville and New Hartford Elementary Schools
 Amanda L. Shaw, Principal of Ann Antolini Elementary School
 Tom Buzzi, Board of Education Representative
 Heather Mathes, Curriculum Coach
 Tara Ljubuncic, Teacher--Grade 2
 Sarah Gaedeke, Teacher--Grade 5
 Mike Decerbo, DATTCO Representative
 Jim McMellon, DATTCO Representative
 Amy Ouellette, Parent Representative
 Paul Carmen, IT Support Specialist
 Linda Fitzgerald, Data Manager
 Jennifer Harris, NHEA President
 John Pollutro, Lead Custodian
 Marie Kitch, Head Nurse
 Tina Murelli, Food Services Manager





PRIORITIES

Fall Reopening Model

In planning for the reopening of the New Hartford Public Schools, it is essential to envision the safest environment and the highest quality instruction for the school community. Based on guidelines provided to school districts from the Connecticut State Department of Education and the State of Connecticut, the New Hartford Public Schools are currently planning for a “full safe, and appropriate reopening of our schools in the fall of 2020.

The three major aspects of the Fall Reopening Model include the following:

- Required wearing of masks at school and on buses
- Proper Social Distancing (approx. 6 ft. in the classroom) and Cohorting when possible
- Proper Cleaning and sanitizing procedures

	<p>Safety of Students and Staff</p> <p>Our schools will be prepared to reinforce healthy practices among our staff and students, take preventative actions to prevent the spread of all respiratory illnesses, and prepare for any potential cases or increased transmission of COVID-19.</p> <p>Face coverings are required for all students and staff when they are inside the school building, as outlined in <i>Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together</i></p>
	<p>Development of Appropriate Educational Opportunities</p> <p>Our schools will reopen with instructional schedules and model options that are flexible and based on current transmission levels, understanding that we may start the school year with one model, and as new information becomes available about health and safety, may transition to different models.</p>
	<p>Awareness of Social and Emotional Well-Being</p> <p>Our schools will reopen knowing that the COVID-19 pandemic has created different types of traumatic experiences and high levels of stress for many of our staff, students, and families. The pandemic has shown the importance of social/emotional well-being for all. In addition, there is a growing body of research proving that social/emotional learning (SEL) is fundamental to academic success.</p>
	<p>Academic Growth for All Students</p> <p>Our schools will consider and solidify a systematic cycle of assessments, including initial screenings and formative and summative assessments in order to inform instruction and gauge student learning. We will work to analyze individual student data to identify shifts and changes in instruction to meet students' needs and implement intervention strategies.</p>

In addition to our own priorities, the New Hartford Public Schools are expected to follow the guidelines of the State Department of Education--[Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together](#) (June 29, 2020). The publication from the state is admittedly a document with guidelines that may change prior to school reopening in the fall.

**Continuum for Learning: 3 Plans
(Required by the State Department of Education)**

<p>The 2020-2021 school year will begin in person full time for all students. Students who temporarily choose not to attend in-person sessions due to the COVID-19 pandemic may participate in Distance Learning with support from the school.</p>	<p>If there is a surge in the spread of the virus, hybrid learning will take place. Student numbers will be reduced. Students will be in school part of the week and participate in Distance Learning part of the week. The State Department of Education will guide schools on the initiation of this process.</p>	<p>If there is a significant surge in the spread of the virus, all students will participate in Distance Learning. This decision will be made in coordination with the Farmington Valley Health Department.</p>
<p>Minimal/No Spread of Virus (or Virus Contained)</p> <p>100% Student Attendance In School</p>	<p>Moderate Spread of Virus (requires adjusted schedule)</p> <p>Reduced Student Attendance/ Alternating Attendance</p>	<p>High Spread of Virus (requires quarantine)</p> <p>0% Student Attendance / All Distance Learning</p>
<p>Schools operating up to 100% capacity, students/staff with underlying medical conditions may consider remote learning</p> <p>Buses up to full capacity with face coverings/masks in place during transit, controlled</p>	<p>Schools operating at reduced capacity using a hybrid model. Students with last names beginning with A-K attend school on Mondays and Tuesdays and students with last names beginning with L-Z attend school on Thursdays and Fridays.</p>	<p>Schools closed</p> <p>100% distance learning</p> <p>Bus transportation suspended</p> <p>All extracurricular activities, suspended</p>

<p>loading/unloading of riders</p> <p>Face coverings/masks for students and staff while inside school buildings</p> <p>Identification/isolation of sick students/staff</p> <p>Cohorting of students used with restrictions on group activities</p> <p>Maximize spacing of seating as feasible</p> <p>Increased cleaning and sanitization protocols</p>	<p>(Wednesdays are reserved for cleaning between cohorts.)</p> <p>Buses at reduced capacity, face coverings/masks in place during transit, controlled loading/ unloading of riders, spaced seating for riders</p> <p>Face coverings/masks for students and staff while inside school buildings</p> <p>Identification/isolation of sick students/staff</p> <p>Cohorting of students used, with restrictions on congregating</p> <p>Maximize spacing of seating up to six feet or more when feasible with reduced class sizes</p> <p>Specific and increased cleaning and sanitization protocols</p> <p>Indoor extracurricular activities suspended</p>	
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Temporarily Choosing Not to Participate

The Administrative Team will develop a plan to provide learning experiences for students who temporarily choose not to participate in in-person learning.

- Distance Learning will continue to be reviewed for students who will not return to school. The Administrative Team and Technology Department will develop this plan. Options may include synchronous and asynchronous instruction. The district has discretion over the content of such instruction and

method of delivery. The [Connecticut Learning Hub](#) provides free online resources and experiences for students to utilize when learning from home.

School Liaison, Communications Plans, and Data Collection

The Superintendent of Schools will designate a school liaison for the New Hartford Public Schools.

- For the 2020-2021 school year, the Director of Student Services will serve as the school liaison. The Director will engage with students, parents, faculty, staff, and administrators to answer questions or concerns about health and safety requirements regarding COVID-19.
- Families, staff, and the community will receive updates via email and website during the school year directly from the Superintendent of Schools regarding the most up to date policies and protocols related to all considerations and aspects of this plan and future COVID-19 planning.

The Superintendent of Schools will manage communications for the New Hartford Public Schools.

- Changes to planning, changes in the status of the school schedule, including any school closures, will be communicated directly from the Superintendent of Schools or his designee to the school community.
- Communication will be shared with staff and families concerning the status of school's reopening efforts and continuing safety efforts.
- As needed, update and share information on Distance Learning plan and procedures for school closure and moving to learning at home.
- If necessary, update and share information on moving to hybrid scheduling (50% of students) and procedures for any adjusted schedule.
- Students who are absent from school will be called to confirm COVID-19 symptoms or to confirm if staying home for prevention or family care.
- Close communication is maintained with absent staff members to confirm COVID-19 symptoms or to confirm if staying home for prevention or family care.
- Provide information and education to staff, students and families regarding pandemic flu, individual prevention measures, and various community/school plans and updates.
- The New Hartford Public Schools website, newsletters, and letters home will address prevention efforts, updated information from local, state, and national authorities, and publications from the Farmington Valley Health District as materials become available.
- A confirmed case in the school building results in immediate communication with local health officials (Farmington Valley Health District) resulting in a determination of length of closure.

- Communication is immediate to all staff and families, as well as to local and state officials that a school or the school district is shutting down for a time period (to be determined).
- The New Hartford Public Schools' website, newsletters, emails, and letters home will address prevention efforts, updated information from local, state, and national authorities, and publications from the Farmington Valley Health District as materials become available.
- Procedures for closure and reopening are shared with the staff and parents.
- The Reopening Plan for the New Hartford Public Schools will be posted on the district website at www.newhtfd.org.

The Superintendent of Schools will collect information from families to properly plan for resuming classes in the fall.

- Survey data has been collected from families regarding plans to return to school and plans for student transportation.
- Survey data has been collected from families regarding chromebooks and access to the internet

OPERATIONS PLAN

Facilities

The Superintendent of Schools and Administrative Team will ensure that schools meet distancing expectations within all areas of the school building.

- Classroom tables have been replaced by individual student desks.
- Student desks will be placed 6 feet apart from each other within the classroom. All student desks will face in the same direction.
- Space between the board and the first row of student desks will be maximized to ensure safe social distancing.
- The multi-purpose room, cafeteria, and previously open classrooms will be used to provide additional space for instruction and for mask breaks in the winter months.
- Dividers will be used between students when a teacher meets with a small group of students at a shared table. This will be in place in the regular classroom, special education classrooms, and any location where 1:1 or small group instruction occurs.
- An isolation room has been identified in every school building for the use of any student who presents with symptoms of COVID-19.

The Superintendent of Schools and Administrative Team will ensure that schools meet high cleanliness standards prior to reopening and maintain a high level of cleanliness during the school year.

- Every room that is occupied by staff and/or students during the day will have a sink with a soap dispenser and/or hand sanitizer dispenser.
- School buildings will be cleaned and disinfected according to the [DPH Guidance for Cleaning and Disinfecting of Schools](#). No hand dryers are in use in any bathroom in any school building.

The Administrative Team will oversee the posting of appropriate signs and messages throughout the school building.

- Throughout the building, there will be signs directing students on proper handwashing and social distancing. Signs will include words and pictures ([example 1](#); [example 2](#)). There will also be floor markings to indicate appropriate spacing and directions for traffic flow within the building.
- Information and communication will be shared about ways to [stop the spread](#), including signs that [promote everyday protective measures](#), and providing instruction related to [properly washing hands](#) and [properly wearing a cloth face coverings](#).
- Signs will be placed near sinks reminding students and staff to wash hands before and after using the restroom.

The Superintendent of Schools and Administrative Team will ensure that staff, students, and school visitors are trained in protocols and procedures regarding social distancing and maintaining a healthy environment.

- Training of the staff will occur during professional development days prior to the opening of school. All staff in the district will be trained in protocols and procedures related to maintaining a safe and healthy environment.
- Teachers and the school nurses will provide instruction and information to students regarding how to properly wash hands, how to wear/remove/replace masks, and appropriate social distancing practices. This information will include hallway, bathroom, bus, and playground procedures.
- Substitutes and other adults who enter the building will be trained on protocols/procedures.

The Administrative Team will develop procedures for ensuring the cleanliness of bathrooms.

- Disposable towels will be in use in every bathroom throughout the district.
- No-touch trash cans will be used throughout the district.
- Bathrooms will be cleaned twice per day during the school year in accordance with the [DPH Guidance for Cleaning and Disinfecting of Schools](#).

Daily Operations

Principals will ensure the maintenance of stable cohorts to help mitigate the risk of spreading COVID-19.

- Stable preK-Grade 6 cohorts will use the same classroom every day and for the most part, use the same hallways, bathrooms, and other areas of the school as much as possible.
- Students will have assigned seating in the cohort classroom as much as possible.
- Students will have assigned materials in the cohort classroom as much as possible.
- Principals and teachers will restrict the mixing of cohorts as much as possible.
- Cohorts will function independently for all specials. Specialists will instruct in the cohort's homeroom when feasible. Physical education and music classes will take place in the gymnasium and/or outdoors to the greatest extent possible.
- Principals will create schedules as possible to stagger passing in the hall by adjusting schedules to ensure hallway use at different times.
- Recess times will be staggered and cohort-based to reduce the number of students at recess at any one time.
- Lunch will be served in the classrooms to maintain cohort-based interactions.
- Although extremely limited, any interactions between cohorts will be logged.
- These cohorting guidelines will be in place during the school day for normal school operations. After-school programming is addressed in the [Family and Student Engagement](#) section of this document.

Principals will limit the number of visitors/volunteers and after-school programs that are allowed into the schools.

- Non-essential visitors/volunteers will be restricted from the building.
- Requests for school use for after-school programs or activities will be reviewed on an individual basis. The determination regarding whether a particular organization or activity may be held will be based on factors including, but not limited to, the status of COVID-19, the number of participants, the availability of the school facilities, the impact on cleaning/disinfecting. Decisions regarding school use will be made by the Principal and the Superintendent of Schools.
- When organizations are allowed to use the school facilities, they will be expected to follow the practices and protocols established in the Reopening Plan for the New Hartford Public Schools.

Child Nutrition

The Food Services Manager will ensure compliance with federal and local health official guidelines regarding child nutrition.

- The Food Services Manager will actively promote and determine eligibility for and make available free and reduced-price meals and snacks and free milk to all eligible students.
- The Food Services Manager will comply with the U.S. Department of Agriculture's (USDA) regulations and policies (and any changes occurring) for school meals and milk including the meal pattern requirements.
- The Food Services Manager will ensure that the schools claim meals/milk provided to eligible students using accurate counting and claiming methods. Additionally, the number of free and reduced-price meals served and claimed for reimbursement must have adequate documentation on file to support the claim.
- The Food Services Manager will proactively plan and be prepared at all times throughout the year for expedited meal access during including a short period (2-5 days) and a longer period (2 weeks) of closure.
- The Food Services Manager will oversee PPE for food service operations such as masks, gloves, physical barriers in serving areas, etc.
- To the greatest extent possible, lunch will be served/consumed in classrooms.
- On rare occasions, it may be necessary to serve/consume lunch in the lunchroom. On such occasions, social distancing will be maintained based on classroom cohorts of students.
- There will be no self-service buffets for food and condiments.
- Trash removal and cleaning of student desks will be completed following the lunch period.

Transportation



Safe Status

Bus transportation can operate with no restrictions.



Low Status

Bus transportation can operate up to full status with mask requirements and loading and unloading restrictions.



Moderate Status

Bus transportation can operate with seating and spacing restrictions, mask requirements, and loading and unloading restrictions.

Transportation will be determined by the State of Connecticut and/or Department of Public Health.

- In the **“low status”** currently determined to be the status of Connecticut, student passengers will be required to wear a face covering or mask that completely covers the nose and mouth while boarding, riding and exiting the bus. Passengers should load from the back row to front row within their designated bus area. Primary students will continue to sit in the front section of the bus. Students will exit the bus in a controlled manner upon arrival at school from front to back by seat. This will reduce the number of people passengers walk by as they get on the bus and will prevent crowding in the center aisle when the bus arrives for unloading.
- If the state determines that we are in a **“moderate status,”** student passenger density will be reduced because schools will be employing a hybrid model of learning. Bus passengers will be seated the required distance apart. Passengers will be required to wear a face covering or mask that completely covers the nose and mouth while boarding, riding and exiting the bus. Passengers should load from the back row to front row within their designated bus area. Primary students will continue to sit in the front section of the bus. Students will exit the bus in a controlled manner upon arrival at school from front to back by seat. This will reduce the number of people passengers walk by as they get on the bus and will prevent crowding in the center aisle when the bus arrives for unloading.
- Student passengers will have assigned seats on the bus. Passengers may not change seats during the route.
- DATTCO will participate in planning for a return to service.

Transportation to and from by parents/guardians will be encouraged.

- Survey data has been collected from families to assess plans for student transportation.

- Parents are encouraged to transport their children to school to avoid possible exposure on the bus.
- Principals will plan vehicle flow and logistics particularly if there are more family transport vehicles.
- Principals will develop arrival/dismissal procedures that limit unnecessary entrance of parents and guardians into the building.

Proper hygiene habits will be practiced on the bus.

- All drivers and students on the bus are required to wear a face covering or mask that completely covers the nose and mouth at all times while entering, riding and exiting the bus.
- Parents of students in younger grades will be asked to assist in social distancing at bus stops and during drop-off and dismissal.
- Parents of students in younger grades will be asked to secure masks on students at bus stops prior to students entering the bus.
- Seating arrangements will be adjusted on buses to prevent students from passing one another while loading/unloading as much as possible. Passengers should load from the back row to front row within their designated bus area. Primary students will continue to sit in the front section of the bus. Students will exit the bus in a controlled manner upon arrival at school from front to back by seat.
- Students will have assigned seats.
- The Bus Cohort Model will be in place. Stable groups help to mitigate the risk of spreading the virus. Students will only be permitted on the bus to which they have been assigned in order to minimize cross-contamination of student groups. Students will only be permitted to ride the bus to which they have assigned.

Bus drivers will follow the expectations for school employees regarding health and screening.

- **Passive screening:** Bus drivers will be expected to self-screen before leaving for school by checking to ensure temperatures below 100.0 degrees Fahrenheit and to observe for symptoms outlined by public health officials. Drivers are to stay home if they are feeling sick, have any symptoms associated with COVID-19 or have had close contact with a person diagnosed with COVID-19.
- All bus drivers will sanitize their hands prior to entering the bus.
- All drivers must wear face masks at all times when students are on the bus.
- *Temperature checks and screening procedures are not required at the point of entry onto the bus.*

Numbers of students on each bus will be confirmed by the State of Connecticut and/or local health officials.

- The number of students per bus will be adjusted per the requirements of the State of Connecticut and local health officials.
- Schools will ideally adjust schedules with as little impact as possible to meet transportation requirements. Bus routes will not initially be based on survey results from parents whether they will drive students to school, however, this information will be important if the State indicates the number of students on buses must be reduced.
- Reduced size bus runs may result in additional bus runs or staggered arrival and dismissal times.
- The Superintendent of Schools and the Administrative Team will work with DATTCO to determine any adaptation to bus routes or bus schedules.

**Requirements may impact the school's ability to hold in-person schooling.*

Fiscal and Budgetary Considerations

The Superintendent of Schools and Board of Education work together to prioritize funding to create a healthy school environment.

- The New Hartford Public Schools purchased supplies, materials, and PPE necessary to reopen our schools. The district will continue to review the inventory of these supplies to ensure the health and safety of our students and staff. Items purchased include the following:
 - Masks
 - Face shields
 - Gloves
 - Thermometers
 - Disinfectant and cleaning supplies
 - Hand sanitizer dispensers
 - Student dividers
 - Student desks and chairs
 - Plexiglass dividers for the offices and cafeterias
 - Bottle-filling stations
- The ventilation systems were assessed and maintained to ensure proper functioning/Filters were replaced in every school.
- Review available funding opportunities through the CARES Act and FEMA

The Superintendent of Schools and Board of Education identified funding to provide equitable access to technology for all students.

- Every student in grades K-6 will be provided with a Chromebook to use for in-school and at-home learning.
- Families were surveyed regarding online access from home.
- Prepare for robust blended learning at some time during the school year
- Consult the CT Learning Hub
- Provide high quality training to staff members regarding Distance Learning



HEALTH PRACTICES AND PROTOCOLS

Standard Public Health Practices and Adequate Supplies



The health and safety of students and staff is the top priority in planning for the New Hartford Public Schools. The New Hartford Public Schools will work in collaboration with the Farmington Valley Health District, the State Department of Education, and the Office of the Governor in planning for health and wellness procedures as well as making decisions regarding the status of the school.

Conditions for reopening have been confirmed by the State of Connecticut and the Farmington Valley Health District.

- The State of Connecticut has lifted, adjusted, or removed any school closure order, allowing schools to reopen for in-person sessions.
- The local health officials (Farmington Valley Health District) have determined that local conditions safely allow for schools to reopen for in-person sessions.

Planning guidelines for reopening have been issued by the State of Connecticut and New Hartford Public Schools plans have been developed and approved at the local level under the direction of the Superintendent of Schools.

- The State of Connecticut and State Department of Education have issued guidelines on which reopening plans are based.
- The Reopening Plan for the New Hartford Public Schools has been developed in consultation with the Farmington Valley Health District.
- The Reopening Plan for the New Hartford Public Schools will be reviewed and approved by the Board of Education and the State Department of Education.

The Director of Student Services and Administrative Team have confirmed that there is sufficient personal protective equipment (PPE) available for use in the schools and adequate supplies for maintaining personal cleanliness.

- There is protective equipment (including masks) for students and staff throughout the school buildings. Parents are expected to provide masks for students.

- There is a plan for replenishing the supply of protective equipment.
- There is a sufficient number of thermometers for symptom screenings.
- There is sufficient protective equipment for the staff working with students with specific disabilities that require close contact including medical assistance, toileting, lifting, and/or mobility assistance.
- There are sufficient cleaning supplies and facilities including hand sanitizer, hand soap, no-touch water bottle fountains, paper towels, tissues, and no-touch trash cans.
- Every room that is occupied by staff and/or students during the day has a sink with a soap dispenser and/or hand sanitizer dispenser.
- Procedures will be developed for students and staff to wash and/or sanitize hands upon entering and exiting the school building.

The Nursing Staff will oversee staff training on the physical protection of the school community.

- The schools will provide required staff training on the following as part of the reopening prior to the start of school:
 - Physical distancing of staff and students
 - Symptom screening, including temperature checks
 - Proper use of personal protective equipment
 - The correct use of cloth face coverings / masks
 - Cough and sneeze etiquette
 - Keeping one's hands away from one's face
 - Frequent handwashing and proper technique
 - Confidentiality around health recording and reporting

Immunizations and Health Assessments

The Director of Student Services and School Nurses will ensure that Health Assessments and Immunization records are current and complete according to school policy and guidance from the Connecticut Department of Public Health.

- [Guidance from the Department of Public Health was issued dated June 17, 2020](#) emphasizing the importance of protecting students by staying up to date on immunizations.
- [Guidance from the CSDE was issued dated June 26, 2020](#) outlining the requirements for Health Assessments prior to students enrolling in school.

Reporting Illnesses And Addressing Vulnerable Populations




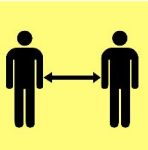


The Director of Student Services and the Administrative Team have developed processes to encourage the ongoing monitoring of health symptoms for students and staff.

- Passive screening: Maintaining safety is a partnership between school and home. Parents will screen their children at home each day before school to ensure temperatures are below 100.0 degrees Fahrenheit and to observe for symptoms consistent with COVID-19 or have had close contact with a person diagnosed with COVID-19.
- Temperature checks and screening procedures are not required at the point of entry into the school.
- Students and staff with a temperature greater than 100.0 degrees are not permitted into the school. Students and staff will be allowed to return to school 24 hours after a fever has broken or with a note from the healthcare provider documenting a negative COVID-19 test.
- The school nurse will monitor the screening and health information while complying with relevant privacy laws.
- The school nurse will monitor symptoms in students and staff that could be related to COVID-19, with the goal of minimizing the risk of spreading the virus.




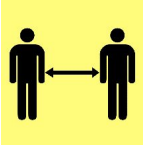

The Administrative Team will ensure that staff, students, and families understand the symptoms of COVID-19 and the importance of staying home when sick.

- The school nurse will monitor the screening and health information while complying with relevant privacy laws.
- The school nurse will monitor symptoms in students and staff that could be related to COVID-19, with the goal of minimizing the risk of spreading the virus.
- Staff and students (and their parents) will be asked to perform a self-assessment prior to leaving for school to identify fever and other possible COVID-19 symptoms. Reminders will be shared regarding the [symptoms consistent with COVID-19](#) that require staying home. Parents and staff may choose to use the [How We Feel](#) online tool.

New Hartford Public Schools Student Expectations

	<p>Stay home if feeling ill.</p> <p>Students must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.</p>
	<p>Morning health check by parents required.</p> <p>In order to prevent transmission among the school population, parents are instructed to screen students before leaving for school. Check to ensure temperature is below 100.0 degrees Fahrenheit and observe for symptoms associated with COVID 19 outlined by public health officials.</p>
	<p>Face coverings or masks required.</p> <p>Students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus, with exceptions only for those students for whom it is not safe to do so due to medical conditions. “Mask Breaks” will be provided during the day. Parents will be responsible for providing students with face coverings or masks. Schools will have backup disposable masks available for students who forget them.</p>
	<p>Social distancing required.</p> <p>Students must maintain social distancing to the greatest extent possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school. Sharing of school supplies and materials will not be allowed.</p>
	<p>Frequent hand washing or hand sanitizing expected.</p> <p>Students must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.</p>
	<p>Students may not change buses.</p> <p>Students will be expected to ride the same bus to school in the morning and the same bus to home in the afternoon every day. Face coverings or masks should be in place prior to entering the bus.</p>

New Hartford Public Schools Teacher, Staff and Volunteer Expectations

	<p>Stay home if feeling ill. Teachers, staff and volunteers must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.</p>
	<p>Morning self-screen required. In order to prevent transmission among the school population, teachers, staff and volunteers are instructed to self-screen before leaving for school. Check to ensure temperature is below 100.0 degrees Fahrenheit and observe for symptoms associated with COVID 19 outlined by public health officials.</p>
	<p>Face coverings or masks required. Teachers, staff and volunteers must wear face coverings or masks that completely cover the nose and mouth while inside the school, with exceptions only for those whom it is not safe to do so due to medical conditions. “Mask Breaks” will be provided during the day. Teachers will be allowed to remove masks during direct instruction with permission and greater social distancing. Parents will be responsible for providing students with face coverings or masks. Schools will have backup disposable masks available for teachers, staff and volunteers who forget them.</p>
	<p>Social distancing required. Teachers, staff and volunteers must maintain social distancing to the greatest extent possible.</p>
	<p>Frequent hand washing or hand sanitizing expected. Teachers, staff and volunteers must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.</p>

Social Distancing

All school staff will assist with the expectation that social distancing is maintained to the greatest extent possible throughout the school building and grounds.

- Throughout the building, there will be signs directing students on proper handwashing and social distancing. Signs will include words and pictures. There will also be floor markings to indicate appropriate spacing and directions for traffic flow within the building.
- Procedures will be developed to limit large gatherings of students, particularly during arrival and dismissal.



Material Sharing

The Superintendent of Schools and Administrative Team will ensure that the use of shared materials is limited.

- Students will be provided with individual materials for daily use including math manipulatives, computers, and writing utensils.
- Materials that must be shared will be disinfected between student use.

Use Of Face Coverings, Masks, And Face Shields



Face Covering

A cloth, paper, or disposable face covering that covers the nose and mouth; may or may not be medical grade



Face Shield

A clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face



Clear Plastic Barrier

A clear plastic or solid surface that can be cleaned and sanitized often

All staff, students, visitors, and volunteers must wear face coverings/masks during the school day while school is in session.




- Parents will be responsible for providing students with face coverings or masks.

- The expectation for wearing face coverings/masks will be posted on the school website and throughout the building.
- Those who have trouble breathing or those who are incapacitated, unconscious, or unable to remove the mask without assistance are not required to wear one, according to CDC guidelines.
- Those who have a medical reason for not wearing a face covering or mask are not required to wear one.
- Face coverings/masks may be removed while students are eating, drinking, participating in PE, or outside while practicing social distancing.
- Exceptions to the face covering/mask requirement may be made on an individual basis for certain special education students or other special populations.
- Mask breaks will be provided during the school day. These will occur when students are outside and/or when students can practice social distancing.
- Face shields are not a sufficient substitute for face masks.
- Staff members, visitors, and volunteers will wear masks that completely cover the nose and mouth while inside the school.
- Face coverings/masks may be removed by staff while teaching if sufficient social distancing is in place or when physical barriers are used. They may also be removed by staff when eating, drinking, or outside and practicing social distancing.
- Teachers and the school nurses will provide instruction and information to students regarding how to properly wash hands, how to wear/remove/replace masks, and appropriate social distancing practices. This information will include hallway, bathroom, bus, and playground procedures.

HEALTH MONITORING PLAN

Planning And Distribution Of Information

The Director of Student Services and School Nurses will monitor the level of transmission within the school and in the community. This information will be used to make decisions about the method of delivery of instruction.

		
<p>LITTLE or NO COMMUNITY TRANSMISSION Minimal/No spread of Virus (or Virus Contained)</p>	<p>MINIMAL OR MODERATE COMMUNITY TRANSMISSION Moderate Spread of Virus (requires possible adjusted schedule and adjusted transportation)</p>	<p>SUBSTANTIAL COMMUNITY TRANSMISSION High Spread of Virus (requires quarantine)</p>
<p>Instruction is 100% in-person</p>	<p>Instruction is 100% in-person or Hybrid</p>	<p>Instruction is 100% Distance Learning</p>
<p>Daily attendance rates monitored</p>	<p>Daily attendance rates monitored and shared with local health officials</p>	<p>Attendance for Distance Learning is monitored based on participation from home</p>
<p>Teaching and reinforcing of healthy hygiene</p>	<p>Concentrated reinforcement of healthy hygiene</p>	<p>Communication to home on healthy hygiene practices</p>
<p>Prevention measures in place</p>	<p>Heightened prevention measures in place</p>	<p>Quarantine measures in place for essential personnel</p>
<p>Social distancing in place</p>	<p>Heightened social distancing in place with limitations in activities/events</p>	<p>Quarantine measures in place</p>
<p>Group gatherings/events limited; all require approval</p>	<p>Group gatherings/events postponed</p>	<p>All group gatherings/events canceled</p>
<p>Remain prepared for Distance Learning while learning is In-Person at school or hybrid learning takes place</p>	<p>Active Preparation for Distance Learning and/or short-term school dismissals resulting in possible Distance Learning</p>	<p>Continued engagement in Distance Learning during extended school dismissals for long periods</p>
<p>Cleaning and disinfecting in place</p>	<p>Intensified cleaning and sanitizing in place</p>	<p>Classroom and buildings sanitized and shut down</p>
<p>Regular communication with local health officials</p>	<p>Coordination of closure with local health officials</p>	<p>Order of closure from local health officials and/or Executive Order for closure from Governor's Office</p>

Attendance Monitoring

Under the direction of the Director of Student Services and School Principals, school nurses will be responsible for tracking staff and student absenteeism.

- When students are absent, nurses will ask parents for the reason for the absence.
- Nurses will look for symptoms and/or trends that may indicate possible COVID-19 illness.
- Encourage families to accurately report symptoms and diagnoses of COVID-19 and other illnesses to help prevent the transmission of communicable diseases.
- Follow guidance from the State Department of Education regarding documentation of attendance for students who temporarily choose not to attend in-person sessions.

CONTAINMENT PLAN

Overall Plan

IN SCHOOL TRANSMISSION
<p>If a student, staff member, volunteer, or visitor has been present in school has a confirmed diagnosis of COVID19, the School Nurse and the building Principal contact the Superintendent of Schools. In addition, the Superintendent will be notified by school personnel that a student is suspected of being sick, maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA) immediately.</p>
<p>The Superintendent of Schools notifies the local health officials (Farmington Valley Health District)</p>
<p>The Farmington Valley Health District will assess risk of further transmission in the school.</p>
<p>Decisions are made concerning:</p> <ul style="list-style-type: none">● CONTACT TRACING● CLOSURE● CLEANING● CONTINUITY OF EDUCATION● REOPENING OF SCHOOL
<p>The decision to suspend or close a school (or the entire school district) will be made by the Superintendent or designee based on information and recommendation from local health officials (Farmington Valley Health District). Board of Education members and town officials are notified of closure as well as the State Department of Education.</p>
<p>Schools will likely implement a short-term closure (2-5 days) or longer regardless of community spread if an infected person has been in a school building. The CDC recommends dismissal of students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the Superintendent, in consultation with the local health officials, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.</p>
<p>All communications to the school community including staff and families are made through the Central Office.</p>
<p>During school closures, all extracurricular activities, athletics, and school-based afterschool programs are canceled.</p>

CANCELLATION OF CLASSES, REMOTE LEARNING, REOPENING PLANS

Cancellation of Classes

The Superintendent of Schools has established a procedure if there are cases of COVID-19 in the schools or community that could impact the school population, or if the state government suspends or cancels in-school classes for some or all participants.

- Notify and consult with the CSDE if cancelling in-school classes.
- Include a communication plan that includes clear policies for staff regarding individual roles and responsibilities in the event that in-class classes are cancelled
- The principals have designated an isolation room in each of the schools.
- The Superintendent has a procedure to close one or more schools for a length of time based on a positive COVID-19 case or cases and the risk associated with a positive case or cases. Such a decision will be made in conjunction with the Farmington Valley Health District.
- The Superintendent has the authority to limit access to public school grounds and school buildings during school closures or elevated levels of transmission in the community.
- Under the supervision of the Administrative Team, the schools are able to provide distance learning if necessary.
- Under the supervision of the Director of Student Services, the schools are prepared for the unique needs for students with disabilities and can implement appropriate plans during distance learning.
- Under the supervision of the Superintendent of Schools and the Food Services Manager, the schools are able to provide meals for students during distance learning, if necessary.

The Superintendent of Schools will adjust plans based on health indicators and guidance from the Department of Public Health, local health officials, and school nurse supervisor. (More information will be forthcoming to assist in the decision making approach.)

LOW RISK

- Schools operating up to 100% capacity, students/staff with underlying medical conditions should consider restrictions and blended/remote learning
- Buses up to full capacity, bus monitors recommended, face coverings to be worn, specific loading/unloading procedures in place
- Face coverings for students and staff while inside school buildings
- Cohorting of students, restrictions on congregating
- Maximize spacing of seating up to six feet when possible
- Increased cleaning and sanitization protocols

MODERATE RISK

- Schools operating at reduced capacity,(50% Alternating Student Attendance) utilizing hybrid model,(students attending school part of the week and Distance Learning the other part of the week) blended/remote learning, prioritize access to the school building for students including, but not limited to students receiving special education, EL's or have limited access due to technology.
- Buses will run at a reduced capacity with bus monitors *strongly* recommended, face covering in place, spaced seating between unrelated riders, specific loading/unloading procedures in place
- Face coverings for students and staff while inside the school buildings
- Maximize spacing of seating up to six feet or more when possible with reduced class size
- Identification/isolation of sick students/staff
- Cohorting of students, restrictions, on congregating, staggered start/stop times and hallways passing times
- Indoor extra curricular activities should be suspended, sport and other other activities should consider restrictions on activities
- Increased cleaning and sanitation protocols

HIGH RISK

- Schools closed, 100% remote learning, bus transportation suspended, extracurricular activities and sports should also be suspended
- Distance Learning is in effect for every student
- Outline expectations for synchronous(live) and asynchronous(recorded) learning experiences
- Communicate Distance Learning Plan with families and students
- Every building sanitized and cleaned

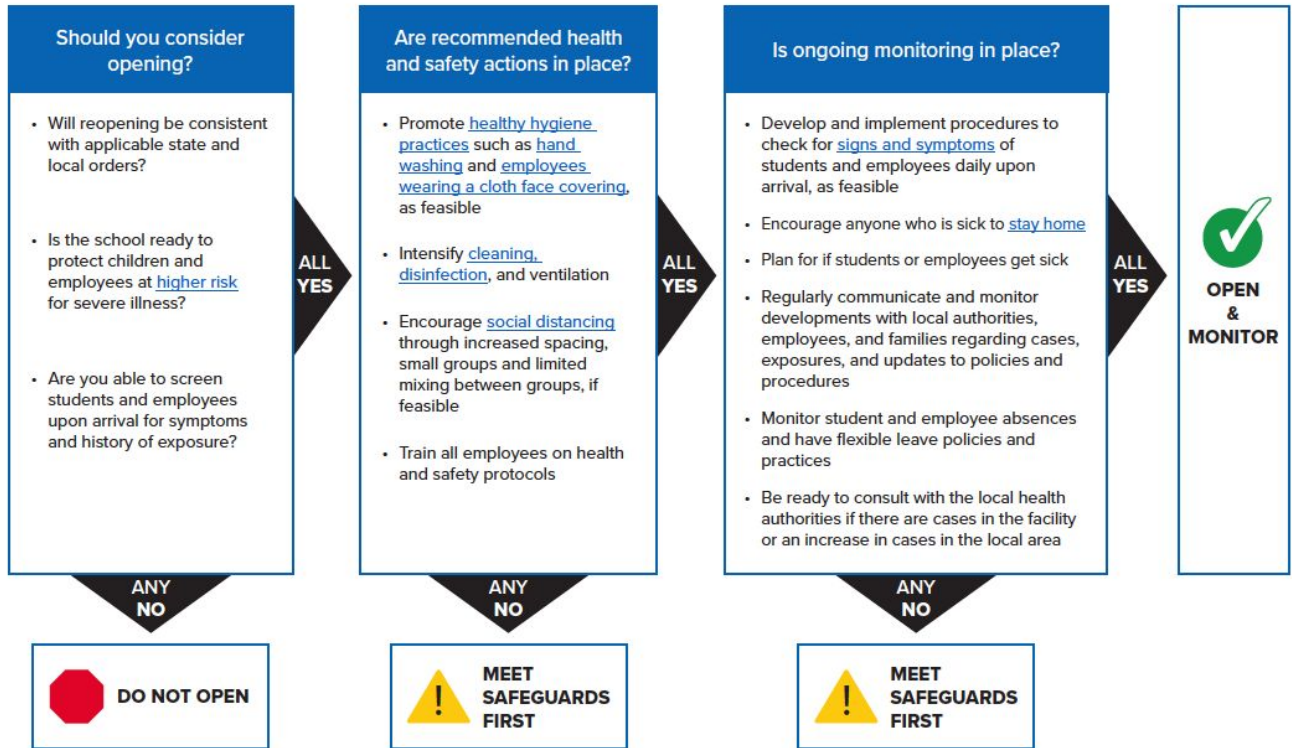
Future Planning For Remote Blended Learning

The Superintendent of Schools and Administrative Team will be prepared to provide remote blended learning opportunities immediately upon cancellation of in-school classes.

- A plan will be developed to communicate with parents and guardians in the event of an extended closure and/or a second extended closure.
- Communicate procedures for distribution of food, devices and learning materials

Reopening Plan

The Superintendent of Schools will consult with the decision making tree provided by the CDC to determine the approach for reopening schools.



ACADEMICS

CT Learning Hub

The CSDE has established the [CT Learning Hub](#). This is a free and interactive webpage that offers digital resources to support online and offline learning. It offers universal access to language arts, math, science, social studies, the arts, and physical education learning content.



Plan to Reimagine CT Classrooms for Continuous Learning

The Superintendent of Schools and Administrative Team in collaboration with teachers and families will develop a plan for continuous learning using the design principles and resources outlined in the CSDE's [Plan for Reimagining CT Classrooms for Continuous Learning](#).

- The plan will ensure continuous learning during both in-person classes and remote learning.
- The plan will address:
 - Design principles for our blended learning model
 - The role of families, students, educators and administrators

- A daily schedule including instructional time for all subject areas
- Design of the school day
- Support for special populations (special education and ELs)

The Administrative Team will provide equitable access to technology.

- Access to technology will be 1-to-1 for students in Grades K-6.
- Capital funds have been used to purchase Chromebooks for the 2020-2021 school year.
- The district will ensure that all students have access to digital technology.
- Distance Learning will be provided on the Google Classroom platform.
- Beginning with the 2021-2022 budget, Chromebook upgrades will continue to be part of the Capital budget.

Assessment Practices for 2020-2021

The Superintendent of Schools and Administrative Team in collaboration with teachers will utilize the CSDE Sensible Assessment Practice guide as a tool to determine what assessments will be given to students throughout the school year.

In order to ease students back, accelerate learning, and advance equity we will:

- Minimize testing time
- Increase instructional time
- Empower teachers
- Promote vertical communication among teachers
- Use available information
- Implement differentiated instruction, personalized learning, and formative assessment practices

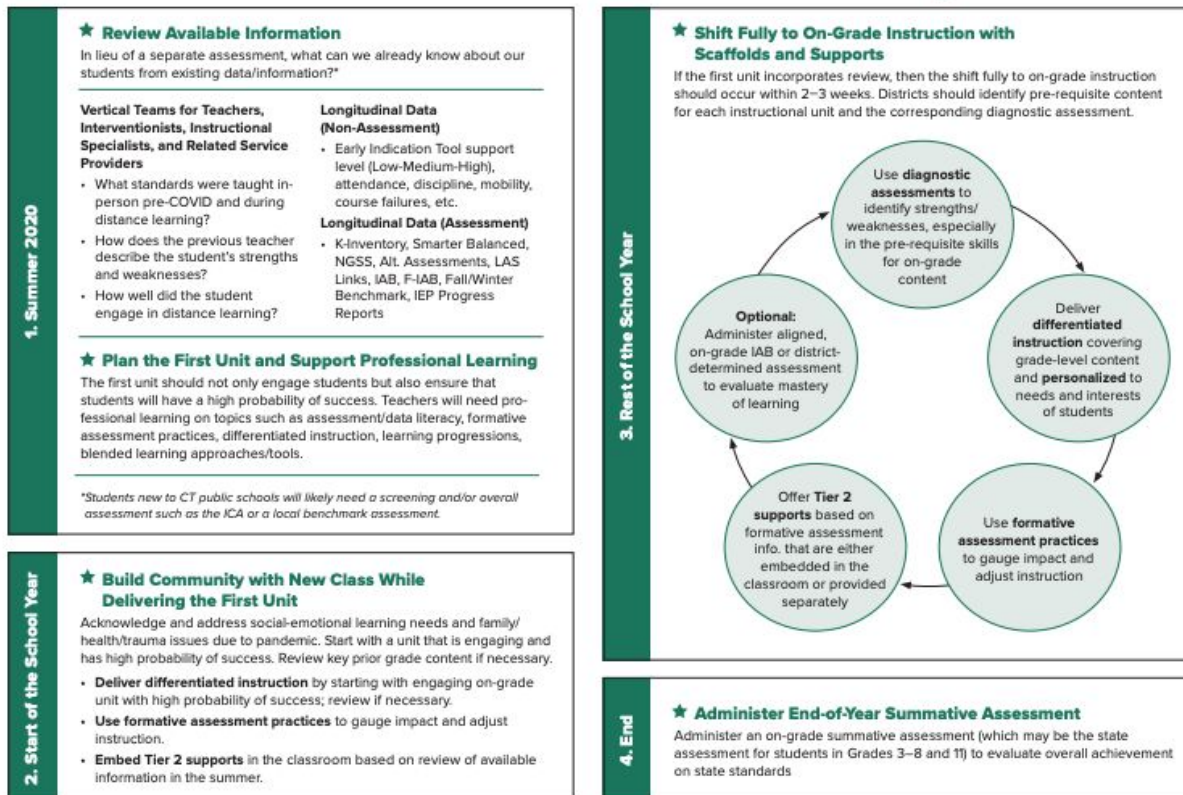
Prior to the Start of School

- Teachers will review student data from district assessments, state tests, English language proficiency results for EL's, IEP progress reports, students attendance patterns, and disciplinary concerns.
- Teachers will meet in vertical teams to discuss individual student needs.
- In collaboration with administrators and curriculum coach, grade level teams will work to identify the first unit of instruction for the start of the year. The purpose of this unit will be to ensure a smooth transition back into learning and into the classroom. It will set students up to be successful for the new learning of their current grade level.
- Professional development will be provided to teachers and staff to support the implementation of excellent educational opportunities for in-person and

distance learning experiences. Based on the needs of staff members, these may include assessment/data literacy, formative assessment practices, differentiated instruction and personal learning, learning progressions in the Common Core State Standards, and blended learning approaches/tools.

- Administrators and teachers will determine which fall assessments need to be administered to students, keeping in mind the importance of maximizing instructional time vs. testing time.

Sensible Assessment Practices in 2020–21 and Beyond



Start of School Year

- All staff members will use a variety of engaging activities to build community and establish norms with their new classes.
- Teachers will teach their first unit and utilize formative assessments to gauge students' present levels of performance. Adjustments to instruction will be made as needed.

Rest of the Year

- Teachers will continue with on-grade level differentiated instruction.
- Teachers will utilize formative assessments to gather evidence of student learning, provide feedback, and adjust teaching as needed.

- Teachers will use district assessments and SBA-aligned IABs to evaluate students progress.

End of Year

- Teachers will administer end of year on-grade level summative assessments.

Attendance and Discipline

Principals will address attendance and discipline with parents, through teachers in the classroom, with community providers and through all modes of communication.

- Attendance during In person learning and Distance Learning will be tracked and monitored.
- Teachers and Principals will check in with families to ensure they feel safe and supported.
- Teachers and Principals will reach out to families who are not signing in to Distance Learning platforms or engaging in learning opportunities.
- Principals and support staff will reach out to community support providers as necessary to support families with daily school attendance.
- Discipline will focus on re-engaging students in the classroom.

Special Education

It is understandable that everyone has experienced challenges during the COVID 19 Pandemic. Students with disabilities may experience challenges to a greater extent than their peers and could take longer to recover regression of skills. We recognize that some students may face challenges, including health concerns and may be disproportionately affected by changes in their education. The District is prepared to provide a free appropriate public education (FAPE) in the least restrictive environment (LRE).

Flexibility may be required in individual circumstances. There are many complexities around returning to school for our students who receive special education and related services, further guidance will be forthcoming and information will be shared as it is released. Available information on current special education guidance may be referenced on the CSDE website.

The Director of Student Services and the Special Education staff will oversee programming and transition back to school for all students with IEPs.

- The schools will oversee programming for the fall with the understanding that there has been no waiver of requirements under the IDEA for provision of a free and appropriate public education (FAPE) in the least restrictive environment (LRE). During the spring of 2020 closure, the schools may not have been able to provide all services in the same manner that they are typically provided. Federal disability law allows for flexibility in determining how to meet the individualized needs of students receiving special education services.
- The schools will treat students eligible for special education and other special populations as general education students first. Guidance and policies related to school reopening plans apply to all students, including students with special needs who qualify for individual education programs under the IDEA and accommodation plans for eligible students under section 504 of the Rehabilitation Act. If students with disabilities are unable to access the reopening plan as designed, facilitate individualized and alternative means of re-entry based upon student need, present levels of functioning, developmental levels, and student/parent input. Consider remote learning schedules if needed.
- Programming decisions will not be based on a student's disability category. However, the nature and/or severity of a student's disability may require unique considerations. Protocols should consider the student's developmental level and skills.
- All needs will be addressed on an individual basis.
- Teams will consider LRE for each student to minimize the number of different exposures.
- In the attempt to limit the number of "groups," intensive planning and flexibility in the delivery of services will occur.
- To the greatest extent possible (when appropriate), students will receive special education instruction with peers in their general education classes to support the number of stable cohorts students are exposed to during their school day.
- When appropriate, related services (speech, occupational therapy, physical therapy, social skill instruction) may occur outside the students' classroom to minimize exposure to students from other cohorts.
- Consider co-treating services when appropriate with services provided within the students' cohort.
- Case managers, social worker, and school psychologists will communicate with families of students with a high level of need.
- Develop transition plans to assist special populations and special education students in their return to the school building.

- Utilize social stories, visual cues, and other appropriate developmental strategies to reinforce social distancing and protective equipment protocols.

The Director of Student Services will oversee individual plans for students with disabilities.

- With the understanding that some special populations may have difficulty following social distancing guidelines and/or require closer proximity to benefit from instruction, precautions are in place, including the following:
 - Face shields may be worn by staff and students during speech and language exercises when face coverings/masks are not appropriate for the activity.
 - The District will provide face shields for students unable to wear face masks for developmental, safety or health reasons.
 - Dividers on desks/tables to optimize distancing.
- If students with disabilities are unable to access the reopening plan as designed, the District will facilitate individualized and alternative means of reentry based upon student need, present levels of functioning, developmental levels, and student/parent input.
- The District is aware there are high-risk students and/or families who may require continuing remote instruction full time due to underlying health conditions, undergoing disease treatment, or those with family members who are at-risk. In these cases, the District is prepared to provide individualized distance learning opportunities with the intent of implementing student IEPs to the fullest extent possible.

English Learners (ELs)

Every effort will be made to provide support to EL students to enable them to access the curriculum and provide them with supplemental language instruction.

- The Director of Student Services will assure the provision of a free and appropriate public education (FAPE).
- EL students will have access to the general education curriculum, in addition to EL supplemental instruction
- Communicate regularly with parents and guardians the learning plan for their student.
- Provide ELs who are also identified as students with disabilities with supports for EL needs and supports for their EL needs.

Physical Education, Athletics, Arts, and Extracurricular Activities

The Principals will oversee the safe implementation of Physical Education, Art, and Music courses and extracurricular activities.

- All educational programming in PE, Art, and Music will be expected to adhere to all CDC, state and local guidelines related to social distancing and disinfecting areas and equipment.
- PE at all levels will focus as much as possible on activities, fitness, exercises, and sports that are teacher led but performed individually and focus on lifetime fitness, utilizing alternative environments, land based activities, and individual sports/activities.
- PE activities will assist as much as possible in the support of social-emotional learning.
- Class cohorts will function independently for all specials.
- Specialists will instruct in the cohort's homeroom when feasible.
- Physical education and music classes will take place in the gymnasium, multi-purpose room and/or outdoors to the greatest extent possible.

FAMILY AND STUDENT ENGAGEMENT

Family Support And Communication

Communication guidelines are established.

- Communication will be shared with staff and families concerning the status of school's reopening efforts and continuing safety efforts.
- The New Hartford Public Schools website, Friday Folder, and letters home will address prevention efforts, updated information from local, state, and national authorities, and publications from the Farmington Valley Health District as materials become available.
- As needed, update and share information on Distance Learning plan and procedures for school closure and moving to learning at home.
- If necessary, update and share information on moving to hybrid scheduling and procedures for any adjusted schedule.
- Students who are absent from school are called to confirm COVID 19 symptoms or to confirm if staying home for prevention or family care.
- Close communication is maintained with absent staff members to confirm COVID 19 symptoms or to confirm if staying home for prevention or family care.
- Provide information and education to staff, students and families regarding pandemic flu, individual prevention measures, and various community/school plans and updates.

Social Emotional Learning (SEL) And Mental Health

The Administrative Team will work with School Psychologist and the School Social Worker to ensure the inclusion of Social/Emotional Learning (SEL) to benefit the entire school community.

- Plan for experiences that ensure that the schools place adult and student wellness first to establish a positive, safe, and supportive learning environment.

Coordinate SEL activities prior to the reopening.

- Communicate to the school community that SEL is foundational to the holistic success of the school community and a necessary aspect of a highly functioning school community
- Assess the social and emotional support needed by the students during the initial reopening period as a result of the Distance Learning period.

- Engage the staff in reflecting on what they've learned from the spring of 2020 and how this experience will shape the coming years for them and their students.
- Provide professional development as available prior to the start of school.

Integrate SEL activities into the reopening process.

- Consider how staff can coordinate to check in regularly with a small groups of students and families; and how social workers, school psychologists, and nurses can connect with students and families before schools reopen.
- Develop ways to provide non-academic-focused check-ins with students.
- Help staff with strategies to handle students' and/or families' varied understandings of physical distancing measures by school personnel.
- Coordinate with all staff the best ways to assist students who need additional support to physically distance or who may not be able to wear a mask due to a manifestation of their disability.
- Assist staff in building in transition activities that allow for movement.
- Weave in opportunities for students to practice and reflect upon social and emotional competencies throughout the day.

Train staff on the mental health wellness of students.

- Training on trauma-informed practices and suicide prevention.
- Confidentiality around health recording and reporting.

After-School Programming

The Superintendent of Schools and Administrative Team will develop consistent plans to address when before- and after-school programs, or other voluntary groups may be allowed to use school space.

- Each after-school program will be assigned to a designated room or rooms. The after-school programming cohort will function independently from school-based cohorts.
- There is single access entry and exit to the after school program.
- Non-essential visitors/volunteers will be restricted from the building.
- The Superintendent of Schools will review all requests for use of the school. There will be limited access to all outside organizations.
- All outside organizations permitted to use the schools must follow the school's safety protocols and recommendation from local health officials.

STAFFING AND PERSONNEL

Certification And Personnel Planning

The Superintendent of Schools will ensure that sufficient staffing is in place for the start of the 2020-2021 school year.

- The Superintendent of Schools will consult with Board counsel to ensure compliance with legal and regulatory requirements related to personnel.
- Data has been collected and reviewed to determine staff rosters and any potential substitute needs.

Professional Development

The Superintendent of Schools and Administrative Team will provide mandatory training for staff before the beginning of the school year in compliance with Connecticut guidelines.

- Under the direction of the Director of Student Services, the school nurses will train staff in signs and symptoms of COVID-19, Standard Public Health protocols, Hygiene Practices, PPE, Reporting Illnesses. Ongoing training will be provided as changes occur in recommendation and public health data.
- Professional learning will build educator's capacity to support students' SEL and support their own mental health and wellness.
- Teachers will be provided with professional learning related to supporting and giving feedback and effective student engagement through the use of technology platforms.

NEW HARTFORD PUBLIC SCHOOLS

APPROVED SCHOOL CALENDAR 2020-2021

JULY - (0)

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3--Fourth of July Holiday

AUGUST - (4)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

18 - Board of Education Meeting
 21, 24, 25--Professional Day
 24 - BAK/NHE Kindergarten Open House
26--First Day of School

SEPTEMBER - (21)

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7--Labor Day Holiday
 2--ANT Open House (Gr. 3 & 4)
 3--ANT Open House (Gr. 5 & 6)
 9--NHE Open House (Gr. 1 & 2)
 10--BAK Open House (Gr. 1 & 2)
 15 - Board of Education Meeting

OCTOBER - (20)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

6- Board of Education Meeting
 9--Professional Day
12--Columbus Day Holiday

NOVEMBER - (17)

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

3--Professional Day
 17- Board of Education Meeting
 23 & 24--1:00 Dismissal for Parent/Teacher Conferences
25, 26, 27--Thanksgiving Recess

DECEMBER - (17)

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

1- Board of Education Meeting
 23--1:00 Dismissal
24--Winter Recess Begins

JANUARY - (19)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1--Last Day of Winter Recess
 15--Early Release for PD
18--Martin Luther King Holiday

FEBRUARY - (19)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

12 -- Early Release for PD
15 Presidents' Day

MARCH - (23)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

19 -- Early Release for PD
 24 & 25--1:00 Dismissal for Parent/Teacher Conferences

APRIL - (16)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2--Good Friday
12-16--Spring Recess

MAY - (20)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

31--Memorial Day Holiday

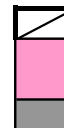
JUNE - (4)

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

4--180th Day/Last Day**
 1:00 Dismissal
 7 & 8 - Professional Days

APPROVED BY THE BOE: February 4, 2020

Early Release Days Dismiss at 1:00 PM/Emergency Dismissal at 12:00 Noon
 Late Openings are on a Two Hour Delay/Three Hours when determined necessary
 PTO Meetings - 2nd Monday of the Month at 7:00 PM



Early Release Days
Professional Days for Teachers - No School
No School Days

Board of Education Meetings

SNOW DAY LEGEND:

= School Closing = Late Opening = Early Release

(CLOSINGS WILL BE ADDED TO THE END OF THE SCHOOL YEAR, IF NEEDED)

Term 1
 August 26 - November 13
Report Card
 November 20, 2020

Term 2
 November 16 - March 12
Report Card
 March 19, 2021

Term 3
 March 15 - Last day
Report Card
 Last Day of School

DRAFT (7/10/20)

OPERATIONS OF SCHOOLS DURING COVID-19 PANDEMIC

The District understands that it has numerous important obligations during this COVID-19 pandemic. While the District wishes to scale up its activities towards pre-COVID-19 operating practices as soon as practicable in order to serve the District’s students’ learning needs, our highest priority is protecting the health and safety of the District’s students, and their families, the District’s employees and their families, and our communities. All decisions about following these recommendations will be made in consultation with local health officials and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems, among other relevant factors. Safety is our number one priority and the District is acting with the best of intentions in our efforts to offer robust learning opportunities to our students.

The Centers for Disease Control and Prevention (“CDC”) is the primary source of reliable information for the latest medical developments and guidance on effective preventative practices. The CDC regularly posts updates and guidance on COVID-19 related matters. <https://www.cdc.gov/coronavirus/2019-ncov/> The District has consulted CDC guidance in developing these protocols and will continue to do so in considering changes to it.

In addition, the District is complying to the greatest extent possible with guidance from the State of Connecticut (<https://portal.ct.gov/Coronavirus>), including the State Department of Education and its “Adapt, Advance, Achieve” guidelines. This includes implementing appropriate social distancing strategies in school settings, personal protection via requiring the wearing of masks/appropriate face covering, and the regular cleaning of our facilities. We are also expecting all persons to follow basic hygienic precautions and we are appropriately screening the health of students and staff (including but not limited to asking that all persons showing symptoms of COVID-19 not come to school), and we will provide appropriate training and reminders to all on these protocols.

These protocols are being adopted in order to temporarily amend and supersede those inconsistent District policies (and any provisions thereof) that are being temporarily suspended during the current pandemic. In light of rapidly evolving scientific understanding of COVID-19, the District must be flexible in order to respond to changing laws, regulations and guidance being issued at the federal, state, and local levels. In keeping with the need for such flexibility, the District may, in its sole discretion and as it deems necessary, modify these protocols in particular circumstances, consistent with the law. In the event of conflict between any official governmental requirements and these protocols, the governmental requirement will control. **Employees and students are expected to comply with these protocols (along with other District policies and rules) and may be subject to discipline for any violations.**

PLEASE NOTE: The State previously released “Reopening Connecticut: Rules for Operating Summer Schools during COVID-19”, which govern programs for the Summer of 2020. Nothing in these protocols/guidelines is deemed to affect any obligations for 2020 summer programs.

IN-PERSON CLASSES

After consultation with local and state health officials, the Superintendent may allow in-person classes (whether full time or part time) if the District's schools can be opened while complying with 1) the requirements set out in these protocols, 2) CDC guidelines, as may be revised from time to time, and 3) those guidelines issued by the State Department of Education. The Superintendent may also limit and suspend in-person classes at any time due to health and safety risks, and as may be directed by state and federal orders. The Superintendent will provide appropriate notice to parents and the community at large of these decisions and shall notify employees of their obligations with respect to performing their duties (whether in the schools/workplace, or remotely), consistent with any applicable collective bargaining agreements or contracts.

All decisions regarding the level of programming (and the extent of in person programming) will be made based upon 1) consultation with state and local public health officials, 2) full consideration of applicable state and federal health and safety guidance, and 3) an assessment of the current medical health conditions and the levels of risk of spread of the virus (whether "low", "moderate" or "high"). The key is HEALTH AND SAFETY FIRST.

In exercising its lawful discretion, and based upon prevailing health conditions and governmental orders, the District reserves its rights to, among other things:

- a) require particular individuals or groups of students to return to school in phases, while others continue to participate in distance learning remotely until directed otherwise;
- b) assign students to a reduced or split schedule of classes, including splitting between attending school in person and remote learning (for example, by having students alternate between specified days in the class and other days learning remotely);
- c) revise school schedules so that the number of persons physically present in school at any particular time is sufficiently limited to permit requisite "social distancing," comply with applicable guidance for a safe school and safe workplace, minimize unnecessary congregation, and reduce the risk of exposure to COVID-19;
- d) create class and school day schedules that better provide for social distancing, including placing students in static groupings or "cohorts" to the extent possible and appropriate;
- e) use technology so that classroom learning taking place in the school may be transmitted to those who are not in school on a particular day;
- f) modify physical education, sports, arts, and music programs as may be necessary to control the spread of COVID-19;
- g) limit/cancel extracurricular activities, and limit use of such facilities, including fields, gyms, and locker rooms;
- h) limit access to the schools at times when classes are not in session;
- i) properly insure the District, its facilities, its programs and maintain appropriate policies and protocols to minimize liability, and/or
- j) take such other actions necessary to promote students' and staff safety.

Priority Access for Special Student Populations: The District may prioritize in-person learning opportunities and programs for students who require the most learning support. Students most in need of learning support include, but are not limited to:

- Students with special needs/disabilities;
- Students who are English Learners;
- Students who have had limited to no access to devices to engage in virtual distance learning, or;
- Students who otherwise did not access educational materials despite the District’s providing the opportunity during prior times of remote learning.

The District will conduct assessments and use available data to ensure that students are appropriately transitioned back into the schools.

BASIC HYGIENE

It cannot be over-emphasized that basic precautionary health measures (including cleaning, hygiene, sneezing/coughing etiquette, wearing mask/face covering and encouraging those who are sick to stay home) must be implemented by all employees and students. The District expects employees and students to use basic hygienic measures. The District will strictly enforce these important safety requirements, and those who violate these requirements may be disciplined.

The best strategy remains the most obvious. Whether at school or at home, everyone should follow the **CDC guidelines for preventing transmission of COVID-19** including:

- staying at home when you are sick and when you have reason to believe you may have symptoms or may have been exposed to COVID-19
- wearing an appropriate face covering or mask at all times (**face mask designs shall be in accordance with the Student Dress Code Policy**);
- frequent hand washing with warm, soapy water (for at least 20 seconds), especially after using the restroom, and/or using hand sanitizer frequently,
- avoiding touching mouth and nose,
- avoiding close contact with others (including maintaining six feet distance from other individuals wherever possible),
- enhanced cleaning and disinfecting of surfaces (especially high contact areas),
- using appropriate cough and sneeze etiquette (i.e., covering your mouth whenever you sneeze or cough - even if alone in an office, classroom or hallway), and
- discarding used tissues in wastebaskets.

The District shall maintain adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol, paper towels, tissues, and trash cans. The District will make hand sanitizer and/or disposable wipes available at all school entrances, in all rooms, and at all high contact areas.

¹ If no touch trash cans cannot be used, then the lids from trash cans may be removed.

The school administration shall communicate those cleaning and hygiene protocols recommended by the CDC. The District will place posters encouraging basic sanitary practices and how to “stop the spread” at entrances to the schools and in other areas where they are likely to be seen to help stop the spread of COVID-19 and shall continue to reinforce such practices, with appropriate training and signage.

PERSONAL PROTECTION (INCLUDING MASKS AND FACE COVERINGS)

Cloth face coverings (including masks) are meant to protect other people in case the wearer is unknowingly infected, as many people carry COVID-19 but do not have symptoms. Face coverings are essential in times when physical distancing is difficult. The District recognizes that face coverings may be challenging for students to wear in all-day settings such as a school. Nevertheless, all students and school personnel must always wear a face mask or other cloth material that covers the mouth and nose while on school property or a school bus. **Mask designs shall be in accordance with the Student Dress Code Policy.** This requirement also applies to parents dropping off or picking up children or any other visitor to the school facilities. Information should be provided to staff and students on proper use, removal, and washing (and/or disposal) of cloth face coverings, which is available from the CDC. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. **The schools will provide 1) masks to students or staff members who does not have one, and 2) appropriate and safe receptacles for the disposal of masks, coverings and other personal protective equipment.**

The following individuals are exempt from this requirement per CDC and state guidelines:

- 1) Anyone who has trouble breathing, or anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance;
- 2) Anyone who has a medical reason making it unsafe to wear a mask;
- 3) To the extent that a student or an employee may be eating or drinking in places where such activity is permitted by the District and these guidelines;
- 4) As may be appropriate, students with disabilities and who cannot wear a mask safely or continuously, with the District considering alternatives (for example, extra distancing, extra protective equipment) to protect staff and students;
- 5) Continuous wearing of masks or face coverings is not required in outdoor spaces where employees or students are not within six feet of any other person; and/or
- 6) Educators while teaching may remove masks if properly distancing (beyond six feet) or remaining static behind a physical barrier at their desk (e.g., plexiglass).

The schools shall provide for and schedule appropriate and safe mask breaks consistent with health and safety guidelines. Such breaks may include: 1) outdoor breaks, 2) breaks in large rooms, and 3) breaks in classrooms where social distancing can be maintained.

A parent/guardian of a student who is unable to safely wear a mask or cloth face covering because of a medical condition as described above should notify **the building principal**. An employee who is so unable to safely wear a mask or covering because of a medical condition should notify **the building principal**. All medical information received by the District will be kept confidential as required by law.

In cases where close contact between educators and students is highly likely (such as when interacting with students with disabilities who may not be able to wear mask and/or cannot adequately socially distance), the District must provide educators with masks and face shields, and as may be necessary, medical grade masks and disposable gowns.

Students who do not wear a mask and do not qualify for an exemption will be refused admission into the schools (and may instead be eligible for distance learning opportunities).

SOCIAL DISTANCING AND PHYSICAL SPACING/SETUP

The District is implementing protocols for social distancing in its schools. Social distancing means avoiding large gatherings and maintaining distance (approximately six feet) from others. Where ever possible, such six-foot distancing must be maintained between persons, with heightened social distancing in situations where students cannot wear masks (e.g., during musical activities). It is especially important that appropriate face coverings be worn in the few cases where such distancing is not possible.

The only times when distancing may not be possible should be when staff members are:

- Accommodating students with special health care needs or disabilities who may require direct contact (e.g. assisting with toileting or ambulation).
- Conducting health assessments or screenings (e.g. taking temperature or listening to lung sounds by the school nurse).
- Where necessary to enforce discipline or order (to the extent permitted and/or required by law).
- Where unavoidable congregation or the school facility set up makes social distancing impossible.
- Where teacher is working 1:1 or in small group with students.**

The schools shall do whatever is possible to control congregation. Students should not be permitted to congregate in common areas, including those where they typically socialize (e.g., commons, the hallways, near lockers). To discourage congregation near student lockers, the schools encourage students to use backpacks.

To ensure appropriate social distancing, our schools will select strategies based on feasibility given the unique space and needs of the school as recommended by CDC's [Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#) and state guidelines. These strategies may include, as may be feasible:

- Rearrange student desks to maximize the space between students. Space seating/desks to be at least six feet apart where ever feasible or practicable, in light of our facilities and classroom design. If practicable, the District may explore the use of other (larger) spaces in the schools for classes (such as gymnasiums and auditoriums), along with available space in the community. The District may explore the use of barriers (including portable barriers) for additional social distancing.
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart, to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).

- Stagger class arrival and/or dismissal times. These approaches can limit the amount of close contact between students in high-traffic situations and times.
- Limiting face to face contact by designating foot traffic patterns (such as one-way hallways and staircases with appropriate signage/floor markings- and designating entrance-only and exit-only doors, as may be feasible).
- Adopting scheduling practices so as to ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day if possible for Kindergarten through Grade ~~Eight~~ **Six**), with classes and students staying together and teachers instead rotating (and coming to the cohort) to provide specific academic content with cohorts having their own assigned washing stations, restrooms, and building entrances/exits where possible.
- Restrict mixing between groups (especially during eating times, open periods, study halls).
- Stagger arrival and drop-off times or locations or put in place other protocols to limit close contact with parents or caregivers as much as possible.
- Use of touch free technologies where feasible. If touch free doors are not feasible, the District may consider keeping doors propped open and ensuring the frequent cleaning of door handles and similar high contact spots.

The District may limit events at school facilities (including outside usage), after school activities, and extracurricular activities to those that can maintain social distancing and support proper hygiene and may impose restrictions such as prohibiting or limiting attendance and participation. The District reserves the right to cancel all field trips, inter-group events, usage of school facilities by outside and community organizations, and extracurricular activities, upon consultation with medical advisors.

Limit sharing of equipment and items

The schools will keep each child's belongings separated from others and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.

The schools will ensure adequate supplies to minimize sharing of high touch materials to the greatest extent possible. The schools will limit use of supplies and equipment by one group of students at a time and clean and disinfect between use. These materials include, but are not limited to: computers, calculators, other electronic devices, writing utensils, art supplies, and or learning aids. The schools will restrict the sharing of such materials between individuals. The schools shall appropriately clean, disinfect, or sanitize materials at the end of each school day.

Meetings

Employees must follow social distancing guidelines at all times. Until further notice, in-person staff (or other professional) meetings should be avoided as much as possible. Employees are encouraged to use the telephone, video and online conferencing, and e-mail to conduct business to the extent possible, even when participants are in the same building. Such remote meeting may also include PPT meetings and parent teacher conferences. When in-person meetings are absolutely necessary, they should be limited to a maximum number of persons in accordance

with prevailing CDC and state guidelines. Each attendee must have a mask (or face covering) covering his or her mouth and nose at all times, and a distance of six feet between persons must be maintained. Of course, employees should avoid all person-to-person contact such as shaking hands.

MEALS AND CAFETERIAS

The District will continue to follow (and provide meals in accordance with) federal and school nutrition requirements. However, the District may restrict the use of close communal use spaces such as the cafeteria. The District's schools may stagger use (and disinfect in between use) of such spaces, for example, having greater limitation on attendance at any one time in the cafeteria and additional lunch shifts, even if student usage of the cafeteria is just to pick up meals.

The schools may have meals consumed in classrooms or other designated spaces, whether delivered or served/distributed in the cafeteria. The District shall consult with health professionals in order to determine the minimum requirements for social distancing and other safety protocols that must be observed while students are eating in the classroom (including further staggering or reducing of the number of students present during the lunch break, and use of barriers). Basic hygienic measures (including prohibit the sharing of foods and utensils) must be enforced.

STUDENT TRANSPORTATION

Where bus transportation is provided during the pandemic, the District will assess the current health conditions and consult with health officials and medical advisors. The District will survey parents to determine usage of transportation, provided that nothing in these protocols will be deemed to prevent students who are entitled to transportation services from accessing them.

During times when there is a **low transmission risk** in the community, and there are appropriate safety precautions in the schools, buses may be able to operate to full capacity, provided that:

- Face masks for all are required on bus rides, except among exempt individuals, with such masks provided to those who are not wearing them before boarding.
- Cleaning protocols must be utilized to properly clean and disinfect between use, but mindful of the need to include measures to prevent harmful human exposure to chemicals, with logs kept to track these efforts.
- Students may only board their assigned busses.
- Drivers must wear face masks at all times when children are in the bus.
- Boarding of the bus must take place to reduce the number of passengers walking by each other (for example, loading into the bus from the back row to the front row, and then unloading upon arrival at school from front to back by seat).
- Hand sanitizer will available for use by students as they board and exit the bus.

During times when there is a **moderate transmission risk**/spread of the virus, student seating on buses must allow for social distancing by adhering to the following additional restrictions:

- No more than one student seated per row, unless from the same household;
- Students seated no closer than every other row; and
- Students seated in a diagonal formation, where if one student is seated on the right side of the bus, the next student is seated on the left side of the bus.

The District will consult with public health officials in assessing the applicability of (and need for modifications to) these protocols for transportation delivered by vans and other types of vehicles. Students must comply with District policies and these guidelines while receiving transportation.

CLEANING AND DISINFECTING

The District is doing all that it can to eliminate transmission points for COVID-19. The District has taken additional precautions to provide a clean learning environment and workplace, including increasing the frequency of regular cleanings and sanitization of objects and areas that are frequently used. The District shall ensure that a thorough cleaning and disinfecting of the schools take place at least once every school day (after school hours), and before the re-opening of schools after any closure. Consistent with CDC guidelines, and in addition to its normal cleaning of its facilities, the District shall clean and disinfect frequently touched surfaces within the school and on school buses at least daily (for example, desks, playground equipment, fitness/gym equipment and weight rooms, door handles and railings, sink handles, drinking fountains – if operating, and other high contact areas) as well as shared objects (for example, art supplies, shop and lab equipment) between uses. The District will encourage the washing of hands before and after the use of such items. The District expects its employees to engage in the safe and correct application of disinfectants and keep products away from children. The District will implement the use of cleaning logs to track cleaning frequency in all of its schools.

The District further expects the cooperation of its employees in the fight against COVID-19. Employees are prohibited from using other employees' phones, desks, offices, or other work tools and equipment, when possible; if such items (or work stations) need to be shared, they must be cleaned before and after use.

The District shall seek to ensure that its ventilation systems operate properly (especially after any shutdowns), with any ceiling fans adjusted to draw air up to the ceilings as opposed to down at persons and increase the circulation of outdoor air as much as possible, such as by opening windows and doors. Windows and doors should not be opened if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to children using the facility. The District may use outdoor instruction where safety conditions and physical space allow and during temperate times.

In addition, the District shall take measures to ensure that all water systems and drinking fountains are safe to use after a prolonged facility shutdown to minimize the risk of infections and diseases associated with water.

RESTROOM PROTOCOLS

Bathroom fixtures:

- Optimize ventilation –Should exhaust to outside, negative pressure. optimize fresh air intake. Check ASHRAE guidelines.
- Do not use hand dryers. If they are present, tape them and indicate that they should not be used.
- Place a (preferably no touch) trash can and paper towel roll by the bathroom door to allow students and staff to prevent from touching the handle with their hands
- Consistent with safety and privacy, keep door to restroom propped open to otherwise prevent contact with door handles.
 - Place signs indicating that toilet lids (if present) should be closed before flushing.
- Install touch-free or single-use paper towel dispensers, garbage bins (including foot pedal bins), faucets, urinals, and toilets if possible.

Physical distancing:

- Multi-stall bathrooms should only be used by those who feel well. A separate bathroom should be designated for any student that becomes ill and/or may need to be isolated.
- In multi-stall shared bathrooms, and where there is sufficient capacity, in-use bathroom stalls and sinks should be greater than 6 feet apart. If that is not the case, tape off some stalls or sinks and place a sign indicating they should not be used.
- Bathroom occupancy is determined by the number of persons that are able to use the facility while maintaining social distance; therefore, it will vary based on size and layout of each bathroom.
- No personal items should be stored within the bathroom.
- Toilet lids (if present) should be closed before flushing.
- Minimize time in the bathroom.
- If there are multiple bathrooms available, specific bathrooms should be assigned to students by zone and students should only use their assigned bathroom. Where possible, consider designating separate bathrooms for different classes or setting shifts for classes to use the bathroom (and thus avoid mixing of classes).

Cleaning practices:

- Bathrooms should be fully cleaned and disinfected twice a day, in accordance with CDC disinfecting and cleaning protocols. Employees must ensure that they:
 - Know how to use disinfectants correctly. Read the label to determine the appropriate application procedure, dilution contact/”dwell” time (time needed for disinfectant to work as indicated), and personal protective equipment (PPE).
 - Clean surfaces before use. Disinfectants cannot penetrate the dirt barrier.
 - Use green products. Green products are certified by an independent third party. The CT Green Cleaning law requires such certification.
 - Conduct disinfection in the absence of children or periods of lowest occupancy.
 - Use the least amount of disinfectant as recommended.
- If bleach is used:
 - Treat s toxic. Open a new bottle every month as bleach loses its effectiveness when stored.
 - Make dilution daily. Use only on surfaces that need to be disinfected.
 - Limit spraying onto surfaces. Use a pump bottle or spray onto a cloth and wipe.
 - Bleach solution should be left on surface for two minutes or allowed to air dry. If the area or item is going to be used right away, rinse.

- In addition to full cleaning and disinfection twice daily, spot-disinfect high-touch surfaces throughout the day. These surfaces include: soap and paper towel dispensers, doors within toilet stalls, and toilet handles.
- Place signs reminding students/staff to wash hands before and after using the restroom.

TRAINING

The District shall post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, maintain social distance (including floor signage) and properly wear a face covering. In addition, as may be appropriate, all teachers, staff and students shall receive training (whether in person, virtually or by video training) that will cover social distancing, cleaning protocols, and hygiene practices (including the need to wash hands and cover coughs and sneezes, the use of face coverings and other everyday protective measures).

NOTICE AND COMPLIANCE

Compliance Liaison: The Superintendent shall appoint an employee of the District to serve as COVID 19 Health and Safety Compliance Liaison. The Liaison, whose contact information must be publicized, will engage with students, parents, faculty, staff, and administrators to answer questions about the health and safety requirements set out in these protocols and address questions about compliance, and ensure appropriate communications to the District’s stakeholders. The Liaison will support the implementation of these requirements in each of the District’s schools and programs, as well as the implementation of other school health and safety measures relating to COVID-19 and any additional guidance and up-to-date relevant information provided by the State Department of Education, the CDC, or any other state or federal agency.

Notices/Communications: All employees and parents will receive (electronically or otherwise) a copy of these protocols along with any applicable the latest CDC guidance on schools <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html> and risks, including additional risks associated with comorbidity and risk factors. <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html> All staff and parents and guardians, on behalf of the students, should sign written confirmation (electronic or otherwise) that they have received such notices. A participant’s failure to sign confirmation regarding notice will be addressed on a case-by-case basis and in no case will a student be forbidden access to school on this basis. The District shall post these protocols /notices and associated safety protocols/guidelines on its website and at the schools in prominent places, along with any changes in its policies, protocols and guidelines. The District shall insure that frequent communication with its stakeholders takes place in order to inform the community of potential changes in its programs and services (and these protocols) in light of changing conditions and to solicit input. Such communications will be made available in manner to be accessible to those with visual and/or hearing impairments (and in relevant languages in the community).

Surveys: In addition to the above referenced surveying about the usage of transportation, the District may survey its parents to determine which students will be participating in in-person learning and (who will be opting out). The District shall not use such surveys to interfere with the student’s right to educational opportunities or accommodations. Furthermore, the District may survey its staff to determine general availability for performing duties (including such duties

that may be required to be performed at the schools or “in person”). Such surveys shall be compliant with state and federal equal employment opportunities/anti-discrimination (and applicable privacy) requirements and shall seek general information (for example, employee limitations on such availability based upon child care or health risk issues). Any further inquiries may be made in accordance with “Medical Inquiries and Testing” (below) and the law.

CLOSING OF SCHOOLS AND DISTANCE LEARNING

The District is prepared to proceed with a continuum of in person learning, remote learning, or a hybrid. Indeed, the District recognizes that during the pandemic, parents may be concerned about the health of their students and may instead choose to have their students participate in schooling via remote means (and/or at home). The District will make available remote opportunities for such students who are not attending in-person classes.

Should it be necessary due to further government orders, changes in health conditions due to outbreaks of COVID-19, or otherwise, the District may, in its discretion, reduce its programs, close its schools and/or utilize a distance learning model in lieu of classroom attendance for some or all of the students. The District will communicate any such decision to students, parents and employees as soon as practicable; the District will also notify the State Department of Education if it is contemplating the closure of schools. The District may seek to continue school programming and extend learning opportunities to those who may not be able to attend school. All distance learning shall comply with all applicable State Department of Education standards, including its “Reimagine CT Classrooms for Continuous Learning” guidance, and will endeavor to provide synchronous and nonsynchronous opportunities.

In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, the District may close school for a period of time necessary for appropriate cleaning and disinfection. *See* “Response to COVID-19 Incident”, below.

MEDICAL INQUIRIES AND TESTING

The District reserves the right to make reasonable medical inquiries of its students and its employees in order to address the risk of transmission of COVID-19. While not required at all times, the District reserves the right to measure employees’ and students’ temperatures upon entry to or while at the schools, especially where health conditions dictate such measures (for example, where there is an increased risk of spread or there are diagnosed cases). When conducting temperature screening, the screener should 1) use touchless or disposable or oral thermometers with single-use disposable covers or adequate disinfection between individual uses, and 2) wear a face mask and face shield.

The District reserves the right to inquire about symptoms associated with COVID-19, and about contact with other persons. The District reserves the right to require such other testing and/or make such other inquiries as it deems necessary to monitor and control potential and actual exposure of its employees and students to COVID-19, as may be permitted by law and as conditions may dictate, especially where one is out sick, show symptoms of COVID-19 or may

have been exposed to COVID-19. Among other lawful purposes, such inquiries may be made to confirm the employee's need for an absence, to confirm whether an absence relates to COVID-19, and/or to determine when it is appropriate for an employee or student to return to school.

The District reserves the right to require all staff and students to be screened for any observable illness or symptoms, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. School administrators may use examples of screening methods in CDC's supplemental Guidance for Child Care Programs that Remain Open as a guide for screening children and CDC's General Business FAQs for screening staff. Such screening shall be done safely, respectfully, as well as in accordance with any applicable privacy laws or regulations. Depending on health conditions, the District may require employees to complete (electronically or otherwise) or otherwise respond to a Daily Health Assessment Certification (sample attached as Exhibit A) before being permitted to enter any District facility. Any employee who answers yes to any of the Health Assessment questions or exhibits COVID-19 symptoms will be asked to leave the premises immediately and, if appropriate, seek medical care. If any questions arise regarding the health screener's assessment of the observable symptoms or next steps, the health screener should consult the nurse or medical professional in the District.

Even if not screened by the school, staff and students should self-assess daily for symptoms prior to coming to school. Staff and students should self-report symptoms or exposures. Each school shall create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures, while respecting the confidentiality of any information that may be reported.

In addition to the health office, each school must identify an isolation room or area (with separate/assigned restroom) for 1) separating anyone who exhibits symptoms consistent with COVID-19 and b) holding students who exhibit such symptoms until a parent or guardian arrives. Students must never be left unattended in an isolation room. Each school shall establish procedures for safely transporting anyone sick home or to a healthcare facility.

Confidentiality of Medical Information

Medical information will be kept confidential as required by law. The District will treat all student and employee-provided medical information (including information with respect to contact tracing) as confidential medical records. The District will maintain the confidentiality of such information to the most reasonable extent possible, in compliance with applicable laws and regulations, including but not limited to the American with Disabilities Act and the Family Educational Rights and Privacy Act, as may be applicable. If necessary, medical information may be shared in limited circumstances and subject to appropriate controls to those persons who have a legitimate need to know including but not limited to District administration, first aid and safety personnel, and government officials, as required by law or other relevant guidance.

RESPONSE TO COVID-19 INCIDENT

If a staff member or student is suspected to be sick, or has been diagnosed with COVID-19, the school may notify families and staff about the exposure while maintaining the confidentiality of the sick staff member or student, to the most reasonable extent possible, and consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws. The District

will also notify public health officials, as required by law, including but not limited to Conn. Gen. Stat. §10-210, which requires that 1) a school notify the local director of health whenever any child (or staff) shows symptoms of a communicable disease, and 2) any such child be excluded from attendance at school and not be permitted to return without permission of the director of health.

Sick staff members and children should not return until they have met the current operative CDC criteria for discontinuing home isolation. Staff or students with signs or symptoms of COVID-19 may only return to school with a documented negative COVID-19 test result or a note from a healthcare provider clearing them to safely return to the school program. See “Staying Home When Ill,” below.

In addition, the District shall inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop, while respecting the privacy rights of all as required by law. If a person does not have symptoms, they should still follow appropriate CDC guidance for home isolation. See “Staying Home When Ill,” below.

The decision to suspend or close a program or school for some or all participants as a result of a COVID-19 case shall be made by the Superintendent or her designee, upon consultation with public health officials and the school medical advisor, and based upon applicable guidance. Any school may implement short-term closure procedures regardless of community spread if an infected person has been in a school building (or program). The CDC currently recommends dismissal of students and most staff for two to five days, subject to an individualized determination of the scope of the closure. This initial short-term dismissal allows time for local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the Superintendent, in consultation with the local health department, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.

Decisions regarding the scope of the closure and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community, along with consultation with public health officials. During school dismissals, the District shall also cancel extracurricular group activities and school-based afterschool programs. The District shall initiate recommended CDC cleaning (and ventilation) procedures following a confirmed COVID-19 case.

Decisions on which, if any, staff should be allowed in the school should be made in collaboration with the local health department and school medical advisor, if applicable. The Superintendent shall work with local health officials following a temporary closure to determine when students and staff can safely return to schools.

Medical Professional: The Superintendent must ensure that a nurse or other medical professional is available to each school in the District to manage positive and suspected cases, including overseeing testing and tracing. Nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people, including those with COVID-19.

STAYING HOME WHEN ILL

Employees and students often report to school even though they feel ill. While they may have the best of intentions, *it is especially critical at the present time that employees and students not report to school when they are ill and/or experiencing any of the following symptoms:*

- Fever (i.e., temperature at or above 100 degrees Fahrenheit)
- cough
- sore throat
- runny or stuffy nose
- body aches
- headache
- chills
- respiratory issues
- loss of taste or smell
- gastrointestinal issues such as nausea, diarrhea and vomiting
- fatigue
- any other symptom(s) noted by the CDC or other public health officials as being associated with COVID-19.

Employees and students who report to school with these symptoms or become ill at school (including having a fever) will be sent home. The District will also require employees and students to remain home if they are sick with (or are known or suspected to have been exposed to) COVID-19, or if the District otherwise believes they pose a threat to the safety and health of others.

Guidelines For Employees Who Have Been Diagnosed With COVID-19 or Who Have Been In Close Proximity To A Person With Symptoms Of (Or Who Has Been Diagnosed With) COVID-19

In addition to immediately notifying their supervisor, such employees should:

- Not go to work;
- Consult their healthcare providers; and
- If symptomatic, follow **CDC-recommended steps** with respect to isolation (including isolation from persons within their homes), remaining at home, and returning to work.

Employees who are well but who have a sick family member at home with COVID-19 (or a presumed case of COVID-19 awaiting test results) should also follow CDC-recommended precautions and not report to work.

Employees exposed to or who have had COVID-19 may not return to work until the CDC criteria to discontinue home isolation are met, along with any other requirements imposed by the employee's healthcare providers and/or state and local health departments.

LEAVES OF ABSENCE FOR EMPLOYEES

An employee who has been assigned work, whether at the District's facilities or at home, but is unable to perform it for reasons related to the COVID-19 pandemic, may be entitled to a paid or unpaid leave of absence, consistent with any applicable collective bargaining agreements, contracts or District policies. Employees who meet the criteria for Emergency Paid Sick Leave ("EPSL") or Expanded FMLA ("EFMLA") Leave under the Families First Coronavirus Response Act ("FFCRA") will be provided with such leave. All employees should review the District's policies on leave (including family and medical leave) and notices/postings regarding leave that may be available under the Families First Coronavirus Response Act. Employees should contact Human Resources should they have any questions or to request such leave.

EMPLOYEE OFFSITE MEETINGS AND TRAVEL

Employees should avoid any nonessential travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions. Employees should seek to minimize such in-person contact by providing and receiving services remotely (by telephone, video conference, or other remote means) to the extent possible. When offsite in-person duties must be performed, employees must 1) inform their supervisors before leaving the facilities, 2) wear a face covering during all interactions, 3) adhere to social distancing guidelines (even in transit and during any offsite meeting), and 4) follow basic hygienic measures as described above (including bringing with them and using hand sanitizer while in transit and at any such off-site locations/events).

Any employee who will be traveling out of state for any reason (business or personal) must inform their direct supervisor ahead of time, consistent with any obligations under District policy or applicable collective bargaining agreements. (A sample draft form for this purpose is attached as Appendix C and may be used in a manner consistent with any applicable collective bargaining agreement.) The District may require employees who travel out of state for any reason to stay home for fourteen (14) calendar days (or consistent with CDC guidance, as it may be updated) upon return. Quarantining of employees shall be determined on a case-by-case basis and based on an individualized assessment of the risk to the health and safety of others. These determinations will be made based on factors such as the location(s) visited by the employee, the length of time of the visit, the means of travel and the circumstances of the visit, and as further health, medical and scientific guidance becomes available.

VISITORS TO DISTRICT/SCHOOL FACILITIES

The District reserves the right to control access to its facilities by external visitors, including prohibiting entry into its facilities for all visitors, permitting visitors by appointment only (for example, as may be necessary to attend a PPT meeting where a parent objects to remote participation), or limiting the number of visitors at any particular time, as may be permitted by law. As permitted by law, visitors to the schools may be screened to limit the risk of exposure to our employees and students. Screenings may include, but are not limited to, interviewing visitors about their current health and recent travel history, taking temperatures at points of entry, and filling out additional forms or other paperwork. Visitors may also be required to complete (electronically or otherwise) or otherwise respond to a Visitor COVID-19 Screening Questionnaire (a draft sample of which is attached to these protocols as Exhibit B). Even if not

screened by the District, visitors should self-assess/self-screen for symptoms prior to entering District facilities. In addition, visitors will be required to comply with posted safety and hygiene requirements, including but not limited to washing their hands with soap and water and/or hand sanitizer at the point of entry to the facility, and maintaining appropriate social distancing measures at all times (including by and between visitors and employees). **All visitors must wear a mask or face covering at all times while on District premises, consistent with these protocols.**

ANTI-HARASSMENT AND NON-DISCRIMINATION

The District has numerous policies prohibiting harassment and discrimination in the schools for both its employees and its students. The District will continue to fully comply with its obligation to provide reasonable accommodations to employees with disabilities, as required by state and federal law. These policies remain in effect during the COVID-19 outbreak, and employees should review District policies for additional information. Such policies provide procedures for requesting such accommodations and filing complaints of unlawful discrimination, harassment and retaliation. The District is committed to taking all actions necessary to provide a safe school with a welcoming and harassment free environment and an equal employment opportunity for all.

SPECIAL STUDENT POPULATIONS AND STUDENT NEEDS

The District shall continue to carry out its legal obligations (whether during times of in-person, blended or remote learning) for 1) students with disabilities, including the provision of special education and related services and/or accommodations, and 2) and English Learners, in accordance with applicable federal and state guidance.

As noted above, the District may prioritize in-person learning opportunities and programs for students who require the most learning support. Students most in need of learning support may include, but are not limited to:

- Students with special needs/disabilities;
- Students who are English Learners;
- Students who have had limited to no access to devices to engage in virtual distance learning, or;
- Students who otherwise did not access educational materials despite the District’s providing the opportunity during prior times of remote learning.

In addition, remote learning may be used as an accommodation if a student is not able to access his/her education at the reopened school due to modifications necessitated by COVID-19.

The District understands that as students are returned to the classroom after an absence, they will need to be reengaged. As such, the District will conduct assessments and use available data to ensure that students are appropriately transitioned back into the schools. The District may

modify the content of instruction upon return to in-person instruction as it may deem appropriate, including the review of prior content and differentiation of instruction. In addition, the District remains committed to SRBI and providing appropriate supports.

The District understands that the time away from school may also present social and emotional challenges. In addition to its programs of counseling, the District reiterates its commitment to address particularized needs and challenges, especially for those most impacted by the pandemic. Without limiting the scope of this commitment, the District understands its obligations to address (and report) possible abuse and neglect, in accordance with its policies and state law. These programs and obligations will remain in place whether the schools are providing in-person instruction, a blended program, or distance learning.

Approved by the Board of Education on:

APPENDIX A

Employee Health Assessment Certification

This form must be completed and returned to **the direct supervisor** for approval prior to entry/reentry to any District facility.

Name: _____ District Facility to be entered: _____

Please answer the following questions by circling Yes or No.

Have you experienced any of the following symptoms in the last 14 days? Yes or No

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Runny or stuffy nose
- Headache
- Fatigue
- Sore throat
- Recent loss of taste or smell
- Body aches
- Cough
- Respiratory issues
- Gastrointestinal issues
- Any other symptom noted by the CDC or other public health officials as being associated with COVID-19

Have you ever had close contact with anyone who was sick with COVID-19? Yes or No

In the last 14 days, have you traveled to any area with clusters of COVID-19? Yes or No

In the last 14 days, have you traveled internationally? Yes or No

In the last 14 days, have you been a visitor to a nursing home, hospital or other high-risk congregate setting?
Yes or No

In the last 14 days, have you engaged in interstate travel on a plane, train, bus, or cruise ship?
Yes or No

Signature

Date

Note: Providing false information on this form may result in discipline or termination of employment.

Access may be denied to employees who answer “yes” to certain questions.

Confidentiality of Medical Information

Medical information will be kept confidential as required by law. We will treat all employee medical information (including information with respect to contact tracing) as confidential medical records. We will maintain the confidentiality of such information to the maximum extent possible, in compliance with applicable laws and regulations. If necessary, medical information may be shared in limited circumstances and subject to appropriate controls, to those persons who have a legitimate need to know including but not limited to first aid and safety personnel, and government officials, as required by law or other relevant guidance.

APPENDIX B

VISITOR COVID-19 SCREENING QUESTIONNAIRE

This form must be completed and returned to the **building principal** for approval prior to entry/reentry to any District facility. All visitors will be required to wear a mask for the duration of their visit. Visitors who do not wear masks will not be permitted entry.

First Name: _____ Last Name:

Home Address: _____

Phone #: _____ Facility Being Entered: _____

Date of Entry: _____ Reason for Visit: _____

Please answer the following questions by circling Yes or No.

Have you experienced any of the following symptoms in the last 14 days? Yes or No

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Runny or stuffy nose
- Headache
- Fatigue
- Sore throat
- Recent loss of taste or smell
- Body aches
- Cough
- Respiratory issues
- Gastrointestinal issues
- Any other symptom noted by the CDC or other public health officials as being associated with COVID-19

Have you ever had close contact with anyone who was sick with COVID-19? Yes or No

In the last 14 days, have you traveled to any area with clusters of COVID-19? Yes or No

In the last 14 days, have you traveled internationally? Yes or No

In the last 14 days, have you been a visitor to a nursing home, hospital or other high-risk congregate setting?

Yes or No

In the last 14 days, have you engaged in interstate travel on a plane, train, bus, or cruise ship?

Yes or No

Signature

Date

For the safety of our guests and employees, access may be denied to visitors who answer “yes” to certain questions.

Confidentiality of Medical Information

Medical information will be kept confidential as required by law. We will treat all employee medical information (including information with respect to contact tracing) as confidential medical records. We will maintain the confidentiality of such information to the maximum extent possible, in compliance with applicable laws and regulations. If necessary, medical information may be shared in limited circumstances and subject to appropriate controls, to those persons who have a legitimate need to know including but not limited to first aid and safety personnel, and government officials, as required by law or other relevant guidance.

Appendix C

Pre-Travel Disclosure Form

This form must be submitted to the direct supervisor prior to any interstate or international travel. ~~travel to any state or country on the Governor's list.~~

First Name: _____ Last Name: _____

Home Address: _____

Home Phone #: _____ Cell Phone #: _____

Travel Destination: _____

Dates of Travel (Departure and Return): _____

Please answer the following questions by circling yes or no.

1. Will you be traveling to any area with clusters of COVID-19? *yes or no*
2. Will you be traveling on a plane, train, bus, or cruise ship? *yes or no*

Signature

Date