

Reopening Plan Fall 2020

Windermere School



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2020-2021 Windermere School Opening Plans

Hybrid Plan

Grouping of Elementary Students

Students will stay with their classroom cohort. Some students may need to separate from their cohort for intervention and specialized services. Students will ideally be as socially distanced as possible, wearing masks, and using plastic shields in their classrooms and small groups. The plan includes a minimal amount of transitions. During a hybrid model students will be cohorted based on the plan below.

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

Students who arrive by bus: Buses will be loaded back to front as students are picked up at their bus stops. Students must wear masks as they leave the bus and enter the building in their assigned locations. Kindergarten students will sit in the front of the bus, unload first and load last at the end of the day.

- We plan to unload 6 buses at a time by unloading the front half first, letting all students filter into the building, and then unloading the back half of the bus.
- Kindergarten students will be unloaded first to ensure they get to their classrooms.

Students who arrive by parent drop off: Parents will continue to drop their child off in the front of the school parallel to school buses. Staff members will greet your children. Please pull up to the curb and have your child exit the car on the passenger side. Students must wear masks as they leave the car and enter the building in their assigned locations.

Preschool Families: This year, preschool families will enter the back parking lot at Windermere and follow the signs and cones directing you to drop off your preschooler on our blacktop. Staff and teachers will be outside waiting for you.

Entering the School Building

- All students will enter through an assigned door in the morning.
- Wearing face masks will be expected as students enter the building
- Students will be asked to social distance, walk in a single file line and follow all directional markers in the stairs and hallways.
- Teachers and Staff will be outside and in the hallways monitoring students.
 - Kindergarten enters through the Kindergarten exterior door.
 - Students in classrooms 14-23 and 25, 27, 29, 31, 37, 39, 43, and 45 enter through their classroom's exterior door.

- Students in classrooms 24, 26, 28, 30, and 34 enter through the courtyard exterior door.
- Students in classrooms 36, 38, 42, and 44 enter through the 6th grade exterior door.

Arriving to Class

- Students will enter their classroom for attendance and place lunch orders
- Students will proceed right to their seats to unpack. Students will not utilize lockers.
- Students will wash hands/sanitize
- There will be limited movement around the classroom
- Students should have a water bottle with them and basic supplies (pencil, crayons, markers, pens, paper) each day. Teachers will add any specifics as needed depending on units being taught.

Classes During the Day

- Student desks/tables will be organized to maximize social distancing within the classroom
- Plastic dividers will be used at student desks/tables for further protection
- Please note: All classrooms will include the minimal amount of furniture to maximize space for students to sit and move around. Each classroom will minimally contain a student seating area (a desk or a table) and one teacher table. There will be no rugs in our classrooms at this time.
- 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, snack, recess, and outdoor classes that can be held where 6 feet or more in distance can be achieved.)
- Please supply your child with a towel in their backpacks so they have a place to sit outdoors when outdoor learning is taking place.
- Outdoor space will be utilized when feasible (Windermere will have two outdoor tents)
- Students will have access to their own supplies to avoid community sharing
- Students in grades K-6 will be assigned a district Chromebook for their use both inside and outside the school building.
- Windows will be open as often as possible for increased ventilation
- Specials teachers will travel to classrooms to deliver instruction
- Students will have physical education outside, weather permitting, or will have lessons in the classroom setting
- Teachers will travel for academic switching. Students will not be rotating to different classrooms.

Breakfast and Lunch

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

- Students will be spaced apart, and will only eat in their assigned seat.
- Aides will be assigned a lunch duty to monitor students.
- Hand hygiene products will be accessible to all eating areas and the area will be sanitized afterwards.
- Students will be asked to not talk without their mask on.
- If a class is eating in an open space that is similar size to a regular classroom, students will utilize their personal plastic shields during this lunch arrangement.
- There will be 1 adult per room covering lunch
- Individually wrapped breakfast kits and milk will be offered to students to eat in their classroom in the morning. Teachers will track which students purchase a meal so the student's lunch account can be charged appropriately.
- Individually wrapped lunch bags and milk will be delivered to students to eat in their assigned eating locations. Teachers will get meal orders from students in the morning and send information to the kitchen virtually so the kitchen staff can prepare and deliver meals as well as charge the student lunch accounts appropriately.
- 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 Students who qualify will still be able to receive a free/reduced breakfast and lunch every day.
- 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

Recess

- Students will remain with their cohort during recess. Students will only play with students from their cohort at recess.
- Cohorts will have assigned recess locations.
- Schools will follow the state guidelines for playground equipment as they evolve. At this time, the playscape will not be used.
- Cohorts will have a "recess bag" with equipment their cohort can use.
- "Recess bag" materials will be sanitized after use.
- Classes will rotate throughout recess spaces each week.

Passing in Hallways

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

- Students will be supervised by an adult unless the individual child is using the bathroom
- Students will maximize social distancing at all times
- All staff and students will wear masks
- Students will walk single file and socially distance within their line

Bathroom breaks throughout the day

- Students must obtain permission from a staff member
- Practice social distancing and comply with the signage which will be clearly posted in every bathroom and hallways
- Additional hand washing will be encouraged

Bathroom Use

- Cohorts will be assigned a specific bathroom to use
- If the bathroom is at capacity, students need to wait in the hallway. Students will not congregate in the bathrooms.
- Students will practice social distancing and comply with the signage which will be clearly posted in every bathroom and hallways.
- Students must wash hands after bathroom use.

Bathroom Locations:

- Each PreK/K classroom has its own bathroom for student use
- Grade 1 classrooms will use a combination of in-class bathrooms and the 1-2 bathroom
- Grade 2 classrooms will use a combination of in-class bathrooms and the 1-2 bathroom
- Grades 3-4 classrooms will use the boys/girls gym locker rooms
- Grades 5-6 will use the 5-6 bathroom
- When the stalls/bathroom is in full capacity, a student will stand on a specifically marked spot outside of the bathroom to ensure the student(s) are waiting socially distanced while wearing a mask.
- Bathrooms will be sanitized twice per day per the state guidelines

Masks and Mask Breaks

Masks are required to be worn during the following times:

Setting	Required	Required with Mask Breaks	Not Required w/ Other Strategies
Bus	X		
Hallways	X		
Bathroom	X		
Small Group Learning	X		
Classroom during Instruction		X	
Classroom during Lunch			X
Outdoor Instruction			X
Physical Education			X
Athletics			X

Each student will have the opportunity to remove their masks during snack, lunch, and recess. Each classroom will also utilize a process for mask breaks. Teachers are responsible for planning mask breaks within their classrooms. Students may be able to take mask breaks outside with their class, in a dedicated mask break area in their classroom, during snack time, or any additional times the teacher designates for mask breaks.

Specials and Other Services

Specials: In order to maximize our cohort model and not mix cohorts or shared spaces, our specials teachers will rotate into grade level classrooms to provide their unified arts instruction.

- Students will be offered one special a day while they are at school in-person
- Our specials will rotate on a 6 week schedule. For example, a third grade student may get 6 weeks of music and art each week. The following six weeks they would rotate and get PE and library. This was done to accommodate the hybrid model.
- Students who are distance learning only, will have access to online unified arts activities.

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: Ellington Public Schools will provide Special Education Services and Implement 504 plans in compliance with state and federal mandates to the best extent possible

- During in person learning, students requiring special education and related services outside of the regular education classroom in accordance with their IEP, will continue to receive those services to the best extent possible with specific safety protocols in place including the following:
 - Staff and students hand washing/hand sanitizing upon entering resource room setting
 - Face masks worn by students and staff
 - Face shields worn by staff when appropriate social distancing cannot be achieved

- Transparent dividers placed between staff and students
- Disposable gowns (OT/PT/Full-care needs)
- Wiping down student learning space before and after service
- Wiping down all materials prior to the next group entering the room
- Adult escort of students from one space to another space
- For students whose IEP's require a majority of their time in a self-contained setting and require significant adult support, we will try to maintain a consistent paraprofessional with limited changes as much as possible
- Students who require Counseling, Speech/Language Therapy, Occupational Therapy and/or Physical Therapy:
 - Counseling must occur in a secure environment and cannot occur in the general education setting. Transparent dividers must be set up between the student(s) and the service provider for both individual and small group sessions. In addition to transparent dividers, teachers will have access to PPE and cleaning supplies as described above
 - Physical Therapy (PT) or Occupational Therapy (OT) occurs within a dedicated OT/PT room. Individualized programming will be set up with transparent separators and teachers will use PPE as described above, disinfect shared equipment directly before and after students have attended a lesson
 - Speech/Language Therapy is often in a self-contained setting with one to one or small group. Individualized programming will be set up with transparent separators and teachers will use masks and desk shields and disinfect shared equipment directly before and after students have attended a lesson. Teachers will be provided with face shields
- For students with 504 plans and in-class support per their IEP, these supports and accommodations will continue as written in their plans to the greatest extent possible.

Distance Learning Only Guidance:

- If parents select the DL only option, services written in the IEP will be delivered to the greatest extent possible understanding that some services do not lend themselves well to a virtual mode of instruction. Services will be provided in a blended learning model, both synchronous and asynchronous
- For services that require adjustments due to a Distance Learning environment, a Learning Model IEP Implementation Plan must be developed in collaboration with the school team and parent. A PPT will not be required to make these adjustments.

Dismissal From School

Buses will be called by color and number as typical for Windermere. Students will sit in the assigned seat they were given in the morning.

Parent Pick-Up: Parent pick up will take place in the Gr.3-6 courtyard this year NOT at the main entrance starting at 2:55pm. There will be clearly marked signs for where to pick up your child and parents will need to wait in line, wearing a mask, and be socially distanced while in the courtyard. Pick-up will occur by last names this year. If a parent is picking up multiple students with different last names from both the A-L and M-Z groups, the students will be dismissed in the M-Z group. Students will gather in the gymnasium, socially distanced and wearing masks to wait for their parents/guardians to pick-up.

Last Name: A-L: 2:55pm

M-Z: 3:05pm

The process will go as follows: Parents/guardians will approach the building in the 3-6 grade courtyard. Parents will line up along the left side/1-2 classroom side of the building and move to the exterior doors in the Gymnasium foyer. Parents will be greeted by a staff member, present their identification and their child(ren) will be brought to the exterior door. Parents will then continue to walk alongside the building exiting the courtyard on the right side/3-6 classroom side.

****IMPORTANT PARKING INFORMATION**** We ask that all parents park in the farthest front lot from our 3-6 wing. This is where you will be exiting with your child after picking them up and will not interfere with bus dismissal/traffic.

Health and Cleaning Protocols

Multi-Layer Approach:

- Distancing
- Masks
- Cohorting
- Desk shields
- Increased cleaning
- Hand washing/sanitizing

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 PPEs are effectively employed (masks, shields, etc.), students and staff need to still socially distance, when possible.
 - In the absence of PPEs, 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 roughly 20 seconds. Hand washing are recommended during following times
 - When entering/or leaving a classroom
 - Before and after eating
 - After using the bathroom
 - After coughing, sneezing or blowing a nose
 - After touching commonly touched items and/or surfaces (door handles, copier, etc.)
 - Before touching eyes, nose, or mouth
 - 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 or cold)
 - **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 nail.
 - **Scrub** our hands for at least 20 seconds
 - **Rinse** your hands well under clean, water water
 - **Dry** your hands using a clean 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 follow 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 later 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 facial 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 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 symptoms:
 - 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.
- At Windermere our conference room will serve as the isolation room. Parents will be able to pick their child up from the isolation room through the outside doors inside the main courtyard.
- Any student who enters the isolation room will wear a mask at all times.

- 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 s/he is feeling ill, the teacher will call the school nurse and alert her a child is coming to her office. Once in the office, the school nurse will assess the student's symptoms and deem if the student needs to enter the isolation room. If this is the case, our designated isolation room staff member will be called. The staff member will dress in full PPE and escort the child to the isolation room. The school nurse will notify a parent to pick up their child. Based on symptoms the school nurse may recommend a parent take their child for a COVID-19 test.
- 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.
 - Students shall be monitored by staff while in the isolation room. If such symptoms are severe, school nurse staff, in consultation with parents/guardians, may require students to be transported to a medical setting via ambulance.
 - 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.
- 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.

Attendance and Reporting Absences

If a student or staff member develops COVID-19 symptoms, as consulted/diagnosed from medical providers, they should not return to school until the following is met:

- 24 hours with no fever AND
- Respiratory symptoms have improved AND
- 10 days since symptoms first appeared OR
- Clearance from a medical provider.
- If a student or staff member tests positive for COVID-19, but continues to have no symptoms as described above, student or staff should return to school after 10 days since the test was passed, OR upon clearance from a medical professional

Family and Student Engagement

Meet and Greet: Teachers will send out virtual videos this year introducing themselves, highlighting their classrooms, and any other 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 TBD.

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.

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

2020-2021 Windermere School Opening Plans

Hybrid Plan

Limits the number of students permitted to attend each day.

Cohort 1: Purple Monday and Tuesday in person

Cohort 2: Gold Thursday and Friday in person

Wednesdays: All students/staff Distance Learn

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

Recess/Lunch Schedule

Grade	Recess	Lunch
4 & 5	10:30-11:00	11:00-11:30
K	11:00-11:30	11:30-12:00
6	11:30-12:00	12:00-12:30
1 & 2	12:00-12:30	12:30-1:00
3	12:30-1:00	1:00-1:30