



# SAFE RETURN TO IN-PERSON INSTRUCTION PLAN

Approved by RSU 14 Board of Directors: August 18, 2021

**Note:** This plan is subject to change in response to staff, student, and/or community needs, as well as guidance from the *Maine Department of Education* and *Maine Center for Disease Control*.

**Last Reviewed:** February, 2024 (This plan is reviewed by the district's Safety Team every 6 months.)

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# ABSTRACT

## Maine Counties' Transmission Risk

The National Center for Disease Control has developed a system to categorize COVID-19 transmission in counties. It includes, but is not limited to, recent data on case rates, positivity rates, and syndromic data (e.g., symptoms of influenza or COVID-19).

## Ensuring Safety, Equity, & Accessibility for All

The goal of the Safe Return to Instruction Plan is to apply most current State and Federal guidance for reentry of PreK-Adult populations within the context of the Novel Coronavirus Pandemic. With a laser focus on keeping our students, staff, and community safe, RSU 14 has planned for multiple return to school scenarios that remain consistent with Maine DOE and CDC guidelines. All response plans are based on the foundational pillars of ensuring safety, equity, and accessibility for all Windham and Raymond students.

Please see below for RSU 14's leveled responses to the COVID-19 Pandemic. We are prepared to respond to each leveled category by adjusting the instructional delivery models at any point in the school year. When possible, staff and families would have five (5) days to prepare for any schedule shift.

DISTRICT PANDEMIC RESPONSE LEVELS	
<b>Level 1</b> See Page 8	<b>100% DISTANCE Learning</b> Categorization as "red" suggests that the district/community has a high risk of COVID-19 spread and that in-person instruction should not be conducted.
<b>Level 2</b> See Page 12	<b>HYBRID or Strict Social Distancing</b> Categorization as "yellow" suggests that the district/community has an elevated risk of COVID-19 spread and that a hybrid instruction model or strict social distancing should be adopted.
<b>Level 3</b> See Page 12	<b>ON CAMPUS</b> Categorization as "green" suggests that the district/community has a relatively low COVID-19 risk and that in-person instruction can be adopted.

# Center for Disease Control Recommendations for Safely Opening Schools

*"Screening testing, ventilation, handwashing and respiratory etiquette, staying home when sick and getting tested, contact tracing in combination with quarantine and isolation, and cleaning and disinfection are important layers of prevention to keep schools safe. Localities should monitor community transmission, vaccination coverage, screening testing, and occurrence of outbreaks to guide decisions on the level of layered prevention strategies (e.g., physical distancing, screening testing)."*

1	<p><b>SYMPTOM SCREENING</b></p> <p>All staff and students (parents/caregivers) must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day. Schools will provide information to families in their primary language to support them in conducting this check. Any person showing symptoms must report their symptoms and not be present at school. Schools will provide clear and accessible directions to parents/caregivers and students for reporting symptoms and absences. Students, teachers, and staff should stay home when they have signs of any infectious illness and be referred to their healthcare provider for testing and care.</p>
2	<p><b>PHYSICAL DISTANCING AND FACILITIES</b></p> <p>National CDC and Maine CDC have prioritized in-person instruction for the fall. Physical distancing will be encouraged where possible. Physical distance will not prevent students from accessing an educational space or program. A "medical isolation space" (separate from the nurse's office) will be designated for students/staff who exhibit COVID-19 symptoms during the school day. CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by people who are not fully vaccinated, to reduce transmission risk.</p>
3	<p><b>MASKS / FACE COVERINGS</b></p> <p>Due to the circulating and highly contagious Delta variant, CDC recommends universal indoor masking by all students (age 2 and older), staff, teachers, and visitors to K-12 schools, regardless of vaccination status.</p>
4	<p><b>HAND HYGIENE</b></p> <p>All students and staff in a school will receive training in proper hand hygiene. All students and staff must wash hands or use sanitizing gel upon entering the school, before and after eating, before and after donning or removing a face mask, after using the restroom, before and after use of playgrounds and shared equipment, and before and after riding school transportation.</p>
5	<p><b>PERSONAL PROTECTIVE EQUIPMENT</b></p> <p>Additional safety precautions are required for school nurses and/or any staff supporting symptomatic students in close proximity, when distance is not possible, or when students require physical assistance. These precautions will, at a minimum, include eye protection (e.g., face shield or goggles) and a mask/face covering.</p>
6	<p><b>RETURNING TO SCHOOL AFTER ILLNESS</b></p> <p>Sick staff members and students who are not vaccinated must use home isolation until they meet criteria for returning to school. Under the current CDC operating procedure, fully vaccinated close contacts can stay at school or at work and do not need to quarantine.</p>
7	<p><b>VACCINATIONS</b></p> <p>Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely return to in-person learning as well as extracurricular activities and sports. Many schools serve children under the age of 12 who are not eligible for vaccination at this time. Therefore, this guidance emphasizes implementing layered prevention strategies (e.g., using multiple prevention strategies together consistently) to protect people who are not fully vaccinated, including students, teachers, staff, and other members of their households. COVID-19 prevention strategies remain critical to protecting people, including students, teachers, and staff, who are not fully vaccinated, especially in areas of moderate-to-high community transmission levels.</p>

## MASKS / FACE COVERINGS

As the primary route of transmission for COVID-19 is respiratory, masks/face coverings are among the most critical components of risk reduction. Face coverings help prevent respiratory droplets from traveling into the air and onto other people or surfaces when the person wearing the face covering coughs, sneezes, talks, or raises their voice. Face coverings should cover your nose and mouth, and fit snugly against the sides of your face. Cloth face coverings should have multiple layers of cloth. For additional information about face coverings, review U.S. CDC guidance on how to make cloth face coverings, wear and remove masks/face coverings, and wash cloth face coverings.

1. Across RSU 14 schools and programs, masks must be worn indoors by all individuals. Consistent and correct mask use is especially important indoors and in crowded settings, when physical distancing cannot be maintained. Masks will not be required for outdoor activities.
2. Face shields may be an alternative for those students with documented medical or behavioral challenges who are unable to wear masks/face coverings. The same applies to staff with documented medical or other health reasons for being unable to wear face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.
3. Transparent face coverings may be valuable to teachers and students in classes for deaf and hard of hearing students.
4. Alternatives to mask/face covering requirements will be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors.
5. Masks/face coverings should be provided by the student/family, but extra disposable masks will be made available by the school for students who need them. Families experiencing financial hardship and unable to afford masks/face coverings will be provided masks for students. Please contact your building principal to request a mask/face covering if needed.
6. Reusable masks/face coverings provided by families should be washed by families daily.
7. Masks/face coverings should be replaced when soiled or wet. If the mask/face covering becomes soiled, remove and safely discard disposable masks, or store reusable face coverings in a sealed container or plastic bag for laundering. Perform hand hygiene after changing a soiled mask/face covering.
8. Students will be taught and directed to cough or sneeze into their elbow when not wearing a face covering or alternatively, cough or sneeze into a tissue, discard the tissue into a trash container, and then perform hand hygiene.
9. Masks/face coverings—or face shields for those who need them as described above—are required to be worn by everyone on the bus/van during school bus/van transportation.
10. Schools will provide information on proper use, removal, and washing of face coverings to staff, students, and parents/guardians.
11. Masks with exhalation valves will not be permitted.
12. Schools will make accommodations on an individualized basis as required by state or federal disabilities laws.
13. Close contacts will not need to be quarantined as long as schools are required to wear masks. Should this mask requirement change, the district will follow Maine CDC guidelines for contact tracing non-masked individuals.

## CLEANING AND DISINFECTING

Cleaning and disinfection of frequently touched surfaces will occur routinely as the virus can be spread if someone touches a surface contaminated with the virus and then touches their eyes, nose, or mouth. However, as COVID-19 is primarily spread through respiratory droplets, preventing person-to-person transmission is more important than frequent cleaning and disinfection.

The following strategies and protocols will be followed:

1. The district will clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, keyboards, light switches) within the school and on school buses/vans at least daily or between uses as practicable.
2. The district will develop a schedule for increased, routine cleaning and disinfection.
3. The district will work to ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. The district will use products that meet EPA disinfection criteria.
4. Hand hygiene must be performed before and after touching shared equipment.
5. The district will use only routine maintenance for outdoor playgrounds and other natural play areas, as hand hygiene will be emphasized before and after use of these spaces.
6. The district will install signage and equipment to enable effective health and safety procedures.
7. The district will work to ensure organizations that share or use the school facilities follow the health and safety guidelines established in this guidance.
8. In accordance with US CDC guidelines, if less than 24 hours have passed since a person who is sick or diagnosed with COVID-19 has been in a space, the district will clean and disinfect the space. If more than 24 hours have passed since a person who is sick or diagnosed with COVID-19 has been in space, routine cleaning is enough. If more than 3 days have passed since a person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practice) is needed.

## FACILITY CONSIDERATIONS

1. The district will communicate and consult with business managers, as well as facilities, grounds, and maintenance teams when preparing the facility for in-person learning.
2. The district will identify and procure necessary equipment, materials, and supplies for supporting the public health requirements (e.g., hand washing stations, hand sanitizer, appropriate cleaning and disinfecting supplies).
3. Buildings have been thoroughly reviewed to ensure that there is adequate ventilation. Ventilation has been increased by maximizing outdoor air intake to elevate the percentage of fresh air input through handling systems and/or opening windows or doors.
  - a. It may not be feasible to keep windows and doors fully open due to cold weather. On cold weather days, windows will remain open at least a crack to provide some supply of fresh air. Increasing outside air will affect schools' indoor temperatures. Families and caregivers are encouraged to send their students to school with plenty of warm layers in winter, as classroom temperatures could fluctuate throughout the day.
  - b. Introducing more outdoor air may cause dry air conditions that dry out the respiratory tract. Students and staff are encouraged to stay hydrated.
4. To minimize the risk of Legionnaires Disease and other diseases associated with water, the district has taken steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown.
5. Drinking fountains are intended for refill only. Staff and students should bring water bottles, and cups will be provided for drinking fountain use for those who do not have a water bottle. Drinking fountains will be cleaned and disinfected and signage/instructions will remind individuals to wash hands after use.
6. Buildings and classrooms will be thoroughly cleaned and disinfected prior to the resumption of in-person classes (see the Cleaning and Disinfecting section of this guidance for additional information).
7. Schools will clean and disinfect high-touch areas frequently (doorknobs, desktops, faucets, etc.). See the cleaning and disinfecting section of this guidance for additional information.
8. Schools will work to reduce lines to the greatest extent practicable. Where lines are unavoidable, three feet of physical distance between individuals standing in line is the minimum amount of distance recommended in the school setting, unless the school is participating in the pooled testing program.
9. Schools will minimize traffic in enclosed spaces, such as elevators and stairwells.
10. The district will place signage at entrances and throughout buildings (particularly high traffic areas), alerting staff and students to physical distancing requirements, face covering policies, and hand hygiene protocols.

11. The district will plan vehicle traffic flow, drop-off, and pick-up logistics and place signage as needed.
12. As needed, the district will set up additional hand washing or sanitizing stations outside school entrances and at convenient locations outside classrooms and common areas.
13. School libraries are not expected to pose a significant transmission risk. Nevertheless, students should wash or sanitize their hands upon entering and leaving libraries. School libraries should post reminders to maintain physical distance and arrange seating areas to allow for appropriate distance, as applicable. Shared surfaces such as counters and computers should be regularly cleaned and disinfected.

## **BUSING/TRANSPORTATION**

1. Families are encouraged to find alternative modes of transportation for students who have other options. Families should consider carpooling with the same stable group of people and open vehicle windows in order to maximize outdoor air circulation.
2. When transportation vehicles (e.g., buses) are used by the school, drivers must practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings).
3. For students riding the bus, symptom screening must be performed by families prior to being dropped off at the bus/van stop.
4. Per Federal requirements, masks/face coverings are required to be worn by everyone on the bus during school bus transportation.
5. Hand sanitizer must be used before and after riding school transportation.
6. Students will be assigned a seat on the bus/van. Students from the same household will be required to sit together.
7. Drivers and passengers must wear a face covering at all times when students are present.
8. Buses/vans will maintain a consistent airflow by fully opening roof hatches or at least four windows, ideally two windows in the front of the bus (one on each side) and two in the rear of the bus (one on each side).
  - a. In the case of inclement weather, window openings may be reduced to prevent snow, ice, or rain from entering the bus. If window openings are reduced, more windows should be opened. Keeping every other window open an inch should be the minimum in this scenario.
9. Buses/vans will be routinely cleaned and disinfected. See the Cleaning and Disinfecting section of this guidance for additional information.

## **NUTRITIONAL PROGRAMMING**

School meals play an important role in addressing food security for students. COVID-19 has not been shown to be a food-borne disease. However, eating together is a high-risk time for COVID-19 transmission because people must remove their face coverings to eat and drink. People often touch their mouths with their hands when eating. In addition, meals are usually considered time for talking together, which further increases risk, especially if children must speak loudly to be heard. Standard food preparation guidelines should be followed, with special consideration for masking and physical distancing between food service staff in the kitchen and when in contact with students/staff.

## **GATHERINGS, VISITORS, AND FIELD TRIPS**

1. Virtual or outdoor group events, gatherings, or meetings will be pursued when possible.
2. If schools choose to plan field trips, they will minimize contact intensity through physical distancing, use of masks while indoors, and traveling with small, consistent groups.
3. In-person performances must follow all applicable guidelines in the Performing Arts Venues checklist.

**SELF-ASSESSMENT REQUIRED DAILY BY ALL STAFF and STUDENTS:**

## **DAILY PRE-SCREENING HEALTH SURVEY FOR STAFF AND STUDENTS DURING COVID-19 PANDEMIC**

### **Pre-Screening Tool for School Attendance**

Within the past 24 hours have you  
had a fever\* or taken fever  
reducing medicine?

YES =



Do you feel sick, had  
vomiting/diarrhea, fever\*, sore  
throat, or felt unwell?

YES =



Have you been told to stay home  
and isolate/quarantine due to  
COVID-19 exposure?

YES =



*Stay home with any YES response to the questions above.*

*Attend school when all answers are NO and your child is feeling well with  
no other symptoms of illness. Call or see your school nurse or other  
designated person at school if you have questions.*

IF YOUR CHILD HAS ANY ILLNESS THEY SHOULD STAY AT HOME UNTIL NO  
FEVER FOR 24 HOURS WITHOUT TAKING FEVER REDUCING MEDICATION  
AND SYMPTOMS ARE IMPROVING OR GONE.

\*A fever is 100.4F/38C or greater.



Updated 8.16.21

Note: We are asking you to complete this pre-screening health survey every day before reporting to work/school. Should you experience symptoms, please stay home and notify your supervisor (staff) or school nurse (student).



## PANDEMIC RESPONSE LEVELS

<b>Level 1 - 100% DISTANCE Learning</b> Categorization as “red” suggests that the district/community has a high risk of COVID-19 spread and that in-person instruction should not be conducted.	
DOMAIN	DESCRIPTION/CONSIDERATIONS
TEACHING & LEARNING	
<b>Instructional Framework</b>	<ul style="list-style-type: none"> <li>Distance learning will occur via synchronous and asynchronous methods.</li> <li>Specific learning expectations and guidelines will be set per grade span. See Distance Learning Instructional Framework.</li> <li>No field trips, assemblies, student exchanges, etc. will be permitted.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>PreK-12 weekly postings of assignments/learning plans are required (Seesaw: PreK-2, Google Classroom: 3-12).</li> <li>Video Conferencing Guidelines</li> <li>Grades K-12 will have 1:1 devices for utilization at home.</li> <li>Technology support will be available for students and staff by accessing the Help Desk.</li> <li>Family technology support available on the district website.</li> </ul> <p style="text-align: center;"> <b>Need Technology Help?</b>  <b>Contact the Tech Dept Help Desk:</b>  <small>Dial Extn 8000</small>  <small>Email: <a href="mailto:HelpDesk@RSU14.org">HelpDesk@RSU14.org</a></small>  <small>or Click <a href="#">HERE</a> to enter a Trouble Ticket</small> </p>
<b>Assessment &amp; Reporting</b>	<ul style="list-style-type: none"> <li>Schools will communicate grading and feedback procedures appropriate to the learning development of students in each grade span.</li> </ul>
<b>MTSS &amp; Response to Intervention (Rtl)</b>	<ul style="list-style-type: none"> <li>Each school will have a plan in place to respond to academic, social, and emotional intervention needs. This plan will include a team of educators working together to monitor progress and support Rtl documentation efforts.</li> </ul>
<b>Social, Emotional, Behavioral, &amp; Mental Health Supports</b>	<ul style="list-style-type: none"> <li>School counselors and social workers will check-in with students and families through virtual meetings as needed.</li> <li>Social work services for existing caseloads will continue.</li> <li>New referrals will be accepted for SEL support.</li> <li>School counselors and social workers will provide resources to families regarding outside programs and agencies.</li> <li>School Resource Officers may provide “wellness checks” as needed.</li> <li>Individual schools will develop a SEL Plan in response to the stress associated with the pandemic.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>SEL related topics, choice</li> <li>SeeSaw features</li> <li>Google Classroom features</li> <li>Direct instruction tools when digital</li> <li>Math program (when digital)</li> <li>Writing program (when digital)</li> <li>Technology workshops for parents</li> <li>Using specialized programs for special education services</li> <li>Delivering specially designed instruction when RED or YELLOW/GREEN levels</li> <li>Specific support and training for educational technician</li> </ul>

	<ul style="list-style-type: none"> <li>• RtI/MTSS framework review</li> <li>• Formative and summative assessment</li> <li>• Equity</li> <li>• Google Meet</li> <li>• Zoom</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Attendance will be taken on days students are expected to be in school or engaged in online instruction</li> </ul>

## RSU 14 VIRTUAL CONFERENCING GUIDELINES

RSU 14 uses the Google Suite for education as its primary platform. This is a communication application that allows us to be in direct contact with students as we work to maintain connections and provide support to students who are engaged in remote instruction. We want to be sure you understand how this platform is being used and set forth some important guidelines for all users to follow.

### PURPOSE

- To maintain a sense of classroom community in a remote learning environment
- To support individual learners (as needed) as they engage in assignments

### NORMS/EXPECTATIONS

#### The TEACHER Will:

- Communicate through Google Classroom, Google Meet, Seesaw (elementary only) or other approved platforms.
- Never send out Google Classroom, Google Meet, Seesaw, or Zoom CODE ([link](#)) to anyone other than the students or colleagues you are conferencing with directly. All session participants must be accepted by the meeting/classroom host in order to participate. This prevents conference trolling ([link](#)).
- Begin and end each Meet/Zoom session (be the first person to attend and last person to leave).
- Review and maintain norms.

#### The STUDENT Will:

- Follow the norms established by the teacher.
- Wear school appropriate attire (adhere to the same expectations as when in school).
- Join a Meet/Zoom session when scheduled.
- Keep the microphone MUTED unless directed by a teacher.
- Keep questions and discussions on topic with the agenda.
- Use the chat feature for placing questions to the teacher.
- Participate in discussions.
- Only join Meet/Zoom sessions that are started by teachers, or which have teachers present.

#### The PARENT/CAREGIVER Will:

- Aid students in signing into the Meet/Zoom session.
- Provide a supervised space for the student to participate in the session.
- Attempt to not have siblings present during the session.
- Communicate with teachers any questions or concerns.
- Only allow the student to join Meet/Zoom sessions that are started and attended by teachers.
- Observe other students' privacy by refraining from recording or photographing students or their work.
- Take a deep breath, walk away, and contact teachers if technology is not working.

#### When NORMS/Expectations Are Not Followed:

1. Teacher will give the class/students a reminder of expected video conferencing behaviors.
2. Teacher will mute student(s).
3. Teacher will ask the student(s) to leave the Meet/Zoom or remove the student(s) if not adhering to norms.
4. Teacher will contact the parent/caregiver if the student is asked to leave the session and develop next-step plans.

## HEALTH SERVICES

<b>Nurse Clinics</b>	<ul style="list-style-type: none"> <li>• Clinics are closed at this level.</li> <li>• Nurses will be available to serve in a consulting role to the Superintendent and Assistant Superintendent and other school/district level leaders to aid in decision making processes.</li> <li>• School Nurses will remain in contact with State School Nurse advisors, the Maine Center for Disease Control, and local medical professionals.</li> <li>• During times when clinics may be closed, nurses will focus on making sure the district has adequate supplies of Personal Protective Equipment (PPE) and other items necessary for when schools are able to partially or fully re-open.</li> </ul>
<b>SCHOOL OPERATIONS</b>	
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• Level I is automatic closure of all facilities when in effect.</li> <li>• Food service workers are allowed in buildings daily.</li> <li>• Essential staff allowed in buildings as scheduled by the Facilities Director in coordination with building principals.</li> <li>• Custodial staff provide daily sanitization of commonly touched surfaces used during the day.</li> <li>• Custodial staff begin “deeper cleaning” in areas not utilized by staff.</li> <li>• Close communication between the Facilities Director, principals/staff, and nurses is needed in order to ensure coordination of the safe use of facilities.</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• School buses/vans will no longer be used for general student transportation.</li> <li>• Some school buses/vans may be used to transport food for nutritional programming.</li> <li>• Buses/vans not in use will be thoroughly cleaned and sanitized.</li> <li>• Buses/vans being used for transport of food or mail will be cleaned before each use by the drivers.</li> </ul>
<b>Nutrition</b>	<ul style="list-style-type: none"> <li>• Food distribution sites will be communicated with staff and families.</li> <li>• All workers at the production and distribution sites will wear face coverings and gloves.</li> <li>• Social distancing guidelines will be enforced at all times.</li> <li>• Families in need of food service should contact the Director of School Nutrition.</li> <li>• Deliveries to families who cannot make it to the distribution sites will be coordinated between the Nutrition and Transportation programs.</li> </ul>
<b>ATHLETICS &amp; ACTIVITIES</b>	
<b>Co-curricular and Athletic Programs</b>	<ul style="list-style-type: none"> <li>• Coaches will identify individual and team activities that will engage wellness and activity.</li> <li>• Coaches will decide the means of communication in order to stay connected with student athletes.</li> <li>• Coaches will set up times for periodic check-ins on students progress and overall well being.</li> <li>• Competition is encouraged amongst the team based on individual results to provide positive team culture.</li> <li>• Coaches will assist the Athletic Department in helping with any long range plans as we move through this pandemic.</li> <li>• All high school coaches will be involved with the plan for each designated program.</li> <li>• Coaches will track activities and contact with student athletes.</li> <li>• Coaches will attend meetings as outlined by the Athletic Department.</li> <li>• Supervision and oversight of programs will continue to happen.</li> <li>• Plans will be developed for students that do not have technology access.</li> </ul>

ADULT EDUCATION	
Programming	<ul style="list-style-type: none"><li>• Virtual instruction occurs at Level 1.</li></ul>

## Level 2 - HYBRID or Strict Social Distancing

Categorization as “yellow” suggests that the district/community has an elevated risk of COVID-19 spread and that a hybrid instruction or a strict social distancing model should be adopted.

**The district will follow CDC recommendations during level 2. This may include social distancing and universal mask wearing.**

## Level 3 - ON CAMPUS

Categorization as “green” suggests that the district/community has a relatively low COVID-19 risk and that in-person instruction can be adopted.

DOMAIN	DESCRIPTION/CONSIDERATIONS
<b>TEACHING &amp; LEARNING</b>	
<b>Instructional Framework</b>	<ul style="list-style-type: none"><li>Specific learning expectations and guidelines will be set per grade span. See Distance Learning Instructional Framework.</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>PreK-12 weekly postings of assignments/learning plans are required (Seesaw: PreK-2, Google Classroom: 3-12).</li><li>Video Conferencing Guidelines</li><li>Technology support will be available for students, staff, and families by emailing the Help Desk.</li></ul> <p><b>Need Technology Help?</b> <b>Contact the Tech Dept Help Desk:</b></p> <p>Dial Extn 8000 Email: <a href="mailto:HelpDesk@RSU14.org">HelpDesk@RSU14.org</a> or Click <a href="#">HERE</a> to enter a Trouble Ticket</p>
<b>Assessment &amp; Reporting</b>	<ul style="list-style-type: none"><li>Schools will communicate grading and feedback procedures appropriate to the learning development of students in each grade span.</li></ul>
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<b>Social, Emotional, Behavioral, &amp; Mental Health Supports</b>	<ul style="list-style-type: none"><li>School counselors and social workers will check-in with students and families through virtual meetings as needed.</li><li>Social work services for existing caseloads will continue.</li><li>New referrals will be accepted for SEL support.</li><li>RSU 14 SEL Team Goals SY21/22</li><li>School counselors and social workers will provide resources to families regarding outside programs and agencies.</li><li>School Resource Officers may provide “wellness checks” as needed.</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>SEL related topics, choice</li><li>SeeSaw features</li><li>Google Classroom features</li><li>Direct instruction tools when digital</li><li>Math program (when digital)</li><li>Writing program (when digital)</li><li>Technology workshops for parents</li><li>Using specialized programs for special education services</li><li>Delivering specially designed instruction when RED or YELLOW levels</li><li>Specific support and training for educational technician</li></ul>

	<ul style="list-style-type: none"> <li>• RtI/MTSS framework review</li> <li>• Formative and summative assessment</li> <li>• Equity</li> <li>• Google Meet</li> <li>• Zoom</li> </ul>
<b>RSU 14 VIRTUAL CONFERENCING GUIDELINES</b> <p>RSU 14 uses the Google Suite for education as its primary platform. This is a communication application that allows us to be in direct contact with students as we work to maintain connections and provide support to students who are engaged in remote instruction. We want to be sure you understand how this platform is being used and set forth some important guidelines for all users to follow.</p>	
<b>PURPOSE</b> <ul style="list-style-type: none"> <li>• To maintain a sense of classroom community in a remote learning environment</li> <li>• To support individual learners (as needed) as they engage in assignments</li> </ul>	
<b>NORMS/EXPECTATIONS</b> <u>The <b>TEACHER</b> Will:</u> <ul style="list-style-type: none"> <li>• Communicate through Google Classroom, Google Meet, Seesaw (elementary only) or other approved platforms.</li> <li>• Never send out Google Classroom, Google Meet, Seesaw, or Zoom CODE (<a href="#">link</a>) to anyone other than the students or colleagues you are conferencing with directly. All session participants must be accepted by the meeting/classroom host in order to participate. This prevents conference trolling (<a href="#">link</a>).</li> <li>• Begin and end each Meet/Zoom session (be the first person to attend and last person to leave).</li> <li>• Review and maintain norms.</li> </ul> <u>The <b>STUDENT</b> Will:</u> <ul style="list-style-type: none"> <li>• Follow the norms established by the teacher.</li> <li>• Wear school appropriate attire (adhere to the same expectations as when in school).</li> <li>• Join a Meet/Zoom session when scheduled.</li> <li>• Keep the microphone MUTED unless directed by a teacher.</li> <li>• Keep questions and discussions on topic with the agenda.</li> <li>• Use the chat feature for placing questions to the teacher.</li> <li>• Participate in discussions.</li> <li>• Only join Meet/Zoom sessions that are started by teachers, or which have teachers present.</li> </ul> <u>The <b>PARENT/CAREGIVER</b> Will:</u> <ul style="list-style-type: none"> <li>• Aid students in signing into the Meet/Zoom session.</li> <li>• Provide a supervised space for the student to participate in the session.</li> <li>• Attempt to not have siblings present during the session.</li> <li>• Communicate with teachers any questions or concerns.</li> <li>• Only allow the student to join Meet/Zoom sessions that are started and attended by teachers.</li> <li>• Observe other students' privacy by refraining from recording or photographing students or their work.</li> <li>• Take a deep breath, walk away, and contact teachers if technology is not working.</li> </ul> <u>When <b>NORMS/Expectations</b> Are Not Followed:</u> <ol style="list-style-type: none"> <li>5. Teacher will give the class/students a reminder of expected video conferencing behaviors.</li> <li>6. Teacher will mute student(s).</li> <li>7. Teacher will ask the student(s) to leave the Meet/Zoom or remove the student(s) if not adhering to norms.</li> <li>8. Teacher will contact the parent/caregiver if the student is asked to leave the session and develop next-step plans.</li> </ol>	
<b>HEALTH SERVICES</b>	
<b>Nurse Clinics</b>	<ul style="list-style-type: none"> <li>• Clinics are open at this level.</li> <li>• Nurses will wear PPE based on current CDC guidelines.</li> <li>• Each clinic will have access to at least one complete set of PPE (including face</li> </ul>

	shield, bonnet, booties, gloves, and gown). <ul style="list-style-type: none"> <li>• Nurses will be available to serve in a consulting role to the Superintendent and Assistant Superintendent and other school/district level leaders to aid in decision making processes.</li> <li>• School Nurses will remain in contact with State School Nurse advisors, the Maine Center for Disease Control, and local medical professionals.</li> </ul>
<b>SCHOOL OPERATIONS</b>	
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• Custodial staff provide daily sanitization of commonly touched surfaces used during the day in accordance with CDC guidelines.</li> <li>• Close communication between the Facilities Director, principals/staff, and nurses is needed in order to ensure coordination of the safe use of facilities.</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Trained staff will be assigned to disinfect all buses/vans daily.</li> </ul>
<b>Nutrition</b>	<ul style="list-style-type: none"> <li>• Desks and table tops will be sanitized and hands washed prior to eating.</li> <li>• Student breakfast/lunches will be brought to classrooms or designated serving areas daily for onsite distribution. Recyclable containers will be used.</li> <li>• Specific schedules will be created per building in collaboration between principals and the Director of School Nutrition.</li> <li>• Families in need of food service should contact the Director of School Nutrition.</li> <li>• Deliveries to families who cannot make it to the distribution sites will be coordinated between the Nutrition and Transportation programs.</li> </ul>
<b>ADULT EDUCATION</b>	
<b>Programming</b>	<ul style="list-style-type: none"> <li>• Combination of in-person and virtual instruction occurs at Levels 2 and 3.</li> </ul>

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## POLICY IMPACT

In the event of a prolonged school closure in response to a pandemic, affected district policies (or portions/language therein) could be suspended or amended so that the district can align with Maine DOE and CDC guidelines. Discussion at public meetings with the School Board will take place whenever a policy is impacted by the pandemic. In addition to the discussion at a public School Board meeting, the district will clearly highlight any affected policies and include a notation with information on the district's website [HERE](#)).

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## RESOURCES

[Maine Center for Disease Control](#)