

# MSAD #4

## COVID-19 RETURN TO SCHOOL GUIDELINES FOR STUDENTS & FAMILIES



### *Addendum to the Student Handbook*

*UPDATED: 8/7/2020 based on current Maine CDC Guidelines*

*MSAD #4 approved this document in a public session on August 11, 2020. The School Committee recognizes the unprecedented times in which schools operate and the fluidity of our public health scenario, deputizing the Superintendent to make changes to this document, without Board approval, based on emerging legal or health guidance.*

## MESSAGE FROM SUPERINTENDENT KELLY MACFADYEN

In response to COVID-19, MSAD #4 will comply with the guidelines set forth by the Maine Centers for Disease Control (CDC), as well as the State of Maine, which are incorporated herein. These MSAD #4 Guidelines will be in effect from August 1, 2020 to December 31, 2020 and will be updated with the latest CDC and State of Maine guidelines. Our goal is to continue to minimize the risk of possible transmission of COVID-19 and safely bring back as many students as possible to an in-person school setting to maximize learning. Therefore, these MSAD #4 COVID GUIDELINES are mandatory for all students and their families.

Our focus for the start of the 2020-2021 school year is on student safety. MSAD #4 will make every effort to mitigate risks to students returning to school. Our staff, parents/guardians and students will all need to work collaboratively to be flexible as we navigate through a new school year unlike previous school experiences. We will continue to focus on meeting our students' social and emotional needs, as we make every effort to provide a strong academic curriculum and interventions to support student progress.

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“You are braver than you believe, and stronger than you seem, and smarter than you think”

Christopher Robin

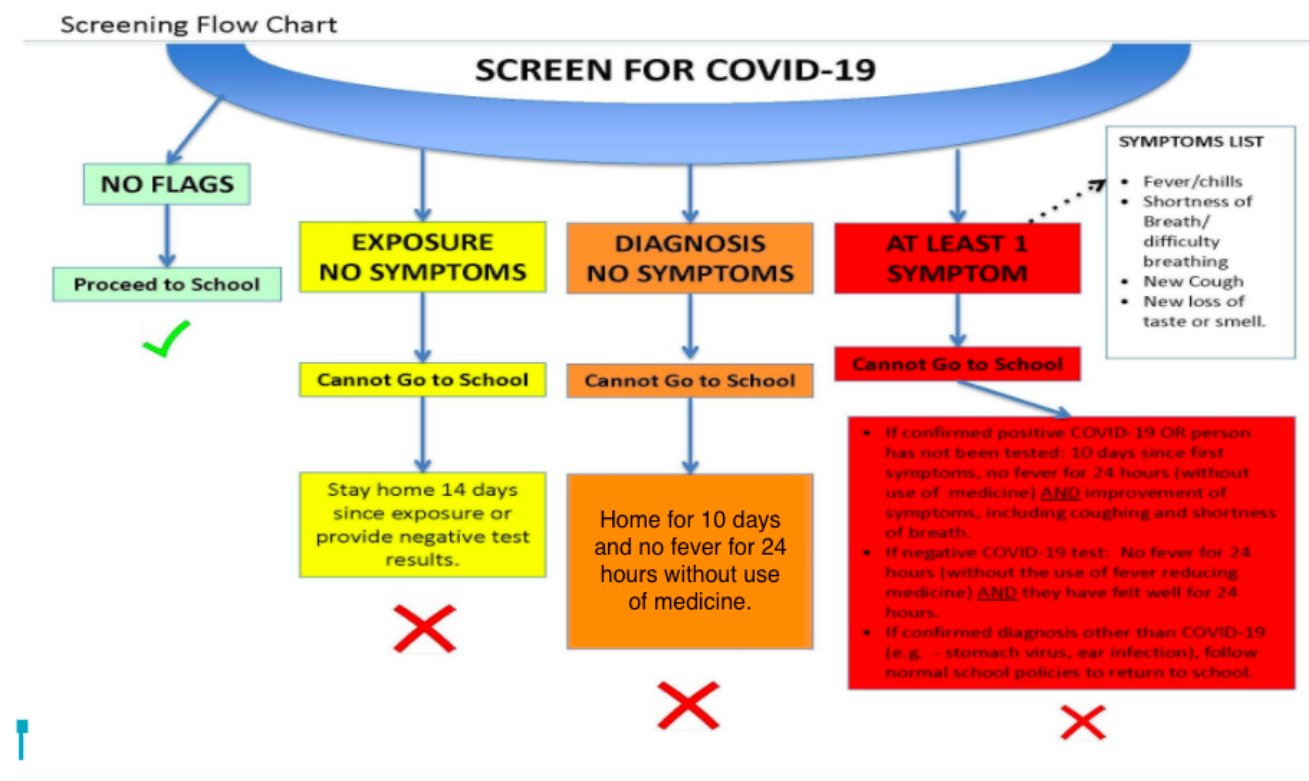
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## HEALTH & SAFETY

### **DAILY SELF-ASSESSMENT:**

- Prior to boarding the bus or drop-off at school, Parents/Guardians will need to complete a self-screening assessment daily for their child to check for [symptoms of COVID-19](#). Certain responses will require that a child remain home. In this event, Parents/Guardians should contact their child's school. The self-screening will be available in paper form or an online app.

- *Daily self-assessment questions:*
  - *Have I been out of the state in the last 14 days?*
  - *Do I or have I been living with anyone who is sick or quarantined?*
  - *Has my child received Tylenol/Motrin this morning?*
  - *Do I or have I been around anyone exhibiting these symptoms within the last 14 days:*
    - *Do I or have I had a loss of taste or smell?*
    - *Do I or have I had shortness of breath?*
    - *Do I have a fever or feel feverish?*
    - *Do I have a new cough or sore throat? (see symptoms on chart below)*
    - *Do I feel unwell today?*
- Students, staff and visitors may be subject to temperature screening if symptomatic. Anyone who has a fever of 100.4°F or higher will be sent home.
- Parents/guardians should follow the flow chart if ANY COVID-19 symptoms are identified:



### FACE COVERINGS/MASKS:

- All students are required to wear a face covering/mask that covers their nose and mouth *when in the presence of others or maintain six (6) feet of distance* --about two arm's length-- at all times throughout the day. Masks may be removed for short mask breaks, when authorized.

Maintaining three (3) feet of distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements. [See CDC guidance on social distancing](#).

- Face coverings must be worn when entering or exiting buildings, while traveling in hallways, and generally when moving about the school. Exceptions may include, but are not limited to:
  - While eating
  - While sitting at their desk in the classroom when more than 6 feet apart for mask breaks
  - While on the playground, if social distancing allows
  - While participating in music practice, if permitted
- Face coverings must be worn by all students utilizing transportation by bus or van.
- All students will be provided with two [face coverings](#) (age appropriate design and size). If disposable, these should be replaced as needed. If cloth, these should be [washed daily](#). Face coverings are subject to meeting current dress code standards in regards to the appropriateness of language/images, etc.
- Face shields may be an alternative for those students with a medical, behavioral, or other challenges who are unable to wear masks/face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.

### **PREVENTION MEASURES:**

- All students must practice [proper handwashing guidelines](#) and use hand sanitizer (or soap and water) upon entering the school, their classroom, before and after donning or removing a face covering, and throughout the day. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before and after eating, and after coughing/sneezing and using the restroom.
- All students must practice proper [CDC infection control measures](#):
  - If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.
  - Avoid touching their eyes, nose, or mouth.
  - Avoid touching any surfaces unnecessarily.
  - Refrain from physical contact, including hugs and hand-shakes.
- Restroom procedures will be established at each school to limit the number of students in the hallway and restrooms at one time.
- Students should only bring to school what is absolutely essential for each day. Any items brought to school should fit into a single backpack.
- Classrooms will be reconfigured to allow physical distance with students facing one direction.
- Sharing of items (electronic devices, toys, books, and other games or learning aids) will be discouraged and restricted.

- Each child's belongings will be separated from others' and in individually labeled containers, cubbies, lockers, or areas.
- Curriculum nights, open houses and back-to-school events will be facilitated virtually, or when spacing and gathering limits allow.
- Field trips, assemblies, and other large gatherings will not be allowed.
- See CDC's informational video on how to [Stop the spread of germs](#)

### **FOOD DISTRIBUTION/MEALS:**

- Students will maintain six (6) feet of physical distance while eating breakfast and lunch as students will be unable to wear face coverings during these times.
- Students are encouraged to bring a full water bottle each day as water fountains will be closed. Bottles may be refilled using our touchless filling stations. Water filling stations will be sanitized along with all other "common touch" surfaces.
- Shared food is prohibited. Parents are asked only to send food for their child and not class consumption (i.e. birthdays; holiday celebrations).
- Students will be required to practice [proper hand washing](#)/sanitizing prior to eating.
- All food for students will be served individually, including utensils.

### **PLAYGROUND USE (ELEMENTARY):**

- Use of designated playground equipment and supplies will be allowed under close monitoring.
- Use of face coverings/shields will NOT be required during this time as long as physical distancing is maintained.
- Limits will be placed on the number of students on equipment at one time.
- No more than 50 students may congregate in one section of a play area at a time.
- Students will wash their hands/use sanitizer before and after using playground equipment.
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## SPECIAL EDUCATION

- MSAD #4 will plan for special education students, including students with disabilities and English Learners, to ensure they receive necessary services and accommodations.
- Determination of additional PPE requirements will be made by the Special Education Director based upon the unique needs of each student/situation. Additional PPE may be provided for staff working with young children, students with IEPs, 504 or students with specialized health plans such as, but not limited to:
  - Clear face coverings and/or
  - Face shields
  - Kevlar sleeves/arm protectors
  - Gloves
  - Gowns
  - Plexiglass barriers for student desks

## TRANSPORTATION

- Parents/Guardians are encouraged to transport their child to and from school, if able.
- Students are required to wear a face covering at all times while on the bus/van, including upon entry/exit.
- Families should be vigilant to limit contact between other parents/students at bus stops and direct contact with the bus driver as much as possible by maintaining a six (6) foot distance.
- Students will be seated and distanced according to current guidelines. Prohibited seats will be marked with tape. Families will sit together.
- Students will be assigned seats and must sit in the seats assigned to them.
- Seats in the back of the bus must be loaded first and then move forward. The bus should be emptied from the front and then the back.
- Students will need to practice social distancing when exiting the bus. The bus radio will be used to dismiss by rows.
- Several windows should be slightly opened to improve air ventilation.
- Booster seats will be staggered on Pre-school busses.
- Students will sit 3 feet apart in each van.
- Bus drivers will clean and disinfect frequently-touched surfaces between uses as much as possible.

## PARENTS/GUARDIANS/VOLUNTEERS

- Parents/Guardians will minimize face-to-face meetings by utilizing alternative methods to receive updates (i.e. email, conference call, phone call, web-based meetings).
- Parents/Guardians will self-screen before coming on campus. If any response is “yes”, the parent/guardian should not come on campus.
- Parents/Guardians:
  - Must wear a face covering while in the buildings.
  - Must use the sanitizing station upon entry, maintain a social distance of six (6) feet.
  - Must attend to their specific business and leave immediately following.
- Volunteers and approved visitors must follow the same guidelines as listed above.

## TECHNOLOGY

- In a hybrid or remote instruction model, 1:1 devices will be provided to each K-12 student. These devices will be transported by the student between school and home.
- Parents/Guardians agree to return the borrowed devices and accessories at the end of the school year, unless otherwise determined, to be cleaned and disinfected.

## CLASSROOM SETTING *(If In-Person Instruction Occurring)*

- Classroom seating will be assigned and configured with maximum allowable space between students and all desks facing the same direction.
- Elementary and middle school schedules will be developed in a way that will limit student movement and/or interactions between student groups throughout the day.
- Employees will modify instructional plans to reduce student contact, sharing of materials or equipment and maintain appropriate physical distancing to the greatest extent possible.
- Common touch surfaces will be sanitized throughout the day.

## ELECTED REMOTE INSTRUCTION *(If In-Person Instruction is Occurring)*

- Any MSAD #4 students across grades Pre-K-12 will have the option of participating in remote instruction.
- Instructional Staff will coordinate these classes.
- These remote learning programs will be fully graded and credit bearing.
- PCMS/PCSS Students who elect to participate in this remote instruction program during the 2020-21 School year must remain in the program at least through the end of a quarter.
- Assigned instructional staff will also coordinate to ensure programs such as Special Education, 504, RTI, or ELL programs are provided to students remotely as needed.
- Attendance and truancy requirements will apply.
- All students will be provided a device for remote instruction. Reasonable accommodations for other technology (including a hotspot) may be considered.
- Students who struggle with remote learning will be referred to intervention services.

## HYBRID INSTRUCTION

- The school population will be divided into 2 cohorts.
- 2 days will be in-person instruction and 3 days will be remote.
- During hybrid instruction, programs will be fully graded and credit bearing.
- Special education, 504, RTI programs may have an alternative schedule.
- Per CDC/DOE guidelines, increased safety measures may be required such as 6-foot distancing in the classroom setting.
- Attendance and truancy requirements will apply.
- All students will be provided a device for remote instruction. Reasonable accommodations for other technology (including a hotspot) may be considered.
- Every effort will be made to provide equitable access to learning. Alternative methods to learning will be considered as needed.
- Students who struggle with remote learning will be referred to intervention services.

## REQUIRED REMOTE INSTRUCTION

- These remote learning programs will be fully graded and credit bearing.
- Attendance and truancy requirements will apply.
- All students will be provided a device for remote instruction. Reasonable accommodations for other technology (including a hotspot) may be considered.
- Every effort will be made to provide equitable access to learning. Alternative methods to learning will be considered as needed.
- Students who struggle with remote learning will be referred to intervention services.

## WHEN SOMEONE IS SICK

- Parents/Guardians will avoid exposing others by ensuring their child remains home if they experience any [signs or symptoms of Respiratory Illness](#) or a fever of 100.4°F or higher. *Please refer to the reporting student illness flow chart above.*
- Students will not be penalized for missing school when required to stay home under these guidelines. The school personnel will ask about symptoms when absences are reported.
- If a student develops a fever during school hours, a medical isolation room is designated in all schools for students to wait for their parents to pick up their child immediately.
- Students should return to school when they are fever free for 24 hours (1 day) without fever-reducing medication and symptom-free for 24 hours.
- Any area used by a sick person will be closed until proper disinfection has been completed.

### **EXPECTATIONS IF TESTED POSITIVE FOR COVID-19:**

- Parents/Guardians will notify the School if their child, or anyone in their household, has been confirmed to have COVID-19. As a response to protect the health and safety of our students and staff, areas will be sanitized and CDC guidelines followed to notify all families and employees that have come in contact with and/or have been exposed to the student in the most confidential manner possible.
- Under the current Maine CDC guidance, a student who has tested positive for COVID-19 will NOT be able to return to school until:
  - the student has gone 24 hours (1 day) without exhibiting symptoms of COVID-19, and at least ten days have passed since the student's symptoms first appeared;
  - OR**
  - the student has received two negative COVID-19 test results from specimens taken more than 24 hours apart.
  - AND**
  - Documentation of medical clearance will be required to return to school and must be submitted to the School Nurse.

- Students who have had close contact with someone who tests positive for, or is diagnosed with, COVID-19 must isolate at home and monitor symptoms for 14 days. Close contact is defined as “any individual who has been closer than six (6) feet for more than 15 minutes.”
- Depending upon circumstances, this could include entire classrooms, clubs, bus routes, playground groupings, or cafeteria groupings.
- Students returning from illness related to COVID-19 will be required to check in with the school nurse and school administrator.
- The school will work closely with Maine CDC on all contact tracing and other related protocols.
- During the time students are out of school, arrangements will be made to ensure they do not fall behind in their learning (i.e. remote instruction or make-up work following a healthy return).

### **EXPECTATIONS IF REQUIRED TO QUARANTINE:**

- If an individual student is required to quarantine, they will be provided the option to transition into remote instruction and, if they participate, those days will not be counted as absences.
- If a classroom or multiple classrooms are required to quarantine due to a positive test, impacted students will transition to remote instruction during the quarantine period. If a student participates, those days will not be counted as absences.
- Students who have traveled out of state to those states not listed in the most up-to-date Governor’s orders must isolate at home and monitor for symptoms for 14 days before being able to return to school. If students participate in remote learning during the quarantine, those days will not be counted as absences.

## TRAINING VIDEOS FROM THE CDC

- [How to Wear a Cloth Face Covering](#)
- [Cloth Face Coverings Do’s and Don’ts](#)
- [Handwashing](#)
- [Social Distancing](#)
- [Stop the Spread of Germs](#)
- [Know the Symptoms of COVID-19](#)
- [Tested Positive for Covid: When it is ok to Return to School](#)
- [Taking Care of Your Daily Health During COVID-19](#)