

Derby Middle School
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School Schedules and Daily Operating Plans

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Please note: This plan is in DRAFT form and all information is subject to change as we learn new information and prepare for a safe reopening.

Derby Middle School Reopening Committee

Rachael Caggiano, Principal
Tracy Quartiano, Assistant Principal
Donata Lupacchino, Unified Arts Teacher
Jennifer Andrews, 6th Grade Teacher
Kristine Vitola, School Nurse
Victoria Rossi, Special Education Teacher
Melissa Lawrusko, Reading Interventionist
Dave Nuzzo, STEM Coach
Katie Miller, Reading Interventionist
Sharon Bette, 7th Grade Teacher
Diana Donovan, Social Worker
Steven Horvath, Paraeducator

Welcome Message from the Principal

Dear Derby Middle School Family,

I want to take this opportunity to thank every student, family, teacher, staff, and community member for their support as Derby Public Schools continues to respond to an unprecedented global health crisis. Schools are, by definition, places of learning. We can not teach, and students can not learn if their health or well-being is compromised. Regardless of the teaching and learning model we adopt this fall, please rest assured that every decision we make is in the best interests of our students, families, and staff. Whether in-person, a hybrid model, or through distance learning, we will work tirelessly to meet the academic, social, and emotional needs of all our students and families. I am always an email or phone call away, and your feedback will continue to be invaluable to us.

The information below is a summary of our plan that highlights the procedures that will be put in place at DMS. Our team will continue to meet and plan as information, guidelines, and local factors continue to adapt and we will adjust and communicate accordingly. Please do not hesitate to reach out at any point with questions, concerns or suggestions you may have!

Sincerely,
Rachael Caggiano

Summary of Instruction Models

LOW COMMUNITY TRANSMISSION Minimal/No spread of Virus (requires safety protocols)	MODERATE COMMUNITY TRANSMISSION Moderate Spread of Virus (requires adjusted schedule)	SUBSTANTIAL COMMUNITY TRANSMISSION High Spread of Virus (requires quarantine)
Instruction is 100% in-person	Instruction is a hybrid blend of in-person learning and distance learning	Instruction is 100% Distance Learning
School building is open; <i>Some students will learn at home due to medical concern, illness, quarantine, etc</i>	School building closed mid-week and end of week for disinfecting	School buildings are fully closed to students for disinfecting/sanitizing
Social emotional lessons and support will be embedded regularly	Increased social emotional supports will be provided virtually as needed	Increased social emotional supports will be provided virtually as needed for students and families; External supports explored
Daily attendance rates monitored	Daily attendance rates monitored and shared with local health officials	Attendance for Distance Learning is monitored (<i>focus on contact, connectivity, engagement & participation</i>)
Buses operate at full capacity with safety protocols	Bus capacity is reduced to 50% with heightened safety protocols	No bus service
Breakfast in the classroom; reduced capacity in the cafe for lunch	Maintain breakfast in the classroom, reduced capacity in the cafe for lunch	Emergency distribution of school meals (pick up locations TBA)
Prevention measures in place (<i>masks, sanitizer, cohorting</i>) Teaching and reinforcing of healthy hygiene	Heightened prevention measures in place; Daily screening may be necessary for all staff and students upon entry into all school buildings	Strict prevention measures in place for essential personnel
Physical and social distancing in place	Heightened social distancing in place with limitations in activities/events	Quarantine measures in place
Group gatherings/events limited; all events require approval	Group gatherings/events postponed	All group gatherings/events canceled
Remain prepared for Distance Learning while learning is in-person at school	Instruction is a combination of synchronous (live) and asynchronous (recorded-on demand) instruction	Continued engagement in Distance Learning during extended school dismissals and/or closures for long periods
Cleaning and disinfecting in place	Intensified cleaning and sanitizing in place	Classroom and buildings sanitized and shut down
Regular communication with local health officials	Coordination of closure with BOE, CSDE and local health officials	Order of closure from local health officials and/or Executive Order for closure from Governor's Office

Instruction

Regular Education Classrooms

- The following chart applies to all classes.

	Time*	In-Person	Remote
Direct Teaching (Live Teaching)	10-30 minutes (may vary depending on grade level and subject area)	All viewing by students in the classroom	All viewing by students on the computer
Questions and Independent Practice	10-30 minutes (may vary depending on grade level and subject area)	Students ask questions during live teaching. Independent practice following live teaching.	Staff will conference with students after live teaching. Independent practice following live teaching.
Lesson Conclusion	10-30 minutes (may vary depending on grade level and subject area)	All viewing by students in the classroom	All viewing by students on the computer
Evidence of Learning	Will vary depending on grade level and subject area	Will vary depending on grade level and subject area	Will vary depending on grade level and subject area

- Homeroom teachers will be providing all students with the daily class schedules on the first day of school. All students will remain in their homeroom for core academics and selected Unified Arts classes.
- Please note that all classroom times and schedules are subject to change at the district or school's discretion.
- In an in-person or hybrid model, all students will need to bring their school-issued Chromebooks to and from school. Students are responsible for charging their Chromebooks the night before so they are able to use the Chromebook in class the next day.

72 hour notice required if a parent wants to switch the instructional model (i.e., remote to in-person).

Resource and Related Services

- Resource and Intervention teachers will pick up students from classrooms and deliver specialized instruction in their rooms. The teachers will return the students to class after services have been delivered.
- A similar model will be used for SpL, PT, OT, and counseling services.

Unified Arts

- All UA classrooms will be taught in students homerooms where applicable.
- Physical education classes will be held outdoors, weather permitting. If the weather is poor, PE classes will be held in the gymnasium following all safety protocols.
- Chorus classes and instrumental lessons will be held in the band/ music classroom following all safety protocols, including proper distancing. Weather permitting chorus and instrumental classes will be held outside.

72 hour notice required if a parent wants to switch the instructional model (i.e., distance to in-person)

Arriving To School by Bus

Bus Stop/Boarding/Riding/Arrival Procedures for in-person or hybrid model

- Busses will drop-off students between 8:15 - 8:30 a.m.
- Students should socially distance at bus stops with masks.
- Monitors will ride the bus to assist with the supervision of students to ensure masks are being worn.
- Masks must be worn to enter the bus and must remain on through arrival at school.
- Monitors will provide masks if students do not have face coverings when boarding the bus or van.
- Students will load the bus from back to front. Students will unload in from front to back to limit exposure when passing through the aisle.
- Only two busses will unload at a time to minimize the mixing of cohorts.
- Staff will be present to supervise students during arrival times and ensure all safety protocols are followed.
- Students in grade 6 will enter through the main entrance and proceed to his/her homeroom. Students in grade 7 and 8 will enter through the gymnasium entrance and proceed to his/her homeroom.

Maps will be provided prior to the start of the school year.

Arrival At School By Vehicle or Walking

Students who arrive by parent drop off for in-person or hybrid model:

- Vehicles will drop-off students between 8:15 - 8:30 a.m.
- Students must be wearing a mask upon exiting the vehicle. Staff will be stationed outside to provide a mask if a student arrives without one.
- Students will wait in their cars until a staff member waves them in. All students arriving by vehicle or walking will be directed by a staff member when to enter through the Main Entrance doors.
- Only the student may exit the car.
- 2-3 cars will be unloaded at a time to control flow and ensure that students maintain appropriate social distancing.
- Students will proceed directly to their homeroom.
- Staff will be present to supervise students during arrival times and ensure all safety protocols are followed.

Maps will be provided prior to the start of the school year.

Class Schedules

In an in-person or hybrid model:

- All students are expected to be in their homeroom by 8:30 a.m. for attendance and morning announcements.
- Staff will be present to supervise students and ensure all safety protocols are followed.

Arrival to Class:

- Teachers will be stationed at the classroom doors and in the hallway to greet students as they arrive.
- Students will use hand sanitizer upon entering the classroom.
- Students will have a designated place for their belongings (separated to prevent any cross contamination).
- Students will limit movement around the classroom during arrival/unpacking to their designated areas.
- The teacher will continue to monitor all students during this time to ensure safety protocols are adhered to.

During the school day:

- Students will remain in their cohorted classroom(s) throughout the day. Some students may have more than one cohort group depending on their programming. Mask wearing and social distancing remain important in these situations.
- Mask breaks will be embedded into the daily schedule.
 - There will be times throughout the day during which students do not have to wear their masks (water breaks, lunch, physical education, and classes that may be outside). Outside space will be utilized when possible for classroom instruction. A map and schedule for signup will be created.
- Students will have access to their own supplies (Pens, pencils, and notebooks) to avoid community sharing.
- Students will be assigned a District ChromeBook and a pair of earbuds for their use in school.
- Unified Arts teachers (art, music, health, Spanish and Italian) will travel to classrooms to deliver instruction when appropriate.
- Students will have Physical Education outside weather permitting or will have modified Physical Education classes in the gymnasium.
- Instrumental Music and Chorus will follow District guidelines.

If we move to a Hybrid model due to increased spread, the following schedule will be adhered to limit building capacity to 50% on any given day:

- Students are grouped into homeroom cohorts, if we move to a hybrid model due to increased spread the homeroom group will be split into A and B sections. Each section will attend in-person two days a week and participate in remote learning three days a week. Siblings will be kept together regardless of last name.
- Wednesday (the day in between the two groups) will be used for additional intensive cleaning and disinfecting in between groups.
- Individual accommodation to group assignment may be requested via email to the building principal at rcaggiano@derbyps.org after original assignments have been announced. We will do our best to accommodate families' needs.

	In-Person Learning	Remote Learning
Group A*	Mon, Tues (2 days per week)	Wed, Thurs, Fri (3 days per week)
Group B*	Thurs, Fri (2 days per week)	Mon, Tues, Wed (3 days per week)

**this is a draft and subject to change based on changing health and operational conditions*

Breakfast/Lunch

In an in-person or hybrid model:

Breakfast:

- Breakfast will be available for all students to take home at dismissal daily. Students should save the breakfast for the next day and eat it prior to coming to school. A breakfast will be sent home on Fridays for the following Monday morning.
- Students in the remote learning model will still be eligible to receive breakfast, pick up will be at Derby Middle School daily from 10:30 am - 11:00 am outside the Main Entrance.

Lunch:

- Each grade level will eat at their designated times at designated seating areas with their homeroom cohort. Extra distance will be created between homeroom cohort tables/ The gym may be utilized for several homeroom cohorts as extra space to properly distance.
- Each table will have designated seating allowing for 3-6 feet of space in each direction.
- Students will stay at the table until called up by class to get lunch in a socially distanced manner. Staff will monitor appropriate social distancing while moving through the lunch line.
- Additional time will be allotted in between lunch periods for enhanced disinfecting between cohorts.
- Students in the remote learning model will still be eligible to receive lunch, pick up will be at Derby Middle School daily from 10:30 am - 11:00 am outside the Main Entrance.
- On early dismissal days, students will be served lunch prior to dismissal.
- Students may carry a water bottle daily.

Passing In Hallways

In an in-person or hybrid model:

- Students and staff will remain masked throughout the building while traveling in halls.
- Staggered movement times and alternate routes will be used during high-traffic times like lunch. Specific plans for each class/location will be determined and reviewed with students.
- Students will only be passing in the hallways for the following:
 - A.M. arrival

- Use of the bathroom (individual students only)
- Going to the cafeteria for lunch
- Going outside for recess or Unified Arts (i.e., Music, PE)
- Accessing the Nurse's Office
- P.M. dismissal
- Other specified reasons on a case by case basis

Bathroom Use

In an in-person or hybrid model:

- Students will have use of designated bathrooms based on grade level.
- Throughout the day, students will need to utilize ONLY their grade level bathroom. With the exception of lunch, during lunch times students will access the bathroom located across from the cafeteria and adjacent to the gymnasium. Bathrooms will be cleaned and disinfected in between lunch waves.
- Only one student at a time will be permitted to leave his/her classroom to use the bathroom.
- Students will have limited access to use the bathroom during arrival and dismissal times.
- Bathroom doors will be left open, in the locked position, to mitigate high touch point exposure.
- Restrooms will be inspected and disinfected multiple times per day and completion logged on a form prominently displayed in each bathroom.

Nurse's Office/Isolation Room (In-Person or Hybrid)

- Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together: Addendum 3- Section 6: Health Practices and Protocols:
 "Consider supplying classrooms with basic first aid supplies so teachers are able to handle basic first aid within their classrooms in order to reserve nursing skills for COVID-19 safety practices and minimize traffic within the building."

Reasons to go to the Nurse's Office

- Trouble breathing
- Suspected illness- teacher suspects fever

- Head injury
- Vomiting
- Major bleeding
- Bee sting
- Severe pain
- Major injury
- Daily medication- scheduled or “as needed”
- Diabetes management
- Allergy management
- Change in mental status

Staff will call the nurse’s office via phone to make sure they can send a student down due to social distancing and the amount of students that can be treated at one time. Emergencies do not need to be called-in first. If a student is unable to make it to the nurse's office, the nurse will come to the student, i.e. fall, seizure, altered mental status. Based on the staff's description of symptoms or need to see the nurse, the nurse will decide if the student should go to the isolation room or the nurse’s office.

Teachers will have basic first aid kits within the classroom.

Isolation Area Protocol for COVID-19

CDC provides guidance on an isolation plan if someone arrives or becomes ill at school. The definition of **isolation** “separates sick people with a contagious disease from people who are not sick” (CDC, 2017).

Isolation Area

- Office area located within the Nurse’s Suite and Locker Room (as needed)
- There is a bathroom available for use adjacent to the isolation room.
- Hepa filtration will be utilized within the Isolation Area.

Isolation Procedure

- Any suspected COVID case is immediately brought to the isolation space and will be sent home. School nurses can only assess symptoms, we cannot diagnose. Students must see their healthcare provider for illness diagnosis.
 - The following symptoms will be considered as needing isolation and require school dismissal:
 - Fever >100.0°F
 - Chills
 - Uncontrolled new cough
 - Shortness of breath- excluding exercise-induced asthma exacerbation

- Difficulty breathing
- New loss of taste or smell
- Vomiting/Diarrhea
- **Or any 2 of the following:**
- Nasal congestion
- Runny nose
- Diarrhea
- Nausea
- Fatigue
- Headache
- Muscle or body aches
- Signs and symptoms of MIS-C:
 - Rash
 - Red eyes
 - Cracked/swollen lips
 - Red/swollen tongue
 - Swelling hands/feet
 - Stomach pain

- Should the school nurse determine that the student be sent home, they will contact the student's parent/guardian or emergency contact. Pick up will occur within 30 minutes of contact.
- In the event a parent/guardian is unable to pick up the child within 30 minutes, we request that a family emergency tree be set up so another adult can pick up the child within that time.

COVID-19 Protocols and Scenarios

Self-isolation for COVID-19 positive cases is a minimum of 10 days

Most people who test positive and have a relatively mild illness will need to stay in self-isolation for at least 10 days. People who test positive can resume public activities after 10 days and once they have:

- a. gone for 24 hours without a fever (and without taking fever-reducing medications such as Tylenol or ibuprofen); **and**
- b. experienced improvement in other symptoms (for example, their cough has gotten much better); **and**
- c. received documented clearance from healthcare providers and/or NVHD.

Per CDC, repeat testing prior to return is not recommended. Return to school should be based on time and symptom resolution.

Close contacts of a positive COVID-19 case should be tested. For general guidance, CT DPH defines close contact as:

- Being within less than 6 feet of COVID-19 case for 15 minutes. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case while the case was symptomatic or within the 48 hours before symptom onset, OR
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

In school settings, close contacts include other students and staff who were within 6 feet of the student or staff for 15 minutes in a classroom, in other school spaces, on the bus, or at an extracurricular activity. In DMS and other school situations where the students are in self-contained classrooms for an extended period, all students/staff within this “cohort” are considered close contacts as they may have been within 6 feet of the person with a positive test result. Possible close contacts should not come back to school until they have been tested (or elected instead to self-quarantine for 14 days). If an individual tests positive for COVID-19, then self-isolation is for a minimum of 10 days **and** until at least 24 hours have passed with no fever (no fever-reducing medications such as Tylenol or ibuprofen taken) **and** improvement in other symptoms as noted. If the test is negative or the individual chooses not to get tested, the student/staff must remain home in self-quarantine for 14 days from **last** exposure to the person diagnosed with COVID-19.

Most common symptoms of COVID-19 and testing requirements

The single most important thing to do if any of the following symptoms are present is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

Please STAY HOME if you have any of the symptoms listed.

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:

- Fever (100.0°F or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*
- Signs and symptoms of MIS-C:
 - Rash
 - Red eyes
 - Cracked/swollen lips
 - Red/swollen tongue

Swelling hands/feet
Stomach pain

If staff or students have any of these symptoms, **they must get a test for active COVID-19 infection prior to returning to school.** If they choose not to get tested, they must self-isolate for 10 days since the onset of symptoms **and** until at least 24 hours have passed with no fever (no fever-reducing medications such as Tylenol or ibuprofen taken) **and** improvement in other symptoms. NVHD and/or healthcare providers will provide clearance to return to school.

Staff and students can return to school earlier if a note is obtained from their healthcare provider stating alternate diagnosis. **Alternate diagnosis must be written on a medical note.**

Protocols for possible COVID-19 scenarios

While specific protocols vary, there are some common elements for each possible COVID-19 scenario:

- ✓ Evaluate symptoms
- ✓ Separate from others
- ✓ Clean and disinfect spaces visited by the person
- ✓ Test for COVID-19 and stay at home while awaiting results
- ✓ If test is positive:
 - Remain at home at least 10 days **and** until at least 24 hours have passed with no fever (no fever-reducing medications such as Tylenol or ibuprofen taken) **and** improvement in other symptoms
 - Monitor symptoms
 - Notify the school immediately and personal close contacts
 - Answer the call from NVHD (Naugatuck Valley Health District) and/or ContaCT: CT's Contact Tracing Platform to help identify close contacts to help them prevent transmission
 - Secure release from healthcare provider and/or NVHD for return to school
 - **Siblings must remain home in self-quarantine for 14 days**

Based on the [CSDE's Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together Addendum 5: Interim Guidance for Responding to COVID-19 Scenarios in Connecticut School Districts](#)

The following pages outline protocols for the scenarios below.

Section 1: Protocols for individual exposure or individual positive test

- Protocol: Student or staff tests positive for COVID-19
- Protocol: Close contact of student or staff tests positive for COVID-19
- Protocol: Student is symptomatic on the bus
- Protocol: Student is symptomatic at school
- Protocol: Staff is symptomatic at home
- Protocol: Staff is symptomatic at school

Section 2: Protocols for potential school closure (partial or full) or district closure

- Protocol: Presence of multiple cases in the school or district
- Protocol: Presence of significant number of new cases in a municipality
- Protocol: Statewide regression to a previous reopening phase

Quick reference sheet: Key actions for individual COVID-19 events

Event	Location of Event	Testing Result	Isolation/Quarantine
			<p>Isolation= when you are experiencing symptoms or have a confirmed diagnosis of COVID-19</p> <p>Quarantine= when you have been exposed but you are not experiencing symptoms</p>
<p>Individual has COVID-19 symptoms but has NOT had close contact to a person diagnosed with COVID-19</p>	<p>If an individual is symptomatic at home, they should stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.</p>	<p>Individual tests <u>negative</u></p>	<p>Return to school once asymptomatic for 24 hours.</p>
	<p>If an individual student is symptomatic on the bus or at school, they must remain masked and adhere to strict physical distancing. Students will then be met by the school nurse and stay in the isolation room (with adult supervision) until they can be picked up. They must not be sent home on the bus.</p>	<p>Individual tests <u>positive</u></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school immediately, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from NVHD or ContaCT. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms. NVHD and/or healthcare provider will provide clearance to return to school.</p> <p>*Sibling(s) must go into a 14 day quarantine.</p>
	<p>If an individual staff member is symptomatic at school, they must immediately contact administrators and school nurse, go home, consult their healthcare provider, and get tested.</p> <p>If a staff member or student is ill enough to require transport to a healthcare facility, notify EMS that COVID-19 is a concern</p>	<p>Individual <u>is not tested</u></p>	<p>Remain home in self-isolation for 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (no fever-reducing medications such as Tylenol or ibuprofen taken) and improvement in other symptoms. NVHD and/or healthcare provider will provide clearance to return to school.</p> <p>Can return to school earlier if release/note obtained from healthcare provider with stated alternate diagnosis.</p>

<p>Individual does not have COVID-19 symptoms BUT had close contact to someone diagnosed with COVID-19</p>	<p>If an individual is symptomatic at home, they must stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.</p>	Individual tests <u>negative</u>	<p>Remain home in self-quarantine for 14 days from last exposure to the person diagnosed with COVID-19.</p>
	<p>If an individual is at school when they learn they were in close contact with an individual who tested positive for COVID-19, they must remain masked, adhere to strict physical distancing, be assessed by school nurse, be picked up to go home, consult a healthcare provider, and get tested. Students who do not have symptoms may remain in the health room until they are picked up, they do not have to be sent to the isolation room. They must not be sent home on the bus.</p> <p>If an individual staff member is symptomatic at school, they must immediately contact administrators and school nurse, go home, consult their healthcare provider, and get tested.</p>	Individual tests <u>positive</u>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from NVHD or ContaCT.</p> <p>Stay home until 10 days have passed since date of the positive COVID-19 test if asymptomatic.</p> <p>*Sibling(s) must go into a 14 day quarantine.</p>
		Individual <u>is not tested</u>	<p>Remain home in self-quarantine for 14 days from exposure. If asymptomatic, they can return to school 14 days after the last exposure to a positive individual.</p>
<p>Individual has COVID-19 symptoms AND had close contact to a person diagnosed with COVID-19</p>	<p>If an individual is symptomatic at home, they should stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.</p>	Individual tests <u>negative</u>	<p>Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.</p>
	<p>If an individual student is symptomatic on the bus or at school, they must remain masked and adhere to strict physical distancing. Students will then be met by the school</p>	Individual tests <u>positive</u>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and</p>

	<p>nurse and stay in the isolation room (with adult supervision) until they can be picked up. They must not be sent home on the bus.</p> <p>If an individual staff member is symptomatic at school, they must immediately contact administrators and school nurse, go home, consult their healthcare provider, and get tested.</p> <p>If a staff member or student is ill enough to require transport to a healthcare facility, notify EMS that COVID-19 is a concern.</p>		<p>answer the call from NVHD or ContaCT.</p> <p>Stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever (without fever-reducing medications) and improvement in other symptoms.</p> <p>*Sibling(s) must go into a 14 day quarantine.</p>
		Individual <u>is not tested</u>	<p>Remain home in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.</p> <p>*Sibling(s) must go into 14 day quarantine.</p>

Handwashing and Hand Sanitizing Protocols and Procedure

All staff and students at Derby Middle School will be required to wash/sanitize their hands upon entry to the school building daily. Sanitizer will be accessible in classrooms, offices, cafeteria, gym, etc. Sinks in bathrooms and in classrooms will be stocked with soap for handwashing. Students should sanitize every time they enter/exit a classroom.

Times when you should wash/sanitize your hands:

- Before, during, and after preparing food
- Before and after eating food
- Before and after treating a cut or wound
- After using the bathroom
- After blowing your nose, coughing, or sneezing
- After touching garbage
- If hands are visibly dirty- use soap and water, not sanitizer

5 Steps to Handwashing with Soap and Water:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails, remembering your thumbs.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice, or sing the ABC song.
4. Rinse your hands well under clean, running water.
5. Dry your hands using paper towels.
6. [“Wash Your Hands” Poster](#)
7. Videos explaining handwashing:
 - a. English- <https://www.cdc.gov/handwashing/videos.html>
 - b. Spanish- <https://www.cdc.gov/handwashing/esp/videos.html>

Use Hand Sanitizer When You Can’t Use Soap and Water

You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

1. Apply the gel/foam sanitizer product to the palm of one hand (read the label to learn the correct amount- it should be enough to rub your hands together for approximately 20 seconds).
2. Rub your hands together. Rub the gel over all the surfaces of your hands and fingers, not forgetting your thumbs and in between fingers until your hands are dry. This should take around 20 seconds.
3. Video showing sanitizer use: <https://www.youtube.com/watch?v=nA3G7NBOseQ>

***Caution:** Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. [Keep it out of reach of young children and supervise their use.](#)

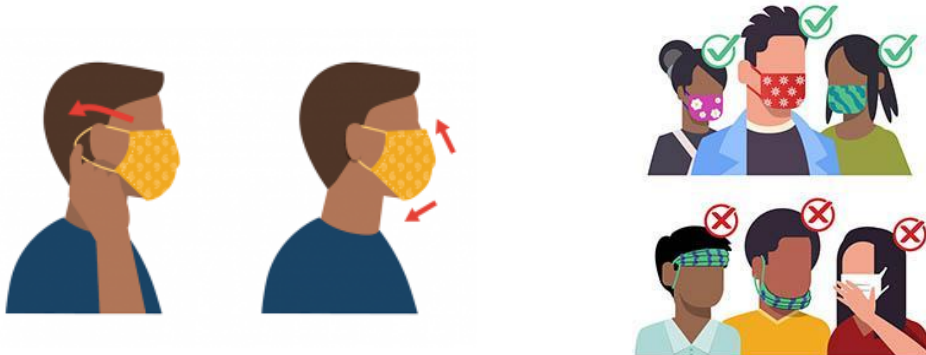
Masks, Face Coverings, and Face Shields

Following the CT Adapt, Advance, Achieve schools reopening guidelines, all students and staff **must** wear masks in school settings. Face coverings may help prevent people who have COVID-19 from spreading the virus to others.

Exceptions:

- For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks should not be required, per CDC guidance.

- For anyone who has a medical reason making it unsafe to wear a face covering, masks should not be required.
- Masks/face coverings must be worn upon entering Derby Public School property and buses.
- A mask will be provided to any student or staff member who does not have one upon arrival on the bus or to school.
- A mask/face covering must cover the nose and mouth completely. The covering should fit snugly but comfortably against the sides of the face and be secured with ties or ear loops to hold it in place.



- Masks should not cover the student/staff's entire face or head (i.e. toy costume masks, ski masks, helmets, etc.)
- Students, staff, and visitors may be asked by school administration or office staff to remove their mask to verify their identity.
- All people in the building will be required to wear a fitted cloth, surgical, or N95 mask which covers the nose and mouth at all times that they are not eating or drinking. Bandanas, gaiters, and vented masks are prohibited. If you have a particular concern about your child and masks we encourage you to contact the school as soon as possible. [This link](#) provides more information on mask wearing.
- If students refuse to wear a mask, the building administrator will meet with the student and provide education on the importance of mask-wearing for protection and contact the family as well. Students can be offered additional mask breaks to ease into sustained longer durations of time. Teachers will identify students who are not wearing the mask or continually taking it off in the classroom. Ultimately, after education, parent communication, any additional interventions, and resources, if a student continues to refuse to wear the mask, the administration will pursue remote access for the student.

Please note, refusal by a student to wear a mask will result in the following progressive action steps:

1. Student conference with the classroom teacher, phone call home to parent and log contact via PowerSchool. (Note if you reached a parent or not)

2. Student conference with the Social Worker/ School Psychologist/ Nurse. Phone call home to parent and log contact via PowerSchool. (Note if you reached a parent or not)

3. Student conference with Administrator. Phone call home to parent and log contact via PowerSchool. (Note if you reached a parent or not)

4. Notify Administrator. Student required to switch to the remote learning model for a period of 3 days. Repeat offenses upon return will result in an increase of days students will be placed on remote learning.

Note students with IEP/504 or documented medical conditions may require accommodations as necessary. Individual plans will be drafted and created for these cases.

Cleaning Reusable Cloth Face Coverings

Cloth face coverings should be washed after each use. It is expected that students will use a clean cloth mask daily. It is important to always remove face coverings correctly and wash your hands after handling or touching a used face covering.

Washing machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.



Washing by hand

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be



suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with any other cleanser.

- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.
- *Tip-salad spinners are a great tool to hand-wash face masks

Drying reusable cloth face coverings. Make sure to completely dry cloth face covering after washing.

Dryer

- Use the highest heat setting and leave in the dryer until completely dry.



Air dry

- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

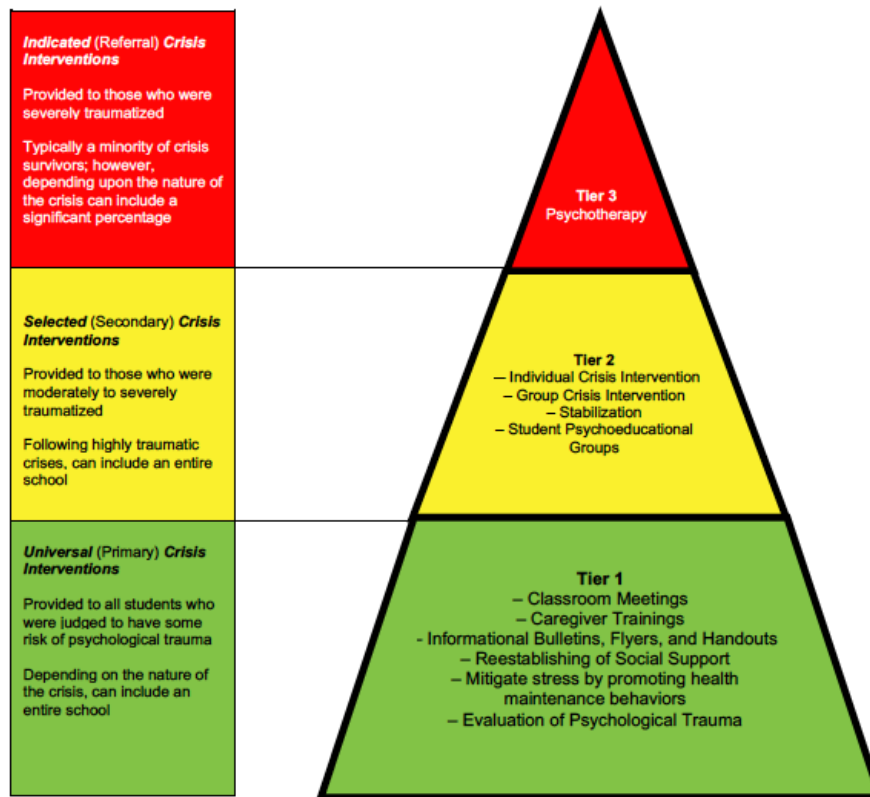


<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

Mask Break Policy and Procedure

- Students will be provided with scheduled/supervised “mask breaks”, separate from eating breaks throughout the school day based on the school schedule.
- Demonstration of donning (to put on) and doffing (to take off) masks, as well as mask storage when removed for eating and mask breaks will be provided at the beginning of the school year to all students.
- Students will be provided with a paper bag weekly to allow for storage/drying of their mask during breaks to eliminate the masks touching surfaces. Paper bags will be labeled with student/staff names so the mask can be properly stored the same way each time. Paper bags allow the mask to dry while removed, and also keep the outer exposed part of the mask from touching the inner part of the mask.
- Students will perform hand hygiene with sanitizer use prior to, and after completing donning or doffing their masks.
- During lunch in the cafeteria, students will remove their masks. Students must continue to social distance from other staff/students. Masks will be placed inside their designated paper bag while eating lunch.

- [Storage of masks in paper bags](#)- labeled with name, and front/back
- When masks will be off for extended periods of time such as for outdoor gym, students may need a place to keep their bag/mask, bags will be placed in a designated area along with the entire cohort.



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- Student Mental Health Awareness & Monitoring:
 - Upon return to school in September 2020, Pupil Personnel Services (PPS) teams will utilize the COVID-19 School Adjustment Risk Matrix (C-SARM) provided by NASP for initial support services decisions (Primary Triage): [COVID-19 School Adjustment Risk Matrix \(C-SARM\)](#)
 - Applying an MTSS approach, students at low risk for problematic school adjustment would be initially offered only Tier 1 interventions; those at moderate risk would be offered both Tier 1 and 2 interventions; and those with high to extreme risk would be considered as appropriate recipients of all levels of support, including Tier 3.
 - Services will range from indirect and consultative supports, to direct and intensive professional mental health interventions.
 - Staff to complete [Mental Health Readiness to Return to School](#) Survey
 - Wellness Committee will provide self-care strategies through presentations and consultations such as: [Self-Care for Staff Presentation](#)

- School Community Weekly Social Emotional Learning (SEL) Topics:
 - During the first 6 weeks of school, staff will implement designated SEL topics and activities for students across the district
 - Staff will receive training by the Wellness Committee on the following SEL topics according to their grade-level(s) taught:
 - Safety/Protecting Self
 - Mindfulness
 - Teamwork
 - Relationship Building
 - Self-Regulation
 - Communication and Expression
 - Community Mental Health Assistance:
 - Provide [Community Resource List](#) to families, students, and staff in need

Dismissal From School

- Dismissal procedures will start at 2:50 p.m.

Dismissal Procedures:

- Students will be dismissed from their homeroom classroom.
- Staff will assist with social distancing in the hallways and monitoring of student movement during dismissal.

Bus Riders:

- Bus students will dismiss through the designated doors: Main Door or the Gymnasium. Only two busses will be dismissed at a time, one leaving through each area to minimize contact between groups. Students will be provided a location to exit over the loudspeaker based on bus arrival location.

Walkers/Pickups:

- All walkers/pickups will dismiss through the Main Entrance doors. We will dismiss one grade level at a time to limit the number of students passing in the hallway prior to busses beginning dismissal.
- Unless waiting for a sibling, all parents are encouraged to leave the grounds immediately to limit the number of people in the area. Masks must be worn when on school grounds.
- Parents/Guardians should remain in the vehicles at all times.

- Walkers must exit the property immediately following dismissal from school.

Attendance/Reporting an Absence

- Attendance will be monitored as it has been traditionally. Attendance will be taken each day at 8:30 a.m. during homeroom.
- Attendance: Families will resume traditional protocols for absenteeism.
 - Call in the main office at 203-736-1426 prior to 10 am.
 - Automatic calls will go out if a student is marked absent with no reason.
 - Our Attendance Coordinators will follow up with families that have not called in or who have multiple tardies/absences.
- If your child is exhibiting any symptoms of COVID-19 or has a fever of 100 degrees or higher (without a fever reducer), they must remain home. Our school nurse is always available to answer questions if you are unsure of whether or not it is appropriate to send your child to school. If it is not possible to telephone the school on the day of absence, the parent/guardian is requested to send a written excuse note to the school on the date of the student's return.

In-Person

- Students are expected to be in their homeroom by 8:30 a.m. each day.
- Teachers will take student attendance during the homeroom period following morning announcements.

Hybrid

- Students are expected to be in their homeroom by 8:30 a.m. each day.
- Teachers will take student attendance during the homeroom period following morning announcements.
- Students in remote learning need to log-in and check in via google classroom during the homeroom period (8:30 am - 8:45 am)

Distance Learning

- Students in remote learning need to log-in and check in via google classroom during the homeroom period (8:30 am - 8:45 am)

Family and Student Engagement

District Level Communication :

Upon reopening school, communication about general safety protocols will be provided weekly by the **COVID-19 Health and Safety Compliance Liaisons**. Information and health related updates will be:

- posted on the district and school websites (*option to translate in 20 different languages*);
- shared via School Messenger using voice message and email;
- posted on social media

In addition to these communication methods, the community will be notified about any cancellation of classes using the inclement weather broadcast notification system (ABC, CBS, NBC). Should critical information regarding policies, protocols, or health data change, families and staff will be updated immediately using all available communication methods.

To ensure all families have access to important messages, it is imperative that parent/guardian contact information is up to date in PowerSchool. Upon returning to school, staff will make it a priority to update each student's profile with the current phone number and email address.

School Level Communication:

- Administrators and teachers will communicate regularly with families on topics including, but not limited to: school protocols, reopening procedures, health and safety guidelines using multiple methods of communication.
 - Virtual Open House
 - Social media: Twitter
 - School website
 - School Messenger for emails, and phone calls
- We will continue to seek and value input from our students and families through surveys, and open lines of communication.
- Any approved visitors to the school need to make an appointment. The majority of our meetings will be conducted virtually. When it is necessary to come into the building, visitors will need to complete the COVID Screening form and sign in to allow for contact tracing.
- Education is strongest when there is a partnership between home and school based on communications and interactions. Regardless of the teaching and learning model, consistent student attendance and engagement are necessary for success.

Important Contact Information

Position/Role	Name	Email
COVID-19 Health and Safety Compliance Liaisons	Stacey McCoart, SPED Supervisor Taryn Christiani, RN	smccoart@derbyps.org tchristiani@derbyps.org
Principal	Rachael Caggiano	rcaggiano@derbyps.org
Assistant Principal	Tracy Quartiano	tquartiano@derbyps.org
School Social Worker	Diana Donovan	ddonovan@derbyps.org
School Psychologist	Corrine Van Hise	cvanhise@derbyps.org
Special Education Case Managers	Katelyn Epifano Shannon Kelly Shelly Sheridan	kepifano@derbyps.org skelly@derbyps.org ssheridan@derbyps.org
Special Education Supervisor	James Nichols	jnichols@derby.org
School Nurse	Kristine Vitola, R.N.	kvitola@derbyps.org
School Counselors	Anat Segal Brian Nutcher	asegal@derbyps.org bnutcher@derbyps.org
School Attendance Coordinators	Marissa Doherty Travis Pavelus	moherty@derbyps.org tpavelus@derbyps.org
School Secretary	Marylou Minolaio	mminolaio@derbyps.org
Guidance Secretary	Lynette Esposito	lesposito@derbyps.org
Athletic Director	Matt Bradshaw	mbradshaw@derbyps.org
Cafeteria Manager	Sal Gianotti	sgianotti@derbyps.org
IT Support	Brad Langridge	dpsitsupport@derbyps.org

