

# Reopening Plan Fall 2020

## Center School



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## Key Mitigating Strategies

Center 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 by classroom
- 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

## Health Information

Please click this document for important [health information \(As of 8/28/20\)](#)

## Grouping of Elementary Students

Center School will use assigned classes to form cohorts. This strategy will be used to minimize student interactions with students in other cohorts during the school day.

When possible, teachers will travel to classrooms to minimize the mixing of cohorts. Classes may utilize outside or larger areas as available and if weather permits.

## Arriving to School

**Students who arrive by bus:**

- Buses will continue to arrive at Center School in the back loop
- Small buses and vans will drop off in the front of the school
- Staff will be present to ensure student safety as they arrive to school

### Students who arrive by parent drop off:

- Student drop off will begin at 8:20
- Vehicles will enter Arbor Park by the Ellington State Police building by **RIGHT TURN ONLY**
- Parents and guardians will follow the directional cones in the Center School parking lot
- Children will exit the vehicle on the right side of the car in the designated drop off area
- Five (5) - Seven (7) cars will unload at one time
- Staff will direct students to the crosswalk and assist them to cross safely
- Parents and guardians will follow the cones out and exit using Arbor Park
- When leaving Arbor Park, parents must exit via **RIGHT TURN ONLY**

**Please note:** Should you have to park the car and walk your child to our crosswalk for any reason, please be sure to utilize a parking space in Arbor Park only and safely cross our parking lot.

## Entering the School Building

- Staff will assist students upon arrival to the school. Students will enter through an assigned color-coded door in the morning. See below.
  - Kindergarten- **Yellow K**
  - First- **Orange 1**
  - Second- **Green 2**
  - Third- **Blue 3**
  - Fourth- **Purple 4**
  - Fifth- **Red 5**
  - Sixth- **Pink 6**
- Students will wear face masks when entering the building
- Students will be asked to practice social distancing, walk in a line, and follow all directional markers in the stairs and hallways
- Teachers and Staff will be outside and in the hallways monitoring and assisting students
- Students shall not be assigned to lockers
- Students shall carry all belongings in a backpack or other bag

## Arriving to Class

- Students will be visually checked by multiple adults
  - A visual check will entail a staff member observing 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 will 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.
  - Parent/Guardian or emergency contact must be available to pick up their child within thirty minutes of receiving a phone call stating that their child is ill.
- Students will wash hands/use hand sanitizer upon entering the classroom
  - Students will proceed right to their seats to unpack

## Classes During the Day

- Student desks/tables will be organized to maximize social distancing within the classroom
- As an additional mitigating strategy, plastic desk shields will be used at student desks/tables
- 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 including mask breaks, breakfast, lunch, recess, physical education, snack, and during outdoor instruction.
- Outdoor space will be utilized when feasible for instruction, snack, lunch, and mask breaks
- Students will have access to their own supplies to avoid community sharing
  - District Suggested Supply List
- Students will be assigned a district Chromebook for their use both inside and outside the school building (Kindergarten will have Chrome tablets)
- Teachers are encouraged, at their discretion, to open windows and doors to increase circulation of outdoor air. Such decisions should factor in the weather and in consultation with school nursing staff regarding safety or health risks.
- Specials teachers will travel to classrooms to deliver instruction
- Students will have physical education outside, weather permitting, or in the gymnasium
- Students will not be rotating to different classrooms for academic switches, teachers will travel for academic switching
- Students requiring intervention or specialized services in an alternate setting will travel to those locations with appropriate safety protocols in place

## 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. Students will make a daily lunch selection. Teachers shall employ a color coded chart so students can receive their ordered meal. Food service staff will deliver individually plated meals to students' lunch location using disposable items. Students will not share food or utensils.

**Breakfast:**

- Food service staff will deliver individually wrapped breakfast items to classrooms for any students who wish to purchase breakfast. Students may eat breakfast in their classrooms.
- Teachers will use the Lunch Order Form to check off student names that receive breakfast kits so the food service staff can charge the student account accordingly.

**Lunch:**

- Available options for purchase: hot meal, sandwich or salad or bagel lunch
- Initially upon reopening, there will be no “a la carte” options or snack purchases

Food Service staff will take additional safety precautions while preparing, packaging and delivering food, consistent with protocols from the NCDHD. Nursing staff will work with teachers and cohorts to ensure the safety of children with food allergies, in a way that respects the privacy of students.

Parents are strongly encouraged to add money to student accounts online via [payschoolscentral.com](http://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](http://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 students as well as updated on the website [www.ellingtonpublicschools.org/parents/food](http://www.ellingtonpublicschools.org/parents/food)

**Lunch Safety:**

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

- Each class will have their own dedicated space
- Students will be spaced apart and will only eat in their assigned seat
- Teachers and/or aides will be assigned a lunch duty to closely monitor students
- Students will be required to wash hands or use hand sanitizer prior to eating lunch
- Students are required to wear a mask when they are not seated
- If a class is scheduled to be eating in an outdoor tent and there is inclement weather, the class will be moved to another open location

## Recess

- Students will remain with their classroom cohort during recess
- Cohorts will have assigned recess locations
- Center School will follow the state guidelines for playground equipment as they evolve
- Cohorts will have equipment that only their cohort can use
- All equipment will be sanitized after use

## Passing in Hallways

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

- 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 stairs and hallways
- All hallways have a visual floor divider to assist with social distancing

## Bathroom and Water Fountain Use

- Bathroom breaks will take place throughout the day
- Students must obtain permission from a staff member to use the bathroom
- Students must practice social distancing and comply with the signage
- Teachers will limit bathroom access to one student at a time
- Additional hand washing will be encouraged
- Cohorts will be assigned a specific bathroom to use
  - Bathrooms will be clearly labeled and color-coded
- If the bathroom is at capacity, students need to wait socially distanced in the hallway
  - Students will not congregate in the bathrooms
- Custodial staff will sanitize bathrooms throughout the school day
- In order to minimize the use of water fountains, the district shall continue to promote the usage of water bottles by students. The use of water fountains will be to fill individual cups or bottles. Sharing these individual items will be prohibited.

## Mask Breaks

- Classes will have assigned outdoor mask break locations
- Multiple scheduled mask breaks will take place each day
- Each classroom will follow safety protocols when utilizing an indoor mask break
- Teachers are responsible for planning mask breaks within their classrooms

## Specials and Other Services

### Specials:

- Art and Music will deliver instruction in student classrooms
  - Students will use individual supplies
- Physical education will be conducted outside or in the gymnasium
  - Masks do not need to be worn when outside and maintaining social distance
  - Equipment will not be shared during class and will be disinfected prior to each class
- Library carts will be used to bring books to classrooms to allow students to have access to these resources
- Students will have access to library books through the online catalog, but will not be allowed to physically browse for books in the library

- Library books will be sanitized in the following ways:
  - Passive sanitization shall occur by putting returned books in an area where they will not be used for 7 days
  - Active sanitization will be used only when needed and includes wiping book covers with disinfectant wipes

**Intervention:**

- Students receiving reading and/or math intervention will continue to receive push-in or pull-out services that are consistent with social distancing and other safety protocols

**Special Education:**

- Please see the attached document

## Dismissal From School

**Students leaving by bus:**

- Classroom teachers will walk students to their bus in a staggered format
- Students and staff will wear their masks at all times
- Staff will assist students with boarding the correct bus

**Students leaving by parent/guardian vehicle:**

- Families will be provided two “pick up passes” to be used during dismissal
- Parents/guardians picking up their child will enter via Arbor Park near the Ellington Recreation/State Police building
- Cars will park in the rear Center School parking lot (former staff parking lot)
- Parents/guardians will enter the back field through a clearly marked gate
- Students will meet their parent/guardian on the back field for pick up
- Students will be grouped by last name
- Parents and guardians will need to present their “pick up pass” in order for their child to be released to them
- If parents do not have a pass they will need to display their license and sign out children
- If a parent or guardian is not picking up their child, they will need to send in a note to the office identifying who will be picking up the child. The person picking up will need to sign out the student and display their license.
- Parents/guardians are responsible for safely escorting their child back to their vehicle

## Cleaning Protocols

- The district shall continue its enhanced cleaning and disinfection protocols established this spring. These protocols focus on daily disinfection of high touch 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)
- Each classroom will utilize sanitizing wipes, hand sanitizer stations, and a sink
- Teachers and students shall make disinfection of their materials part of their daily routine

## Attendance and Reporting Absences

- Parents should report their child's absence to the school Monday through Friday
- To report an absence, please call (860) 896-2315
- Absences should be reported both during in-person and distance learning

\*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 | - Nausea or vomiting         |
| - Fatigue             | - Muscle or body aches       |
| - Headache            | - New loss of taste or smell |
| - Sore throat         | - Congestion or runny nose   |

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

## Family and Student Engagement

- **Meet and Greet:** During a virtual meeting, teachers will introduce themselves, highlight their classrooms, and share any important information students will need prior to September 8th.
- **Parent Conferences/PPT/504 Meetings:** At this time, all PPT and 504 meetings will be held virtually. Parent Conferences are to be determined.
- **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 will be limited to virtual activities.



- **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

- To assist with meeting the social emotional needs of Center School students, staff will be provided multiple SEL training sessions prior to the start of school.
- School psychologists, school based SEL teams, and the district SEL specialist will work collaboratively to support students and staff as they transition back to in person learning.
- Our goal will be to support students through a proactive approach utilizing updated curriculum developed by our social emotional team at Center School

## District and State Resources

[Ellington Public Schools Reopening Plan](#)

Please continue to visit the Ellington Public Schools [Reopening Page](#)  
[State Department of Education Resources for Families](#)

### First Week: September 8 - 11

#### *Early Release Schedule*

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Purple Group</b>	<i>Labor Day</i>	In-Person	In-Person	Distance Learning	Distance Learning
<b>Gold Group</b>		Distance Learning	Distance Learning	In-Person	In-Person
<b>Silver Group</b>		Selected Distance Learning Only			

## Week Two - Four: September 14 – October 2

### Full-Day Schedule

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Purple Group</b>	<i>In-Person</i>	<i>In-Person</i>	All Distance Learning	<i>Distance Learning</i>	<i>Distance Learning</i>
<b>Gold Group</b>	<i>Distance Learning</i>	<i>Distance Learning</i>		<i>In-Person</i>	<i>In-Person</i>
<b>Silver Group</b>	Selected Distance Learning Option				

### Hybrid Plan

Limits the number of students permitted to attend each day.

[Elementary Communication](#)