Ellington High School Reopening Plan, Fall 2020



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Introduction

"We choose hope over fear. We see the future not as something out of our control, but as something we can shape for the better through concerted and collective effort."

President Obama, UN General Assembly 2014

All of us--students, parents, teachers, staff, and administration--find ourselves troubled by genuine uncertainty as we approach the start of the 2020-2021 school year.

Our most effective tools for dealing with this uncertainty, for maintaining our confidence and sense of security, will be: 1) the collective strength of our EHS family, 2) frequent communication, and 3) consistent routines. The intention of this Reopening Plan is to outline the initial details of those consistent routines.

Note that the policies and procedures in this Plan are not "set in stone": We will be receiving new information and guidance on a daily basis, and we will need to react to that new information with flexibility and patience, reminding each other often that we are not "in this alone", that our current state of affairs is only temporary, and that brighter days of increased certainty are just ahead.

Thankful for your partnership,

John R. Guidry, J.D. Principal

General Concepts / Health and Safety

Twin Goals:

- Maintain health and safety, and
- Achieve at least one full year of academic progress for each student.

Patience and Cooperation will be Essential:

- All students, staff, and parents must work together to help ensure the safety of the entire EHS family; one person's unwillingness to follow health guidelines puts the health of many others at risk.
- Standard policies and processes will need to "flex" in order to accommodate our two goals of safety and student learning; we will all need to be patient as we fine tune those changes.

Learning Model: EHS will be following one of three learning models during the 2020-2021 school year:

- 1. Full in-person learning,
- 2. Hybrid in-person + distance learning, and
- 3. Full distance learning.

Students, families, and staff should be prepared to move through each learning model as the year progresses, depending upon the guidance EPS receives from Federal, State, and Public Health officials.

Health and Safety:

Please err on the side of caution prior to sending your student 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 student: Click here
- Decision Tree for Families and staff; guidance of symptoms to decide to go to work or send your student to school: <u>Click here</u>
- 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.
- o 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 going outside
- 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
 - o 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 <u>latest</u> 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 PPF
- 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:
 - o 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.

Grouping of High School Students

	Full in-person learning	Hybrid in-person / distance learning	Full distance learning
Will EHS students be separated into groups or cohorts?	No cohorting: Most students will have Mon-Fri in-person learning. Students who have chosen Distance Learning will participate in synchronous / asynchronous distance learning at all times.	Two equal cohorts: Purple Team will have in-person learning on Monday and Tuesday and synchronous / asynchronous distance learning at all other times. Gold Team will have in-person learning on Thursday and Friday and synchronous / asynchronous distance learning at all other times. Students who have chosen Distance Learning (Silver Team) will participate in synchronous / asynchronous / asynchronous / asynchronous distance learning at all times.	No cohorting: • All students will be participating in synchronous / asynchronous distance learning.

Schedules

	Full in-person learning	Hybrid in-person / distance learning	Full distance learning
What schedule will EHS students follow?	 Straight 8 Schedule with "Advisory" Wednesday Most students and staff in building Monday, Tuesday, Thursday, Friday: All blocks A-H meet, 45 minutes each Wednesday: All blocks A-H meet, 42 minutes each 20-minute advisory 	 Straight 8 Schedule with "Online Advisory" Wednesday 50% of students in building Monday, Tuesday, Thursday, Friday: All blocks A-H meet, 45 minutes each Instruction is both in-person and asynch / synch Wednesday: No students in building All blocks A-H meet, 30 minutes each Instruction is asynch / synch limited new content 20-minute online advisory Group work + lunch time 	 Distance Learning Schedule with "Online Advisory" Wednesday Monday, Tuesday, Thursday, Friday: No students or staff in building All blocks A-H meet, 35 minutes each Instruction is asynch / synch Office hours from 1:30-2:15 Wednesday: No students or staff in building All blocks A-H meet, 31 minutes each 22-minute online advisory Instruction is asynch / synch Office hours from 1:30-2:15

In-Person Learning: Arriving to School

Students who arrive by bus:

- Busses will arrive directly in back of the building.
- Students will remain on the bus until 7:15 am, at which time busses will begin to unload one at a time.
- Students will enter the building using the rear entrance doors closest to tech ed.
- Continuing to wear their masks, students are to report directly to their first period class.

Students who arrive by parent drop-off:

- Parent drop-off will remain in front of the school building, near the main entrance.
 - 9th and 10th grade will be the right bank of doors at the main entrance (next to cafeteria)
 - 11th and 12th grade will be at greenhouse entrance
- Students will stay on the sidewalks, physically distant and wearing masks until doors are opened at 7:15 am.
- Continuing to wear their masks, students are to report directly to their first period class.

Students who drive to school:

- Students who drive to school will park in their assigned parking spot and use the back <u>auditorium</u> entrance
- Students will remain in their cars until the auditorium entrance door is opened at 7:15 am.
- Students must wear masks as they leave their vehicle and approach the school sidewalk.
- Continuing to wear their masks, students are to report directly to their first period class.

Staff Supervision

- Teachers will be in their classroom doorways starting at 7:15 am.
- Teachers will monitor hallways and move students along who are wandering or attempting to mingle, helping students to follow traffic flow.
- During this time all staff and students will be required to wear masks.

Additional Notes

- For students who are driven to school and forget their mask, extra masks will be available at the main entrance (by the cafeteria). For those students who drive themselves and forget their mask, extra masks will be available at the auditorium entrance in the back.
- Any student arriving to school after 7:35 am will need to enter through the main entrance.

In-Person Learning: Arriving to Class

- All students will be expected to wear masks when in the hallway.
- Lockers will **NOT** be available for student use, so students will travel with their belongings in a backpack. Parents and teachers should keep this in mind and work with students to help limit items in their backpack to "school-essential" items.
- Clear classroom entry protocols will be designed, communicated, and demonstrated by teachers, with opportunities for students to learn and practice these protocols throughout reopening. Part of these protocols will include student hand sanitizing as they enter the classroom.
- Once students have entered the classroom, they will go directly to their assigned desk/workstation and await further instruction from their teacher.

In-Person Learning: Attending Classes

- As a school, we will make use of available square footage to maximize physical distance. For the
 most part, students will be sitting at desks and using desk shields. In some cases students may be
 seated at tables with a clear divider between them.
- Teachers and students will be expected to wear masks and/or face shields for the entire class period.
- With very rare exceptions, all material / assignments will be shared via Google Classroom, and no materials will be handed out to the students.
- Extra sets of textbooks will be made available for students who are unable to carry them in their backpacks due to a medical, IEP, or 504 plan.
- Students will be provided with individual desk shields, to be picked up on a daily basis as they enter the building; students will carry their desk shield with them to every class throughout the day, leaving the shield in the appropriate bin as they exit the building.

Additional Notes

- If a student needs to leave their seat during class time they must be wearing a mask.
- If a student is requesting to leave the classroom for any reason (other than to use the bathroom), the teacher must call the specific location requested to determine next steps. For example, if a student is asking to go to the nurses office, the teacher must first contact the nurse in order to send the student out; if a student is asking to see their counselor, the teacher must first contact the counselor, etc.
- During reopening, locker rooms will NOT be available to students during P.E. classes. Because of
 this, students are encouraged to dress appropriately on days they are scheduled for P.E. Sneakers
 will be required to participate in the Gymnasium or outside.
- Behavioral Issues /Discipline: If a staff member is having difficulty with a student the staff member will
 call the main office, and administration or security will go to the room and escort the student to the
 main office. If a student leaves on their own, the staff member must call the office immediately to
 inform administration of the situation.
- Two outside learning environments (large open tents) will be set up in the library courtyard for teachers to reserve and use when the weather permits. Reservations for these spaces may be made in the library.

In-Person Learning: Breakfast and Lunch

• The cafeteria will be open on a limited use basis for lunch. Students will not be permitted to use the cafeteria at any time without prior administrative approval.

Breakfast Procedures:

- Students arriving at the front entrances of EHS who wish to purchase breakfast will pick up their breakfast in the cafeteria.
- Students arriving at the rear entrances of EHS who wish to purchase breakfast will pick up their breakfast in the auditorium foyer.
- Students will take their breakfast and report directly to their first period classroom.
- After following all cleaning protocols to enter the classroom and setting up their desk shield, students will be permitted to remove their mask and eat their breakfast in the classroom.
- Cleaning up:
 - o After eating breakfast, students will replace their mask.
 - Students will--one at a time--dispose of any garbage after they have finished eating.
 - Students will be provided with a wipe to sanitize their desk after eating.

Lunch Procedures:

- Students who bring their lunch:
 - Students who bring lunch will report directly to their classroom; once those students have followed all cleaning protocols to enter the classroom and have set up their desk shield, they will be permitted to remove their mask and eat their lunch in the classroom.
- Student who purchase lunch:
 - Students who purchase lunch will report directly to the cafeteria, enter through the marked "Entrance" door, and line up in one of two lines based on their lunch preference: hot lunch or cold lunch.
 - While in the cafeteria, students will remain socially distanced and must be wearing masks.
 - Students will move through the line, pick up their lunch, and have their Student ID number entered by cafeteria personnel. Students should have their ID number memorized.
 - All items needed for lunch will be provided and individually wrapped.
 - Once the student has purchased their lunch, they will report directly to their classroom; once they have followed all cleaning protocols to enter the classroom and have set up their desk shield, they will be permitted to remove their mask and eat their lunch in the classroom.
- Cleaning up:
 - After eating, students will replace their mask.
 - Students will--one at a time--dispose of any garbage after they have finished eating.
 - Students will be provided with a wipe to sanitize their desk after eating.

Other Cafeteria Notes:

- Students will have hot and cold lunch choices. The lunch menu will be communicated in a variety of ways on a daily basis so students are prepared to join the correct lunch line.
- Students may only go through the food line once.
- Initially during reopening, there will be no "a la carte" options or snack purchases.
- Parents are strongly encouraged to add money to student accounts online via <u>payschoolscentral.com</u> or send in checks to the main office to eliminate cash handling.

- Menu information as well as information about applying for 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 forthcoming. That information will include pick up days, times, and locations, and will be emailed directly to parents / guardians and students as well as being available at www.ellingtonpublicschools.org/parents/food.

In-Person Learning: Passing in Hallways

- Students and staff will travel on the right side of the hallway toward their destination. All hallways will be marked accordingly.
- To accommodate this new traffic pattern, the passing time between classes has been increased from 4 minutes to 5 minutes.
- Masks must be worn by all students and staff when in the hallways.
- Staff will be monitoring movement between classes to ensure proper social distancing and traffic flow.
- Drinking fountains will be unavailable during the school day. Bottle filling stations will be available.

In-Person Learning: Bathroom Use

- Bathrooms will be available throughout the day, although at a reduced capacity.
- Our custodial staff will thoroughly clean each bathroom at least twice per day, with extra attention paid to "high touch" points, like handles, door knobs, and toilet seats. Deep clean at night.
- Only one student will be allowed out of each class at a time for bathroom use.
- Classrooms will continue to be assigned use of a particular bathroom during the school day. Staff will monitor students and send them back to the appropriate bathroom if they go to the wrong one.
- Classroom sign out sheets will be used and checked daily.
- Only the following students may use the bathroom in the Nurse's Office:
 - Students who are already present in the Nurse's Office for a bona fide health issue
 - Students whose medical plan specifies the use of that bathroom.

In-Person Learning: Dismissal From School

- In most cases students will be dismissed from their last period class.
- Students must wear masks and adhere to hallway direction and signage as they leave the building.
- Students will exit the building through the front or rear entrances, using the exit most appropriate for their mode of transportation home.

Students who ride the bus:

- Students must wear their mask in order to board the bus, and they must keep it on for the entire bus ride.
- Seats on the bus will be assigned according to health guidelines.

Students who are being picked up:

- Parent pick up will remain in front of the school building, near the main entrance.
 - 9th and 10th grade will be the right bank of doors at the main entrance (next to cafeteria)
 - o 11th and 12th grade will be at greenhouse entrance
- Students will maximize distance and wait on the sidewalk for their car to reach the front sidewalk.
- Students must wear their mask until they enter the vehicle picking them up.
- We anticipate an increase in students being dropped off and picked up, so families' patience, cooperation, and communication will be essential.

Students who drive to school: Students may not remove their mask until they enter their vehicle.

Students who are ill / are dismissed from school by the nurse:

- Non-covid sick dismissal: students will wait in the nurse's office for their parent/guardian to arrive. If
 it becomes difficult to keep students socially distant in the nurse's office, overflow students will wait in
 the cafeteria by the exit door leading to the parking lot and will be under video observation at all
 times. Upon arrival, the parent/guardian will call the nurse's office for further instructions on where to
 park and how to pick up their student.
- Students dismissed with covid symptoms:
 - Students with symptoms consistent with covid-19 will be held by the nursing staff in an isolation room until they can be picked up by their parent/guardian.
 - Parents/guardians should pull up to the loading dock on the side of the building and call the nurse's office to let them know that they are here to collect the student. If the parent/guardian needs to approach the building, they will be required to wear a mask and wait on the loading dock. The nurse or staff member will escort the student out to the parent/guardian.
 - Parents/guardians should have a back-up person in mind to pick up the dismissed student if they are unable to arrive at the building / pick up the student within a 30-minute period.
 - o If the student drives to school and is cleared by the nurse to drive, the nurse or health assistant will call the parent/guardian to confirm the student can drive home

Special Needs

Special Education/ 504 services will be implemented in compliance with state and federal mandates to the greatest possible extent.

Full In-Person Learning / In-person portions of Hybrid Learning:

- All appropriate PPE and safety protocols will be followed within the school building:
 - Face masks and/or face shields will be worn by all staff and students.
 - Disposable gowns will be available for OT/PT/Full-Care Needs
 - Materials and surfaces will be wiped down prior to the next group entering the room.
 - Adults will escort students from one space to another as needed.
- For students who require services where maintaining 6 foot social distancing is not possible:
 - Frequent handwashing will occur.
 - The teacher/paraprofessional will be provided with a face mask/shield.
 - Desk shields will be provided and used during small group or individual instruction.
 - o Gloves will be worn if materials are being shared between the adult and student.

Hybrid:

- Students who receive support through an IEP or 504 plan will receive instruction from both regular education and special education staff as applicable to their individualized plan.
- Students will attend school for two days per week and will participate in a virtual learning environment for three days.
- Students with high incidence disabilities, who receive services in a self-contained program, and/or require significant adult support in academics, social and daily living skills may be allowed to attend school for four school days per week of in-person instruction.

Full Distance Learning:

- If parents select distance learning, services written in the IEP will be delivered to the greatest extent possible.
- A PPT may be held in order to make adjustments to services that require adjustments due to Distance Learning.

Paraprofessionals

- Paraprofessionals will be assigned to students as consistently as possible.
- Paraprofessionals in classes will follow all social distancing guidelines.
- Paraprofessionals that support students 1:1 (related to medical or behavioral needs) will follow specific plans outlined in the IEP, 504, or medical plan.
- Paraprofessionals will receive training and will work with the case manager to ensure proper safety requirements while appropriately accessing a students' accommodations/modifications.

PPT and 504 Meetings

- PPT and 504 meetings will continue to be held in accordance with mandated timelines.
- These meetings will occur virtually through google meet or zoom.
- Parents will also have the option to participate via telephone if they are more comfortable with this option.

For students attending the Ellington Continuing Life Independence Post-Secondary Education (ECLIPSE) program:

- Students will attend 4 days a week in a hybrid model unless the parent chooses an alternative model.
- Students will be able to participate in a vocational placement outside of the district with written permission from a parent.
- All staff and students will follow PPE and Safety requirements in the ECLIPSE building and while being transported to their placement.

Counseling:

- Counseling will occur in a secure location and not in the general education setting.
- Transparent dividers/desk shields may be set up between the student and the service provider.
- Service providers will also have access to PPE and cleaning materials.

Family and Student Engagement

Communication / Feedback:

- As the school year progresses, administration will continue to monitor and adjust plans to maximize the safety and experience of our students and staff.
- In addition to regular EPS district communications, EHS administration will provide weekly Friday
 updates to parents / guardians and students. Please read each Friday update, as they will include
 important information on our evolving strategies, processes, and plans.
- As always, parents / guardians and students are encouraged to reach out to EHS administration with questions or suggestions regarding instruction and learning.

Attendance:

- Parents are expected to report student illnesses / excused absences to EHS using the Attendance Line (860-296-2352, option 1), regardless of instructional mode (full in-person, hybrid, or distance learning).
- Teachers will take attendance at the beginning of every block, regardless of instructional mode (full in-person, hybrid, or distance learning).
- Students are expected to be present--either in the classroom or on a Google Meeting--when class begins.
- Students who are participating in distance learning / on a Google Meet must have their camera
 turned on during the attendance process so the teacher can verify that they are present for
 instruction; students may turn their camera off after roll has been taken. Teachers reserve the right
 to call upon students whose camera is turned off and to mark them as "absent" if they don't respond.
- All EHS and Board Policies regarding student attendance and loss of credit will be followed, regardless of instructional mode (full in-person, hybrid, or distance learning).

Freshman Orientation:

- Freshman Orientation will take place on Friday, August 28th from 10:00 am to 12:00 pm and will have a little different look this year.
- The full welcome presentation will be done virtually for our students. Students and their parents/guardians will be provided information to review and prepare any questions they may have.
- Students will be invited in small groups before the first day of school, during a specified time, to address any questions and take a tour of the building, with an emphasis on the traffic flow in the hallways.
- More details will be communicated via email prior to the start of school.

Open House:

- Holding an in-person Open House will be difficult, based on social distancing requirements.
- EHS administration is working to find a safe and engaging model for Open House...details to follow.

Parent Conferences

- Parent / Teacher conferences will follow a virtual model this year and will occur after the completion of Quarter One. Details to follow.
- As always, parents can request to meet with their student's teacher at any time. The expectation is that all such meetings will be virtual vs. in-person.

Social and Emotional Learning:

- Every Ellington High School student will have an academic advisor and belong to an advisory group. There will be a strong emphasis on the strengthening and building students' social and emotional skills through our Roundtable Advisory discussions. Our commitment is to build emotionally, intellectually, and culturally safe communities that include strong student-adult relationships.
- As always, support staff (Counselors, Psychologists, Social Workers, and Speech/Language Pathologists), in addition to teachers, will be working with students who have significant trauma.
- Additionally, an emphasis on community connectedness and individual wellness will occur in the classroom, with a clear focus on mindfulness, connections, community, and relationships included in the curriculum.