

Reopening Plan Fall 2020

CLS



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Key Mitigating Strategies

Crystal Lake School will have a variety of mitigating strategies in place to reduce the spread of the virus. These strategies will include:

- a. Requiring masks by all students and staff members with exceptions below*
- b. Cohorting students into groups
- c. Practicing good hygiene and hand washing/hand sanitizing
- d. Maximizing the space of classroom layouts and furniture to support social distancing
- e. Providing students and staff with a desk shield
- f. Daily cleaning of each classroom and twice daily cleaning of bathrooms
- g. Wiping/cleaning of desk surfaces or shared materials between use
- h. Use of gloves for shared materials

(Exceptions)

- Students who are unable to remove a cloth face covering without assistance
- Anyone who is experiencing trouble breathing
- Anyone who is unconscious or incapacitated
- Anyone with a documented medical reason making it unsafe to wear a face mask

Grouping of Elementary Students

Cohorts will be created by using multiple data points. First, members of the same family will be assigned to the same cohort. After this we will look to group students by special education/SRBI supports among other factors. Students will be assigned to either Purple or Gold cohort. Students in the purple cohort will attend school in person on Monday and Tuesday. These students will learn remotely on Wednesday-Friday. Students in the gold cohort will attend school in person on Thursday and Friday and learn remotely Monday-Wednesday.

Students will stay with their classroom cohort. Some students may need to separate from their cohort for intervention and specialized services. When small, specialised groups meet, students will be socially distanced, wearing masks, and using plastic desk shields in their small groups. The plan includes a minimal amount of transitions through the hallway, thus minimizing cohort mixing.

Teachers will travel to classrooms to minimize the mixing of cohorts when possible. They may utilize outside of larger areas as available and weather permitting.

Arriving to School

Bus Riders:

- Students who take the bus will be required to wear a mask at all times.
- Buses will enter from Sandy Beach Rd. They will park at the old entrance.
- Two buses at a time will unload. One will enter through the cafe and the other will enter through the old entrance. Students will then walk directly to their classrooms.
- Buses will exit down through the lower parking lot and out the South Rd. exit. Cars should always yield to buses.

Students who arrive by parent drop off:

- To maintain safety, we ask that all adults remain in their car and adhere to the timelines mentioned above.
- If it is impossible for your child to exit on the passenger side, please assist your child out through the driver's side and walk them to the sidewalk. Staff will not be able to assist children getting out of the car; thus, it is important to practice unbuckling and opening the door before school starts.
- We will have many additional families dropping off this year So students should have belongings ready to go before you pull up to the drop off site. This will be crucial for traffic flow.
- Cars should exit back out the South Rd. exit by taking a left at the top of the driveway and driving back down through the lower parking lot. Signs and staff will be available to assist with traffic flow. Cars should always yield for buses.
- 4th grade - 6th grade parents will enter the school driveway via the South Rd. entrance no earlier than 8:15. Students in 4th-6th grade should pull up past the flagpole. There will be signs and adults to guide you. Students will exit the car from the passenger side and enter the building through one of the two gym doors or through the main entryway. Adults will signal the cars to indicate when it is their turn to unload. We ask you to discuss with your child the importance of exiting through the passenger side.
- Kindergarten -3rd grade parents should not enter the dropoff line until 8:25. Kindergarten through third grade families will see a sign near the preschool playscape entrance indicating those children ONLY should be dropped off at this entrance. There will be adults ready to guide students into the building. We encourage parents to work with their younger students so that they are able to unbuckle and open their car door (passenger side) to exit quickly.
- If you have both younger and older children (not including pre-k) please arrive at your younger child's drop off time. Younger children should enter the building at their entrance. You can then pull up to the next drop off point to drop off your older student. This requires younger students to sit on the passenger side. If this is not feasible, we ask you get out of the car and escort your child out and to the sidewalk.
- Pre-K parents should pull into the first lower parking lot on your right no sooner than 8:45. Preschool staff will collect students and walk them up to their classroom via their private entrance.

Entering the School Building

- All students will enter through an assigned door in the morning. Their grade level will

determine their directionality upon entering the building. Staff are ready to help guide students to where they need to be.

- Wearing face masks will be expected as students enter the building. If your child has forgotten his/her mask one will be provided.
- Students will be asked to social distance, walk in a single file line and follow all directional markers in the hallways. We ask you to have these conversations with your child prior to the first day of school.
- Teachers and staff will be outside and in the hallways monitoring students and while it will be tempting for students to hug their teachers (and for teachers to hug their students), we kindly ask for only air hugs and waves.

Arriving to Class

- Students will wash hands/use hand sanitizer upon entering the classroom
- Students will go through a visual checks screening. Verbal and temperature checks shall be conducted as a secondary measure, if a student presents with symptoms.
- Visual Check
 - A staff member shall observe the student for the following symptoms.
 - Flushed cheeks
 - Rapid or difficulty breathing
 - Fatigue
 - Extreme fussiness
 - Coughing or shortness of breath
 - If a student looks unwell, they should be sent to a designated area for further evaluation.
 - Temperature Check
 - If a student presents with symptoms during a visual check or reports feeling ill, a designated staff member(s) shall perform a temperature check.
 - Students exhibiting a fever of 100.4 degrees or greater shall be isolated for further evaluation. If it is determined the symptoms are valid by a health professional, a parent/guardian should be called to pick up a student.
- Students will proceed right to their seats to unpack
- Students will place lunch orders

Classes During the Day

- Student desks/tables will be organized to maximize social distancing within the classroom.
- Plastic desk shields will be used at student desks/tables for further protection.
- All staff and students will wear masks except for those who meet criteria for an exemption per the guidance provided by the Connecticut State Department of Education .
- If a student forgets to bring their mask to school, one will be provided.
- There will be time throughout the day when students do not have to wear their masks (lunch and outdoor classes that can be held where 6 feet or more in distance can be achieved.) Mask breaks might vary depending on the number of kids in the room, age of students, ability to spread out.
- Outdoor space will be utilized when feasible.
- Students will have access to their own supplies to avoid community sharing.
 - [Link to District Supply List](#)
- Students will be assigned a district Chromebook for their use both inside and outside the school building. Students will be responsible for bringing their chrome book to and from school and making sure it is fully charged for the next day. We will supply devices for Kindergarten students this year, however, they are not in at this time.
- Cleaning supplies that are safe for students to handle (ex. wipes) will be readily available in each room.
- Hand sanitizer dispensers are also spread throughout the building and are in each room.
- Windows will be open as often as possible for increased ventilation.
- Specials teachers will travel to classrooms to deliver instruction as well as teachers delivering different academic subjects.
- Students will have physical education outside, weather permitting. The gym will also be available for socially distanced PE classes.
- To the greatest extent possible, specialists, special education teachers and paraprofessionals will be assigned to a small number of consistent cohorts.

Breakfast and Lunch

Food Service staff will bring breakfast to each classroom at the beginning of the day and students may eat in the classroom. For lunch, students will provide teachers with their choice of food on a daily basis, with food options assigned to a color. Teachers shall employ a color coded chart so students can receive their ordered meal. Food service staff will deliver individually plated meals to students' setting using disposable items. Students should not share food and utensils.

In order to space students at the appropriate distance, each class will eat lunch in an assigned location. Locations include: classrooms, outdoor tents, and cafeteria.

- Initially upon reopening, there will be no “a la carte” options or snack purchases. Parents are strongly encouraged to add money to student accounts online via payschoolscentral.com or send in checks to the main office to eliminate cash handling.
- Menus and information about free and reduced meal benefits can be found at www.ellingtonpublicschools.org/parents/food
- Details regarding meal pick up for Distance Learning students and Hybrid students during Distance Learning days will be available soon. Information including pick up days, times and locations will be emailed directly to parents and updated on the website www.ellingtonpublicschools.org/parents/food
- Students will be spaced apart, and will only eat in their assigned seat.
- Teachers and aides will be assigned a lunch duty to monitor students.
- Lunches and breakfasts will be pre packaged and delivered directly to the students, limiting the need for students to walk around the lunch space.
- Students will be reminded to wash/sanitize hands before and after eating.
- Hand hygiene products will be accessible in all eating areas.
- Students will be asked to not talk without their mask on. We strongly encourage your family to have discussions around this topic.
- At CLS, cohorts will rotate between outdoor tents and the cafeteria. Only one cohort will occupy these spaces at one time (about 20 people at once). If there is inclement weather, one class will be able to eat in the art room, which was the old cafeteria, thus students can spread out.
- CLS will be providing disposable paper placemats for lunch tables. This will help with keeping tables clean.
- Hot lunch will be served in disposable packages for easy clean up.
- Garbage cans will circulate limiting student movement.

- After the group is finished with lunch, staff and students (when appropriate) will be disinfecting the tables to prepare for the next group.
- Lunch tables in the cafe will be split in two parts, thus, no student will be facing one another while they eat. This will also allow us to space students out more.

Recess

- Students will remain with their cohort during recess. Cohorts will utilize upper and lower fields.
- Cohorts will have assigned recess locations.
- Schools will follow the state guidelines for playground equipment as they evolve. However, at this time we will not use the playscape.
- Cohorts will have a “recess bag” with equipment for only their cohort. Items in the recess bag will be sanitized after use.
- Students will be asked to wash/sanitize hands as they come in from recess.

Passing in Hallways

If hallway passing is necessary (lunch, outdoor classes, moving to classes, arrival/dismissal, etc.), the following procedures will be used:

- Classes will be supervised by an adult.
- Students will maximize social distancing at all times.
- All staff and students will wear masks.
- Students will walk single file and follow all directional markers in the hallways.

Bathroom and Water Fountain Use

- Students must obtain permission from a staff member but will be able to use the bathroom when needed.
- Kindergarten and first grade students will use the bathroom in their classrooms.

- 2nd and 3rd grade students will use the bathroom in the lower grade hallway.
- 4th-6th grade students will use the bathroom in the upper grade hallway.
- Signage will be clearly posted in every bathroom reminding students about washing hands.
- Teachers will limit bathroom access to 1 student at a time.
- If the bathroom is at capacity (three students at a time), students need to wait in the hallway. Students will not congregate in the bathrooms. We will review bathroom procedures with students, however in our hybrid model, if only one student leaves a classroom at a time there would never be more than three students in the bathroom.
- Practice social distancing and comply with the signage which will be clearly posted in every bathroom and hallway.
- Students must wash hands after bathroom use.
- In order to minimize the use of water fountains, the district shall continue to promote the usage of water bottles by students. Use of water fountains should be to fill individual cups or bottles. Please send your students to school with a water bottle each day.

Mask Breaks and Snack

- Teachers will create a schedule for mask break times and locations.
- Mask breaks will occur when teachers change subjects/activities.
- Snack time will still be scheduled into the day. Many times snack breaks will coincide with mask breaks and will be taken outside.

Specials and Other Services

Specials:

- Specials teachers will work on a 6 week rotating schedule. Special teachers will travel to the classrooms or take the class outside.

Intervention:

- Students who received SRBI services prior to the shut down will continue to receive services when they return. To the greatest extent possible we will assign staff to work with a small number of cohorts. Specialists and consultants will provide support to their assigned cohorts in a variety of ways depending on student need. Services may be in the classroom or in an alternative space. We will attempt to the best of our ability to limit cohort mixing.

Special Education:

- Students who have IEPs will receive services according to their plan. To the greatest extent possible we will attempt to provide services in person when a student's cohort is present in the building. For site 2 (pull-out) services there is a possibility students from different cohorts will mix, however, safety protocols will be in place and groups will be small.
- Please see the attached link for more information about Special Education- [Click Here](#)

Dismissal From School

Car Riders:

- CLS will implement a drive up, car- rider system. Families who will be picking students up at dismissal will be provided a sign with their last name to display in their windshield or visor.
- Parents are asked to arrive no sooner than 3:00 entering from the South Rd. entrance and pull up past the flagpole.
- Students will be called to the two staging areas (cafe and gym) and sit, socially distanced, with siblings. These assigned seats will not change, thus after the first few days of school students will automatically know where to sit.
- At dismissal time, staff will radio into the staging areas for families (as indicated by your windshield sign) to exit out one of the two gym doors to their car.
- Parents should not exit the car unless a student is unable to open the door or buckle in. To expedite the large number of car riders we strongly encourage families with younger students to practice this at home before school begins.
- Students should enter their car through the passenger side only.
- If for some reason a student cannot enter through the passenger side of the vehicle, we ask parents to lead them around to the driver side.
- To ensure safety, parents must wait for the car(s) in front of them to load and pull

forward. Under no circumstances should you pull around and pass a car on the left.

- Cars should exit back out the South Rd. exit by taking a left at the top of the driveway and driving back down through the lower parking lot. Signs and staff will be available to assist with traffic flow.

Bus Riders:

- Buses will be dismissed as they arrive through the old entrance.
- Staff will be assigned a certain bus. As that bus arrives it will be announced and the specific staff member will begin in the lower wing, collecting students who ride that bus. He/she will then walk down the upper grade wing and collect older students.
- Students will exit their classroom when signaled and join a single file line led by a staff member.
- The line will exit through the old entrance doors and enter their bus.

Health Information

Health Information

Please err on the side of caution prior to sending your child to school. People with COVID-19 have had a wide range of symptoms reported and range from mild to severe. Symptoms may appear 2-14 days after exposure to the virus.

Daily home screening for families and staff; checklist to decide prior to going to work or sending your child: [Click here](#)

Decision Tree for Families and staff; guidance of symptoms to decide to go to work or send your child to school: [Link to document](#)

Information on how to report illness and potential exposures including travel: [Click here](#)

If your child has any of the following symptoms **please** keep them home;

- Feeling feverish, chills, or a temperature 100.4 degrees Fahrenheit or higher
- Uncontrolled new cough, shortness of breath or difficulty breathing
- Diarrhea, vomiting, (**if not associated with a known medical condition**)
- New unexpected loss of taste or smell
- Headaches, Fatigue, (**if not associated with a known medical condition**)
- Sore throat, (**if not associated with a known medical condition**)

Students or staff who attend school with any of the COVID-19 key symptoms listed above (unless those symptoms are associated with a documented medical condition) will be sent home and asked to quarantine.

Should your child need to be picked up from school due to any of these symptoms, you will need to arrive within 30 minutes. Please ensure you have a second option should you be unable to pick up your child within 30 minutes. Each building will have an isolation room for students who are exhibiting a fever or more than one of these symptoms until parents arrive. (See more

information below)

Infection Control

- **Social Distancing:**
 - Is an essential component of infection control: Students and adults in the building need to remain aware of and maintain sufficient distance from each other at all times.
 - Desk shields will be used in classrooms
 - Will look different for different contexts:
 - When PPE is effectively employed (masks, shields, etc.), students and staff need to still socially distance, when possible.
 - In the absence of PPE, students and staff need to maintain a minimum social distance of 6 feet.
- **Hygiene:**
 - Students and staff should wash hands frequently with soap and water for 20 seconds. Hand washing is recommended during following times:
 - When entering/or leaving a classroom
 - Before and after eating
 - After using the bathroom
 - After coughing, sneezing or blowing your nose
 - After touching commonly touched items and/or surfaces (door handles, copier, etc.)
 - Before touching eyes, nose, or mouth
 - After recess
 - Students and staff members will be asked to follow 5 steps every time they wash their hands
 - **Wet** your hands with clean, running water (warm)
 - **Apply** soap and lather your hands by rubbing them together with soap. Be sure to lather the backs of your hands, between your fingers, and under your nails
 - **Scrub** your hands for at least 20 seconds (sing the birthday song from beginning to end twice)
 - **Rinse** your hands well under the water
 - **Dry** your hands using a clean paper towel
 - **Turn off** the faucet using a paper towel, discard the paper towel
 - When hand washing is not available, an alcohol based hand sanitizer can be utilized;
 - Hand sanitizer will be placed in every classroom.
 - Students and staff will be asked to perform the following steps when using hand sanitizer
 - **Apply** the hand sanitizer to one palm and lather your hands by rubbing them together. Be sure to lather the backs of your hands, and between your fingers until dry
 - **Scrub** your hands until your hands are dry- approximately 20 seconds
 - Disinfecting wipes will be provided for each classroom
- **Use of PPE (Personal Protective Equipment):**
 - Masks must be worn at all times over the nose and mouth of all students and staff

- except* during mask breaks, while eating or drinking, during PE, or when students are outside and practicing 6 foot social distancing.
- Other forms of PPE will be employed as appropriate, including desk shields, clear dividers, and face shields.
 - Some exceptions apply as follows
 - Anyone who has trouble breathing or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
 - Anyone who has a medical reason making it unsafe to wear a face covering
 - Medical documentation will need to be submitted to the assigned nurse for review in order for the student and staff member to be exempt from the policy
 - Staff members working with student(s) who are not wearing face coverings due to one of the exceptions and cannot maintain social distancing will be provided with increased protective equipment; including but not limited to a surgical face mask, face shield, gloves, and disposable gown if required.

Student Screenings should a student fall ill:

- Students will go through a visual check screening.
- Temperature checks shall be conducted as a secondary measure if a student presents with symptoms.
- Visual checks conducted by a staff member include looking for the following symptom
 - Flushed cheeks
 - Rapid or difficulty breathing
 - Fatigue or extreme fussiness
 - Coughing or shortness of breath
- If a student is found to have any of these symptoms the staff member will call or walk the student to the nurse. Students who have a fever of 100.4 or greater will be escorted to the isolation room.

Isolation Room:

- Any student who enters into the isolation room shall be dismissed for the day, with the recommendation to follow up with a medical provider and receive a COVID-19 test. The district shall provide the family with the **latest** guidance from the CDC.
- Any student who enters the isolation room will wear a mask at all times, unless the situation presents as an immediate danger to their health.
- A staff member will be in proximity of the child in the isolation room. The staff member will have full PPE.
- The isolation room will be disinfected after the sick child leaves.

Response Team/Protocol:

- If a student reports she/he is feeling ill, the teacher will call the health office to alert the nurse that a student is on the way to the office. The school nurse will assess the student's symptoms and decide if the student needs to enter the isolation room. If this is the case, a COVID Response Team member will be notified. The school nurse will escort the child to

the isolation room and wait for the team member to arrive in full PPE to monitor the student until a parent/guardian arrives. The school nurse will notify a parent/guardian to pick up their child within 30 minutes of the call. Based on symptoms the school nurse will recommend a COVID-19 test (dependent on the CDC recommendations at that time).

- Isolation and Transporting of Those Who are Sick:
 - Students in the isolation room shall be required to wear a mask at all times, unless doing so presents an immediate danger to their health.
- PPE Requirements for Staff Entering Isolation Room:
 - Staff entering the Isolation Room with students shall wear a N95 facemask, face shield, gloves, and a disposable gown. Upon leaving the isolation room, masks, gloves and disposable gowns shall be thrown in a designed receptacle. Face shields may be sanitized and reused.
- Notification of Health Officials & Central Office:
 - If a student or staff member is present at school with or reports symptoms of COVID-19, the School Nurse will fill out the reporting form provided by the NCDHD and fax the form to the Health District. School administration, or designee, shall log the details of such an event using a Google spreadsheet (similar to Emergency Drill Forms) and notify the Central Office via text.
 - If it is known that a person present within a school has a confirmed diagnosis of COVID-19, the health department and central office must be notified immediately.

Cleaning Protocols

- The district shall continue its enhanced cleaning and disinfection protocols established this spring. These protocols focus on daily disinfection of high touched surfaces: door handles, sinks, light switches, desks. Such disinfection shall take place outside of the normal school day and shall be documented daily by staff. Additional disinfection may take place during the school day in high traffic areas (e.g. bathrooms), however it should be away from students.
- Each classroom will have sanitizing wipes and hand sanitizer stations for student and teacher use

Attendance and Reporting Absences

Parents should report their child's absence to the school Monday through Friday by calling (860) 896-2322

PLEASE NOTE Parents/Guardians and staff should be vigilant and look for signs and symptoms of COVID-19 within their families. We ask that everyone err on the side of caution in making the decision to come to school, and to follow the guidance within the [district's reopening plan](#). Please see **Appendix 7.2** for daily screening requirements

Symptoms of COVID-19 (CDC)

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If students or staff come in contact with someone with COVID-19 or develop symptoms themselves, they should follow the guidance from medical professionals and the CDC for Quarantine or Isolation. Those who develop potential symptoms in school shall be directed for evaluation by the school's health staff, and follow protocols under the district's plan Section 3.4

Attendance is expected Monday- Friday. On remote learning days, students are expected to log on at the scheduled times provided by the teacher. If this is not possible, please contact your child's teacher immediately so that they are not marked absent.

Family and Student Engagement

Meet and Greet:

- Teachers will hold a virtual meet and greet the week before classes begin.

Parent Conferences/PPT/504 Meetings:

- Meetings with parents, including PPTs, should continue to be held remotely.

Who is allowed within buildings during the school day?

- In order to limit potential exposure, all non-essential visitors and volunteers shall not be allowed into the building during the school day. If a parent comes to drop off something a student forgot, they should remain outside until the student comes to pick it up from them directly.

Open House:

- TBD

Parent Conferences/PPT/504 Meetings:

- At this time, all PPT and 504 meetings will be held virtually. Parent Conferences are TBD.

Extra-curricular activities:

- The district is considering both in-person and virtual extracurricular activities, depending on community transmission factors and outside guidance. If held virtually, each school must ensure equity by examining the time of day these opportunities are offered, as all students may not be able to participate immediately after school. The district shall make

provisions, when possible, to provide opportunities for students to participate in enriching activities across schools.

Field Trips:

- Learning does not just take place in a classroom setting, but for now, field trips shall continue to be prohibited. The district promotes the use of outdoor learning on the school campus and virtual activities in order to provide learning opportunities.

Large Events:

- Student assemblies, special performances, and celebrations of school spirit should be limited to virtual activities. Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.

Use of School Facilities:

- Outside groups may continue to use school facilities after hours, however, they must adhere to the policies within this document, including limits on the number of participants. Events will be reviewed by school administration to ensure compliance.

Social Emotional Learning

Staff:

- Review the reopening plan and identify areas of concern.
- Provide resources for staff to use (i.e., programs) for SEL.
- Identify resources for staff concerns (i.e., who/when to call with questions during the school day, for help with a student, etc).
- Per district reopening plan, teachers work with our local partners and outside agencies to provide training to all staff at the beginning of the school year focused on managing and dealing with the stress involved in reopening schools.
- Per district reopening plan, schedule a weekly collaboration time with the grade level team. Use this time to divide up the work and lesson plan.

Students:

- Video instruction for students - new routines and expectations.
- Time for questions and to practice new routines.
- Identify students who need additional support.
- Focus on building a community within the classroom.
- Support student wellness by offering flexibility. This may include flexible deadlines, formats for student work, or adjusting work load as needed.
- Encourage movement breaks throughout daily lessons.
- Encourage discussion about the same/different with the new plan (for older kids).
- Reach out for positive connections as often as possible via Seesaw, email, or phone. Aim to have more positive interactions with each family.

District and State Resources

Ellington Public Schools Reopening Plan
[State Department of Education Resources for Families](#)
[Interim Guidance for School Models](#)

Hybrid Plan

- Limits the number of students permitted to attend each day.
- Schedule for first two weeks below
- Wednesdays: Distance Learning All Students
- [Elementary Communication About Hybrid Plan](#)

Schedule

First Week Schedule: September 8-11
****Early Release Schedule****

	Monday	Tuesday	Wednesday	Thursday	Friday
Purple Group	Labor Day	In-Person	In-Person	Distance Learning	Distance Learning
Gold Group		Distance Learning	Distance Learning	In-Person	In-Person
Silver Group		Selected Distance Learning Only			

Weeks Two-Four Schedule: September 14- October 2
****Full Day Schedule****

	Monday	Tuesday	Wednesday	Thursday	Friday
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Purple Group	In-Person	In-Person	All Distance Learning	Distance Learning	Distance Learning
Gold Group	Distance Learning	Distance Learning		In-Person	In-Person
Silver Group	Selected Distance Learning Only				