

Date of Submission:	July 24, 2020
LEA Name:	Colchester Public Schools
Reopening Plan Point of Contact	Jeffrey Burt, Superintendent
Contact Email	jburt@colchesterct.org
Contact Phone	860-537-7208
LEA Compliance Liaison	Jeffrey Burt, Superintendent
Liaison Email	jburt@colchesterct.org

Colchester Public Schools School Reopening Plan



District Guidelines and Planning Tool
Fall 2020

DRAFT v.1
July 23, 2020

Preface:

This document is aligned to the reopening guidelines published by the Connecticut State Department of Education. [*Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together.*](#)

The plan is based on a collaborative effort of school districts in the EASTConn region and the draft plan of Stafford School District.

Table of Contents

State of Connecticut Guiding Principles	3
Learning Models	4
Learning Models – What Will School Look Like?	5
Priorities	6
Operations Plan	8
Daily Operations	10
Child Nutrition	11
Transportation	12
Health Practices and Protocols	13
Containment Plan	21
Cancellation of Classes, Distance learning, and Reopening Plans	22
Academics	25
Family and Student Engagement	27
Career and Technical Education	28
Staffing and Personnel Planning	28

State of Connecticut Guiding Principles

CSDE Fall Reopening Model

Districts should plan to have all students return to schools for full-time instruction at the beginning of the 2020-2021 school year, provided public health data continues to support this model. This model will be supported with more intensive mitigation strategies and specific monitoring, containment, and class cancellation plans.

Districts will be prepared to modify plans to support partial reopening or scaling back with clearly defined action steps.

As Connecticut schools plan to reopen, the guidance and considerations outlined in this document are grounded in six guiding principles:

1. Safeguarding the health and safety of students and staff;
2. Allowing all students the opportunity to return to school full time starting in the Fall;
3. Monitoring the school, students, and staff and, when necessary, potentially cancelling classes in the future to appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
5. Fostering strong two-way communication with partners such as families, educators, and staff; and
6. Factoring into decisions about reopening the challenges to the physical safety, social emotional well-being, and the mental health needs of our students when they are not in school.

[Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut's Plan to Learn and Grow Together](#)

Learning Models - When will they occur?

The Colchester Public School District is working to develop procedures and protocols to ensure a safe and secure return to on-campus instruction for the Fall of 2020. The State of Connecticut has directed districts to plan for all students to return to traditional instruction to start the school year, so long as public health data continues to support this model. In accordance with guidelines and regulations from the Connecticut State Department of Education (CSDE), the learning models detailed below will be utilized.

In-Person Learning	Hybrid Learning	Remote Learning
<p><i>Minimal/No Spread of Virus</i></p> <p><i>All Students Attend School</i></p> <p><i>Safety protocols and procedures in place to ensure staff and student safety</i></p>	<p><i>Moderate Spread of Virus</i></p> <p><i>Reduced Student Attendance</i></p> <p><i>Per Local Health Department advice, the number of students attending school is reduced through use of an alternating schedule</i></p> <p><i>Students not attending on-campus instruction engage in remote learning</i></p>	<p><i>High Virus Spread</i></p> <p><i>Full Distance Learning</i></p> <p><i>Per Local Health Department advice, student learning is completely shifted to remote learning from home due to significant transmission rates</i></p>

Local health indicators and trends will be monitored daily through collaboration with the Chatham District Health Department (CHD) and Connecticut State Department of Education (CSDE). In consultation with the CHD and the CSDE, the Superintendent of Schools will determine movement to a different learning model should the number of cases of COVID-19 increase. ***As of July 24, 2020, districts have not been provided with a detailed model of when learning should shift between the three models above.***

Learning Models - What Will School Look Like?

In-Person Learning	Hybrid Learning	Remote Learning
<p>Minimal/No Spread of Virus All Students Attend School</p>	<p>Moderate Spread of Virus Reduced Student Attendance/ Alternating Schedule</p>	<p>High Virus Spread Full Distance Learning</p>
<p><i>Schools operating up to 100% capacity, students/staff with underlying medical conditions should consider restrictions and blended/remote learning</i></p> <p><i>Buses up to full capacity masks in place during transit, controlled loading/unloading of riders</i></p> <p><i>Masks required for students and staff while inside school buildings</i></p> <p><i>Cohorts of students grades PreK-8</i></p> <p><i>Restrictions on congregating for students PreK-12</i></p> <p><i>Maximize spacing of seating to greatest extent possible (average of 5 feet)</i></p> <p><i>Identification/isolation of sick students/staff</i></p> <p><i>Extracurricular activities are hosted virtually</i></p> <p><i>Increased cleaning and sanitization protocols for buses, bathrooms, classrooms and all spaces</i></p>	<p><i>Schools operating at reduced capacity (50%), with more reliance on hybrid model, blended/remote learning</i></p> <p><i>Buses at reduced capacity with masks in place during transit, controlled loading/unloading of riders, spaced seating between unrelated riders</i></p> <p><i>Masks required for students and staff while inside school buildings</i></p> <p><i>Cohorts of students grades PreK-8, restrictions on congregating</i></p> <p><i>Maximize spacing of seating up to six feet when feasible with reduced class sizes</i></p> <p><i>Identification/isolation of sick students/staff</i></p> <p><i>Additional restrictions on extracurricular activities</i></p> <p><i>Increased cleaning and sanitization protocols continued</i></p>	<p><i>Schools closed, 100% remote learning</i></p> <p><i>Bus transportation suspended</i></p> <p><i>Extracurricular activities, including sports suspended</i></p> <p><i>Deep cleaning protocols enacted</i></p> <p><i>Staff work from home when feasible</i></p>

Through professional learning and preparation with educators and administrators, the district will be prepared to shift to a secondary model while ensuring that the highest levels of access to rigorous and standards-based instruction continue.

Priorities

Fall Reopening Model

The Colchester Public Schools plans to have all students return to schoolhouses for full-time instruction at the beginning of 2020-2021, provided public health data continues to support this model. This model will be supported with more intensive mitigation strategies and specific monitoring, containment and class cancellation plans.

The Colchester Public Schools must be prepared to modify plans to support a partial reopening or to allow for scaling back at a future date if the public health data changes.

The Colchester Public Schools will continue to identify gaps and develop action plans for reopening that specifically address inclusion, equity, and access for all learners with strategies and clearly defined action steps. The district will plan for parents and students who may temporarily choose not to participate in the return to school.

Educational Opportunities for a Full Reopening during the COVID-19 Pandemic			
	In-School Education	At-Home Education**	Homeschooling
Instructional Delivery	Full access to instruction as it is described in this plan for either low or moderate transmission levels	Access to virtual tutoring provided by CPS staff	None provided by CPS staff
Resources	Full access to curricular materials as provided during instruction	Access to CPS curriculum documents (online), and where available, online software and benchmark assessments	Access to CPS curriculum documents (online)
Special Services	Full services in accordance with a student's IEP	Full services in accordance with a student's IEP	None
Documentation	None	Complete At-Home Form	Withdraw from Colchester Public Schools and submit documentation for home schooling in accordance with BOE Policy 6000

***At-Home Education differs from **homebound** instruction. Students identified as medically fragile or who have medically documented vulnerabilities associated with COVID-19 may be eligible for homebound instruction that includes an instructional delivery that is individualized for each student.*

School Liaison, Communication Plan, and Data Collection

Ensuring effective communication methods between school district staff and community stakeholders is first priority in ensuring an effective and safe reopening to schools. Communicating points of contact for each school building on campus establishes effective two-way communication to answer questions, discuss potential concerns, and receive timely updates in a quick and efficient manner.

School Reopening Plan Liaison

The individuals indicated below will serve as the health and safety officer for engagement to all school stakeholders to answer questions or concerns about health and safety requirements.

District Liaison: Jeffrey E. Burt, Superintendent of Schools
 127 Norwich Ave, Colchester, CT 06415
 Phone: (860) 537-7208
jburt@colchesterct.org

School Liaisons:

Colchester Elementary School & PreK Program	Judy O’Meara 315 Halls Hill Road, Colchester, CT 06415 Phone: 860-537-0717
Jack Jackter Intermediate School	Elise Butson 215 Halls Hill Road, Colchester, CT 06415 860-537-9421
William J. Johnston Middle School	Christopher Bennett 360 Norwich Avenue, Colchester, CT 06415 860-537-2313
Bacon Academy, Alternative Program & CTAC Program	Matthew Peel 611 Norwich Avenue, Colchester, CT 06415 860-537-2378

Communication Plans

The Colchester Public School District is committed to establishing a multi-modal approach for communication of policies and protocols with staff, students, and families.

District Communication Strategies:

- Communication of policies, protocols, and relevant information will be shared utilizing the School Messenger Notification System (phone, text and email), district website (www.colchesterct.org), and social media. Communications will be made available in the preferred language of families as well as for those with visual and/or hearing impairments.

Data Collection Methods:

- Families were surveyed in the early stages of plan development through Google Forms to determine preferences for in-person school attendance, access to bus transportation, and the availability of adult supervision in the case of a return to distance learning. Additional surveys will be developed through collaboration with the Communications Subcommittee to guide the direction for planning of district student academies to commence in August 2020.

Communication Frequency Expectations:

- Weekly notifications will be provided by the Office of the Superintendent regarding updates on the execution of the School Reopening Plan.
- As the District is made aware of critical information that needs to be disseminated to the community regarding policies or changes to the health data, this information will be disseminated from the Office of the Superintendent of Schools utilizing the methods detailed above.
- Should significant changes occur to transmission levels and the determination is made to close schools, notifications will be sent to the community through School Messenger (voice/email), social media, and main page of the district and/or school websites.

Data Collection

The Colchester Public School District will continue to utilize staff and parent/guardian surveys and questionnaires to gather information to guide District planning. The following surveys have been or will be conducted during the Summer of 2020:

- ***Distance Learning Feedback Survey:*** A weekly questionnaire through Google Forms for staff and family perspective on areas of success and areas needed for continual growth of the distance learning model was conducted this spring and is influencing our plan for distance learning in the future.
- ***School Reopening Survey:*** Families were surveyed through Google Forms to collect information for use in development of School Reopening Plan including intent to return to on-campus instruction, utilization of district transportation, and areas for the school district to support families with the transition.
- ***School Reopening Employee Survey:*** In order for the district to respond to a mandatory Connecticut State Department of Education (CSDE) "District Reopen Survey" in a timely manner and to prepare for the reopening of school for the 2020-2021 school year, staff responded to an EEOC approved survey regarding fall opening.
- ***Parent Focus Group:*** Once this plan has been shared with families a parent focus group will be conducted to provide targeted feedback to administration.
- ***District virtual meetings:*** Once this plan has been shared with families, a minimum of one virtual meeting will be held in August to provide answers to general questions from families.

Operations Plan

Facilities

The Director of Educational Operations (DEO), in collaboration with members of the District leadership team, has developed operational plans to structure learning in a safe and organized manner for all students and staff upon the return to campus. The district will continue to monitor health data to modify the plan to enhance or relax restrictions throughout the school year.

Classroom Layout

School Administrators will oversee the organization of classroom spaces with maintenance staff to ensure instructional spaces are organized to maximize social distancing between student workplaces, achieving 5 foot (defined as shoulder to shoulder) physical distancing when feasible.

- Desks will be arranged in a forward-facing direction to permit maximum engagement and interaction with classroom instruction.
- A single teacher work station in each classroom space will be organized to allow for optimal social distancing to occur.
- Non-essential school and/or personal property will be labeled, removed from instructional spaces, and placed into storage to maximize available space in classrooms and to permit custodial staff opportunities for adequate sanitizing and disinfecting.
- Procedures will be developed to familiarize staff who travel between instructional spaces as to appropriate hygiene procedures prior to transition to a different location within the school building.

Foot Traffic, Hallways, and Shared Areas

- All schools will designate patterns for directional foot-traffic within corridors through clearly labeled markings on the floors to minimize face-to-face contact of students.
 - If hallways are too narrow for two-way flow, one-way traffic designations will be identified and marked.
- Schools will develop plans to minimize the number of students in hallways during passing periods.
- Use of lockers will be suspended indefinitely to minimize student contact with surfaces and congregation of students in corridors.

Masks

- Preschool students will wear masks based on the activity and their ability to tolerate it. Frequent breaks will be provided on an as needed basis.
- Students in Grades PK-8 will be provided two “mask breaks” during the school day for approximately fifteen minutes in duration.
- For students in Grades 9-12, breaks will be provided periodically during the day by the classroom teacher.

Visitor Access

- To the greatest extent possible, visitors to district buildings will need to schedule appointments with the main office. If possible, virtual meetings will be conducted in lieu of physical meetings.
- Visitors will be reminded to cancel and reschedule appointments by phone should they be symptomatic (cough, fever, respiratory distress).
- Each visitor will be asked a series of health and exposure questions before being granted access to the building:
- Visitors will enter the main office to sign in with photo identification via the Raptor visitor system.
- Visitors entering district buildings must wear facial coverings at all times.
- Posted protocols for appropriate hygiene techniques and social distancing will be expected to be followed by all school visitors.
- School deliveries will be made via side entrances by a school custodian.

Signs and Messages

Schools will display signs within visible locations throughout school buildings to help mitigate spread of the virus.

- Signs will be provided by the district office to all school buildings to be displayed in specific locations:
 - Handwashing procedures will be displayed in all public and student restrooms.
 - Pictorial signs will be displayed depicting the proper application of facial coverings.
 - Entryways of all buildings will display protocols for the use of facial coverings, social distancing compliance, application of hand sanitizers, and hand washing reminders for school visitors.
 - Signs visible in high traffic areas will be displayed illustrating the signs/symptoms of COVID-19 and instructions for when to stay at home if feeling ill.
- Signs will be formatted in languages appropriate for the school populations.

Professional Training Related to Facilities

Recorded training sessions will be developed to facilitate training with all staff, including substitutes, on protocols around proper use, removal, and care or disposal of face masks, social distancing, cleaning, and effective hygiene practices. Staff will engage in mandatory training prior to the opening of schools with time allotted for staff to practice applicable safety and health measures. Examples of videos are as follows:

- Social Distancing: [Social Distancing, Quarantine, and Isolation](#) [CDC Social Distancing Video](#)
- Cleaning Protocols: [Cleaning and Disinfecting Public Spaces for COVID-19](#)
- Hygiene Practices: [How to Protect Yourself & Others](#) [CDC Hand washing Video](#) [Cough Etiquette](#)
- PPE including proper removal/disposal/washing of face coverings [Using Personal Protective Equipment \(PPE\)](#)

Ventilation

The Director of Educational Operations will ensure that all school ventilation systems are in proper functioning order (in alignment with [Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems during the COVID-19 Pandemic](#)) at full capacity prior to the opening of schools for staff in August and that:

- All ventilation systems will be operated at full capacity one week prior to the reopening of school
- The air flow is flushed for two hours prior to building occupancy
- Ventilation systems are operational during school hours
- Routine inspections and maintenance are performed on a regular basis.

Restroom Protocols

The Director of Educational Operations will publish universal protocols for the cleaning and disinfection of restrooms at all schools. All plans will be in alignment with the guidelines set forth through the Guidance for Cleaning and Disinfecting Schools during COVID-19.

Cleaning and Disinfection

- To the greatest extent possible, schools will designate restroom facilities by use for certain areas of the building or establish times for various classrooms to utilize the restroom facilities.
- Twice daily, the cleaning and disinfection of restrooms will occur when the building is occupied.
- Cleaning and disinfection of restroom surfaces will also occur after conclusion of the school day.
- Custodial staff will complete a checklist to document regular daily cleanings of high touch surfaces in restrooms.
- All cleaning products utilized on surfaces should follow [Connecticut School Green Cleaning Law](#).
- Cleaning products should be utilized in well-ventilated areas and should follow the manufacturer's stated instructions for use (contact time, dilution quantities, surface application).

Restroom Usage Procedures

- Staff at JJIS, WJJMS, & BA will use tracking procedures (sign-in sheets) to track and limit the number of students accessing restrooms at any one time.
- Multi-stall bathrooms will be reviewed to determine if stalls will be closed to ensure maximized physical distancing during restroom use.
- Paper towel dispensers will be provided in all restrooms throughout the district. Hand dryers will be temporarily disabled.
- Trash cans without lids will be available in restrooms to minimize contact with surfaces.
- All restroom entrance doors will remain ajar to avoid handling of door handles/knobs when feasible and privacy concerns allow.

Daily Operations

Providing clear guidelines, protocols, and expectations to students, staff, and administration will ensure the development of safeguards to promote a safe and high functioning learning environment. These logistical plans will be effectively communicated to promote a sense of ownership and responsibility for the entire school community.

Class Groups and Cohort Teams

- To ensure the maintenance of health and safety guidelines to mitigate further spread of infection, students in grades PK-8 will be organized in cohorts by classroom teachers. At WJJMS, teachers within each team will rotate and students will remain in the classrooms. Bacon Academy will follow a semester-based class schedule to minimize student/staff interaction during the academic day (see section on *Cancellation of Classes, Remote Learning, and Reopening Plans* for additional details regarding semester-based classes).
- In grades K-8, academic support specialists will rotate between classroom spaces to provide support and related services to individual students. Staff will follow appropriate hygiene measures (hand washing, use of facial coverings, hand sanitizers) prior to entering instructional spaces.

- In grades K-8, special teachers (art, music, library media, and technology) will push-in to classrooms to the greatest extent possible to provide instruction. PreSchool students will receive video-based instruction developed and recorded by specials teachers.
- In grades K-8, student cohorts will be maintained for physical education class.

Building Usage Guidelines

- Building use will be restricted to school-sponsored activities until further notice.
- Students and staff will continue to adhere to the policies and procedures outlined within this plan.
 - Student cohorts will be organized by the program coordinators to avoid mixing of students to the greatest extent possible.
 - Student areas for pick-up by families will be held outside the main door of the program to limit visitor access to the building. Social distancing parameters will be adhered to while parents wait to sign students out for the day. All parents arriving to pick up students from programs must be donning an appropriate facial covering.
- Middle and high school interscholastic sport activities will adhere to all Connecticut Interscholastic Athletic Conference (CIAC) guidance. The Athletic Director will provide regular updates to the Superintendent of Schools regarding modifications that will need to occur for student participation in athletic practices and exhibitions.

Child Nutrition

Compliance Assurances with NSLP, SBP, and After School Snacks

- The Director of Nutritional Services will continue to follow the National School Lunch Program (NSLP) and School Breakfast Program (SBP).
- The Director of Nutritional Services will continue to determine eligibility for students needing free and reduced price meals and milk maintaining relevant documentation for claiming methods.
- The Director of Nutritional Services will continue to adhere to guidelines for the United States Department of Agriculture's (USDA) policies for school meals and milk including meal pattern requirements.

On-Site Meal Distribution Services

- Food service staff will be provided with relevant PPE including but not limited to gloves, facial coverings, and physical barriers at serving stations.
- In collaboration with building principals, the Director of Food Service will outline protocols for student meal access on campus.
 - Students at CES, JJIS, and WJJMS will receive lunch via classroom delivery. This will permit students to maintain cohort groupings and eat lunch within the classroom. Trash cans for disposal of trays and other discarded items will be made available in each classroom space.
 - Bacon Academy is still developing the cafeteria plan as of 7/23/2020.
 - Students wishing to eat breakfast will be permitted to enter the building prior to the start of the school day to retrieve their meal. Social distanced seating will occur.
 - CES students will have their breakfast delivered to the room and eat it in the classroom.

Off-Site Meal Distribution Services

- The Director of Nutritional Services will plan to make available grab-and-go meal options for any students learning remotely while on-campus learning is in session.
- Meal pick-ups will be arranged during extended absences from on-campus learning during instances of increased community spread of the virus.

Transportation

General Expectations

- The district will partner with M&J Bus to provide guidance and professional learning to familiarize transportation staff with effective disinfection procedures and signs/symptoms of COVID-19. Staff will be instructed to self-screen for symptoms prior to arriving at work in the morning.
- The district will ensure that a supply of disposable masks is provided to each school bus for students in need of a mask. **Masks must be applied to the nose and mouth region prior to entering the bus.**
- Drivers will ensure that surfaces are cleaned in between school routes. The driver should maintain a daily log indicating the times that the bus was sanitized.

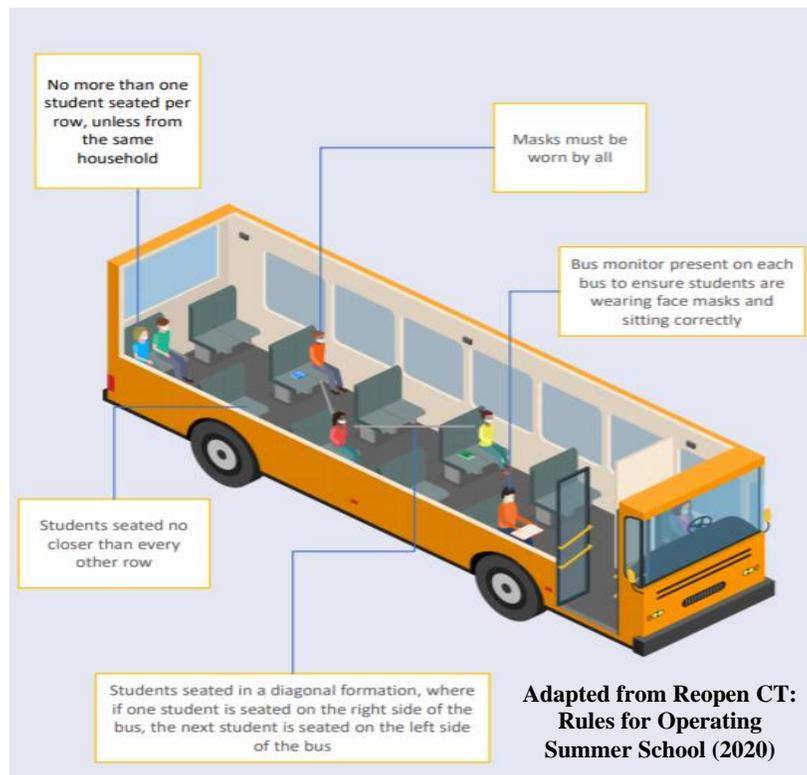
Student Seating (Low Risk)

- Seating will begin in the rear of the vehicle and fill toward the front of the bus to the maximum extent possible. Students will exit the vehicle beginning in the front and moving toward the rear.
- Students will not be permitted to change seats during the route.

Student Seating (Moderate Risk)

- Upon guidance from DPH, the Superintendent of Schools will notify the bus company and families that due to the increased risk of transmission, the transportation protocols will be modified to ensure the safety of students and staff.
- In cases where the spread of the virus increases, passengers in the same family will be seated together.
- Non-family members will be spaced six feet apart using a system of alternating, diagonal seating.
- Seating will begin in the rear of the vehicle and fill toward the front of the bus to the maximum extent possible. Students will exit the vehicle beginning in the front and moving toward the rear.
- Students will not be permitted to change seats during the route.

Possible School Bus Configuration



Student Pick Up and Drop Off

- A survey will be distributed to all families during the Summer of 2020 to determine families preferring to transport their students to school.
- Principals will designate a traffic flow pattern for families to drop off students at school in the morning. A staff member will direct students into the school building.
- Staff will ensure that students are complying with health and safety procedures upon entry to the school building.
- Students will be dismissed in shifts by either classrooms or school wings.
- Families will not be permitted to access school buildings while dropping off students.

Health Practices and Protocols

COVID-19 Employee Screening Protocol

Colchester Public School employees who may have contact with other employees during their work duties may be screened for COVID-19 risk factors at the start of their workday depending on district level of risk (low, moderate, high). This screening will include a short oral questionnaire and a body temperature check using a non-contact body thermometer. Screenings will be performed by an employee's supervisor or supervisor's designee if the level of risk is moderate or high. If the level of risk is low, staff are responsible for daily written log with temperature and check off for no exposure and symptoms. If the risk level is moderate or high the following procedure will be followed:

- All screening results will be kept confidential. The following people will be informed of the results:
 - Employee
 - Person conducting the screening
 - Employee's immediate supervisor if necessary
- Unauthorized disclosure of screening results can result in a formal reprimand.
- Each employee will report to their supervisor or designated screener at the start of his or her workday.
- The employee will be offered privacy during the screening.
- Both the employee and the screener are required to wear face coverings or masks. The screener will wear disposable gloves and a face shield or goggles.
- All employees that may be waiting in line must also be wearing face coverings and maintain the proper social distancing of 6 feet.
- All temperatures will be screened using a touch-less infrared forehead thermometer provided by the district. The thermometer will be disinfected between uses.
- Any employee with a body temperature equal to or greater than 100 degrees or with COVID-19 symptoms will not be permitted to enter the workplace. The employee may return to work when they have a documented COVID-19 negative test or a note from a healthcare provider clearing them to safely return to work.*
- Daily temperature checks and screening questions will not be recorded, unless the results indicate the employee is not permitted to enter the workplace as scheduled.
- The employee will be asked following screening questions:
 - Since your last day of work, have you had any of these symptoms?
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - Nausea, vomiting or diarrhea
 - New loss of taste or smell
 - Since your last day of work, have you had contact with anyone with COVID-19?

* If the employee or screener questions the validity of the temperature screen, a second screen may be performed in 5-10 minutes. The employee may not enter the workplace until the second screening is completed and results have been confirmed.

Stay at Home Guidelines During the COVID-19 Pandemic

Colchester Public Schools understands that deciding when a child or staff member is too sick to go to school or work can be a difficult decision. When trying to decide, use the guidelines below and seek the advice of your health care provider. Anyone with COVID-19 symptoms or COVID-19 exposure should not attend school or work.

1. COVID-19 symptoms - can vary, but symptoms may include;

- Cough
- Shortness of breath or difficulty breathing
- Fever equal to or above 100 degrees
- Chills
- Muscle pain
- Sore throat
- Nausea, vomiting or diarrhea
- New loss of taste or smell

If students or staff experience any of the above symptoms, please stay home and contact your health care provider for further instruction. Students or staff experiencing COVID-19 symptoms will be sent home.

Students or staff with signs or symptoms of COVID-19 may only return to school with a documented negative COVID-19 test result or a note from a healthcare provider clearing them to safely return to school or work.

2. COVID-19 exposure - If a student or staff member has had close contact with someone with a confirmed or suspected case of COVID-19, the student or staff member must remain home for 14 days and self monitor.

Source: [Contact Tracing for COVID-19](#)

Colchester Public Schools will continue to support students or staff with acute or chronic health issues. Long-term absences may be evaluated if criteria are appropriate for medical leave, other potential medical accommodations (IEP, IHP, 504, Homebound).

3. Travel - If a student or staff member travel outside of Connecticut to a state with a daily positive test rate higher than 10 per 100,000 residents or a state with a 10% or higher positivity rate for COVID-19 tests over a seven day rolling day average, it is recommended that the person would self-quarantine for 14 days. However, if a 14 day self-quarantine is not possible, travelers from the impacted states may enter Connecticut or enter school if they have had a negative viral test (not an antibody test) for COVID-19 in the 72 hours prior to travel.

Return to School or Work after Illness

Colchester Public Schools requires all students or staff returning from any illness with COVID-19 symptoms to present either documentation of a negative COVID-19 test result or a note from their health care provider clearing them to safely return to school or work.

If diagnosed with COVID-19, with or without a positive test or symptoms, the CDC Protocol ([Disposition of Non-Hospitalized Patients with COVID-19](#)) will be followed for returning to school or work.

1. COVID-19 with symptoms
 - 10 days have passed since the first symptoms
 - 3 days of no fever without using fever reducing medications
 - Symptoms such as cough and shortness of breath have improved

2. COVID-19 without symptoms or prolonged exposure to COVID-19
 - If tested positive to COVID-19 and asymptomatic, may return after 10 days since test if continued to be asymptomatic. A negative test result or health provider note will be required for return to school or work.
 - If exposed to COVID-19, may return after 14 days with no symptoms. According to the CDC, any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

Source: [Public Health Guidance for Community-Related Exposure](#)

Illness at School

If a student or staff member becomes ill at school, they will be evaluated by the School Nurse. If any ill person displays any symptoms of COVID-19 they must be excluded from school or work immediately. A designated isolation room will be utilized by anyone with COVID-19 symptoms until arrangements can be made for the parent/guardian to pick up the student or the student/staff member is discharged to a healthcare facility. All students will be monitored while in the isolation room at all times.

If a child or staff member, who has been present in school, has a confirmed diagnosis of COVID-19, the Chatham Health District will be notified immediately. In addition, those in contact with the student or staff member will be notified of the exposure by the school and instructed on current CDC recommendations([Quarantine If You Might Be Sick](#)) related to exposure. Confidentiality of the ill individual will be maintained in accordance with FERPA, privacy expectations and the Americans with Disabilities Act (ADA).

In the event of a COVID-19 positive case in a school building, the Superintendent may implement a short term dismissal of 2-5 days to allow for the Chatham Health District to investigate the COVID-19 situation impacting the school and for recommended CDC cleaning. Further recommendations on the scope of school closure (multiple schools or district) and duration will be made during this time. The Colchester Public Schools will communicate all dismissal decisions and possible COVID-19 exposure with all staff, parents, students and relative stakeholders.

The Superintendent will decide, in consultation with the Chatham Health District, if any staff will be allowed in the building during school closure and when students and staff can safely return to in-school learning.

Health Office Guidance

Communicable Disease Monitoring- Colchester Public Schools employs a School Nurse at each school who will manage positive and suspected cases of student and staff COVID-19 as they pertain to school attendance. Each school nurse will collaborate with clerical staff and building administrators to record and track symptoms and diagnosis when students/staff are absent. The School Nurse will monitor school illness symptoms and disease trends and report to the building principal and nurse supervisor. The Nursing Supervisor will contact the COVID-19 Health and Safety Compliance Liaison.

In order to prevent potential exposure to infectious diseases for vulnerable students receiving other medical treatments, all student visits to the Health Office will be triaged. All students and staff will have their temperature and COVID-19 risk factors screened upon arrival to the Health Office.

Procedures for Nursing Visits:

- Staff will be asked to email, call or radio the Health Office with a request for an ill student visit.
- School nurse will prioritize the student for a visit and direct them to a “well” or “isolation” room based on symptoms.
- Student will independently ambulate to health office unless one or more of the following symptoms are present:
 1. Confusion/ disorientation
 2. Decreased level of consciousness
 3. Shortness of Breath/Respiratory Distress
 4. Dizziness/Lightheadedness
 5. Spinal Cord Injury/Head Injury complaining of neck pain - DO NOT MOVE THE STUDENT
 6. Vision impairment
 7. Diabetic low blood sugar - hypoglycemia
 8. Life Threatening Bleeding
 9. Possible fractured bone

If any of the above-mentioned criteria are met, or per staff/nurse best judgment, students will stay in place for in-person evaluation.

Students and Staff are encouraged to follow the below guidelines for common situations before presenting to the Health Office:

1. Minor paper cuts, small abrasions, picked scabs
 - Wash hands and wound with soap and water
 - Apply bandage
2. Localized bug bite
 - Wash bug bite with soap and water
 - Apply cool paper towel
3. Clothing or Glasses repair
 - Email or call the health office to determine what supplies are needed
4. Soiled underwear or clothing
 - Encourage parents to keep supplies and multiple changes of clothing in all student backpacks.
 - Students may be directed to self clean up and place fecal contaminated clothing in a double bag by teacher or paraprofessional.
 - If the student needs to be sent home for hygiene, the parent/guardian may be contacted by the teacher, staff or health office.

First Aid supplies will be distributed to teachers and playground attendants at the start of school. Replacements can be obtained from the health office.

Isolation and Personal Protective Equipment (PPE) Standards in the Health Office

- Uniform and close-toed shoes are recommended for Health Office Staff.
- A reusable jacket to protect clothing from contamination in the office will be worn as “Standard Precaution” and should be removed if leaving the Health Office.
- Appropriate PPE must be utilized in conjunction with standard precautions and proper hand hygiene.
 1. Hand hygiene is required before and after each office encounter and after each intervention.
 2. Soap and water scrubbing for 20 seconds is the preferred method. Hand sanitizer with at least 60% alcohol is also acceptable.
 3. Soap and water hand washing must be used in the case of gross soiling.
 4. Reusable PPE will be cleaned daily. PPE should be discarded after gross contamination, at least weekly and more frequently per RN discretion.

PPE for Non-Respiratory Condition

- 1) Abdominal Pain or Nausea/Vomiting
 - Direct student to an isolation room in the case of active emesis.
 - Use standard precautions including mask and protective eyewear in the case of active or impending emesis.
- 2) Integumentary
 - Use Standard precautions dependent on clinical picture. (i.e. draining wounds, potential exposure to blood borne pathogens)
- 3) Miscellaneous Headache, Sore throat, muscle aches, etc.
 - Evaluate if they have been exposed to someone with positive or presumed positive COVID-19^{[1][2]}
 - Evaluate temperature
 - a) Direct student to an isolation room PRN
 - b) Use Standard precautions including mask and face shield/goggles

All students and staff will have their temperature and COVID-19 risk factors screened upon arrival to the Health Office. School nurse will wear face mask and face shield/goggles for all screenings.

PPE for Respiratory Condition and a Temperature below 100 degrees

- 1) Triage if acute respiratory illness or chronic condition exacerbation.
 - Allergy and asthma symptoms are NOT acute respiratory illnesses. Use Standard precautions including mask and face shield/goggles
- 2) Evaluate if the individual has been exposed to someone with positive or presumed positive COVID-19.
 - Per CDC, Patients with even mild symptoms that might be consistent with COVID-19 (e.g. cough, sore throat, shortness of breath, muscle aches) should be cared for by HCP wearing protective gown, gloves, N95 mask (if not available use face mask and face shield) and eye protection.

PPE for Respiratory Condition and Temperature equal to or greater than 100 degrees

- Don gown, gloves, N95 mask (if not available use face mask and face shield) and eye protection
- Direct student to isolation room. Make sure student is wearing face mask
- Evaluate if the individual has been exposed to a person with positive or presumed positive COVID-19

PPE for Temperature equal to or greater than 100 degrees with/without Acute or Comorbid Condition

- Don jacket, gloves, N95 mask and eye protection
- Direct student to isolation room
- Apply face mask to patient if not already wearing, if tolerated and developmentally appropriate
- Evaluate if the individual has been exposed to a person with positive or presumed positive COVID-19.

Immunizations and Health Assessments

Immunizations

Immunizations are critical in protecting students from vaccine preventable illness. Students should be up-to-date on their immunizations according to the [State of Connecticut Department of Public Health](#).

- Parents and caregivers of students who are in need of immunizations should contact their primary care physician, community health center, or local health department to schedule a visit. Specifically, the State Immunization Program is committed to reducing the burden of respiratory illnesses during the upcoming influenza season.
- As of July 1, 2020, the State Immunization Program will be providing the influenza vaccine to all children at no cost regardless of insurance status through age 18. If you have any questions about the delivery of immunizations services during COVID-19 please contact the Department of Public Health Immunization Program at 860-509-7929 or via email at dph.immunizations@ct.gov.
- [Vaccination Guidance During a Pandemic](#)
- [Guidance on Providing Pediatric Well-Care During COVID-19](#)

Health Assessments (Physical Exams)

- The Board of Education health assessment requirement is also an important element in ensuring a healthy and safe school learning environment. Each student must have a health assessment to be enrolled in public school as well as in grade six or grade seven, and again in either grade nine or ten. Boards are permitted to deny attendance to a child who fails to obtain the required health assessment. However, during the 2020-2021 school year given the unavailability of appointments due to the pandemic, children should be in school. Rather than deny attendance, parents and guardians can show that they have an appointment scheduled with their health care provider. If you have any questions please contact the school nurse's office.
- In the event that athletic teams are supported, sports physicals will now be valid for fifteen months instead of thirteen months. This will allow those students that wish to participate on an athletic team additional time to schedule an appointment with their primary care or health care provider.

For Health Office use

Link to Health Office guidelines:

<https://docs.google.com/document/d/1IDET3BQoxJolaBPVv5NL-XVwg241HOied2UQCIFdaw4/edit?usp=sharing>

Standard Public Health Practices

- The Director of Teaching and Learning in collaboration with the District Head Nurse will review staff training needs and resources to prepare educational materials for training staff and students.
- Each school administration will utilize a video presentation during the first **three days** of school to discuss how COVID-19 is spread and actions students should undertake to mitigate virus spread to include:
 - Effective handwashing procedures
 - Application of hand sanitizer
 - Cough and sneeze etiquette
 - Safe donning and removal of facial coverings
 - Effective social distancing
- To continue to reinforce expectations, the Health Task Force Subcommittee will prepare public service announcements (verbal and video) that will be incorporated into daily morning announcements to remind

Supplies

- All schools will be provided with appropriate PPE (including masks and gloves) for staff use.
- Students arriving to school and in need of a mask will be provided a disposable mask.
- Classrooms will be provided with access to facial tissues.
- All schools will be provided with a supply of chemicals for disinfection and sanitization in accordance with CDC, DPH, and CSDE guidelines. Approved chemicals for application will be indicated within the cleaning protocols developed by the Director of Educational Operations.
- School health offices will be provided with no-touch scan thermometers to conduct screenings for staff and students indicating potential symptoms.
- Hand sanitizer dispensers will be placed at points of entry and into high traffic regions in corridors in the event that students are unable to wash hands regularly.
- All restroom spaces will contain supplies of hand soap and disposable paper towels that are refilled throughout the school day.

Material Sharing

- Schools will provide instructional materials and school supplies for each student. Families may provide their own but are not required.

- In grade levels that utilize instructional manipulatives for student practice or reinforcement of key concepts, teachers will provide individualized bags containing student sets to eliminate the need to have common supplies.
- At the elementary level, collections of materials used by students for learning will be individually issued to and stored separately (e.g., math manipulatives, individual white boards, etc.)
- Classroom use of reading spaces, center stations, or other areas of congregation within a classroom space will not be permitted.
- Bins will be wiped down with a suitable cleaning agent at the conclusion of the school day by the classroom teacher.
- Staff will follow book quarantining recommendations outlined by the American Association of School Librarians when classroom texts are shared between students.

Physical Distancing

In conjunction with the guidelines and protocols concerning classroom and hallway social distancing rules, staff and students will maintain physical distancing between individuals to reduce the transmission of the virus following the current public health guidelines. These guidelines are subject to change if guidance from the DCD or DPH changes due to shifting public health data or evolving understanding of the COVID-19 disease, including transmission.

- Students and staff will maintain the recommended physical distancing to the maximum extent possible
- Accommodating students with special health care needs or disabilities whose learning (direct instruction) or other needs (e.g., assisting with toileting, feeding, or ambulation) may require closer proximity and/or direct contact.
- Conducting health assessment or screening by the school nurse when there is a suspicion that symptoms exist or there was exposure (e.g., the school nurse listening to lung sounds.)

Foot Traffic, Hallways, and Shared Areas

- All schools will designate patterns for directional foot-traffic within corridors through clearly labeled markings on the floors to minimize face-to-face contact of students.
 - If hallways are too narrow for two-way flow, one-way traffic designations will be identified and marked
- Schools will develop plans to minimize the number of students in hallways during passing periods.
- Use of lockers will be suspended indefinitely to minimize student contact with surfaces and congregation of students in corridors.

Use of Face Coverings, Masks, and Face Shields

Colchester Public Schools will require all students, employees and visitors while on school property and on a school bus to wear a face covering, unless otherwise exempt. The face covering should completely cover the nose and mouth. This includes parents who are dropping off or picking up children. Colchester Public Schools will provide a face covering or mask to any student or employee who does not have one.

- All students, staff, and visitors entering a campus building are required to wear a mask or other suitable face covering that covers the entirety of the nose and mouth as required by State of Connecticut guidelines for reopening.
- Educators and staff may remove facial coverings when engaged in instruction with students so long as the staff member can maintain physical distancing requirements or can remain static behind a physical barrier throughout the instructional period.
- Students may remove facial coverings to consume meals, using the restroom, or when students are outside of the school building as long as appropriate physical distancing guidelines continue to be met.
 - ***Modifications to these plans may be made for students with disabilities or other special populations as well as to staff when it is necessary for students to view the face/mouth of the staff for instruction/evaluation purposes.***
 - School principals may pre-arrange scheduled “mask breaks” during the school day. Physical distancing guidelines must be followed during these scheduled breaks.

- In grades PK-8, students will be provided two “mask breaks” during the school day for approximately fifteen minutes in duration.
- Students in grades 9-12 will be provided periodic mask breaks by their classroom teacher.
- Students and staff arriving at the school building or boarding a school bus without a mask will be issued one and expected to apply the covering immediately.

Additional personal protective equipment (gloves, masks) will be provided to school nurses or custodial staff for use in screenings and disinfection.

Face Covering

A face covering may be a cloth face covering or a face mask. Instructions for the use of face covering or masks ([Use Cloth Face Coverings to Help Slow Spread](#)) are available from the CDC. The following individuals are exempt from this requirement per the CDC guidelines.

- Anyone for whom use of a face mask would be contrary to his or her health or safety because of a medical condition
- A child whose parent, guardian or person responsible for the child is unable to place the face mask safely on their face.
- Educators that can maintain six-foot distance with students and determine that removing their face mask is critical for instruction, can consider removing their face covering
- <https://kidshealth.org/en/parents/coronavirus-masks.html>

Face Masks- Surgical or procedure masks will be reserved for healthcare professionals (HCP), or for staff providing direct support to students with special healthcare needs or disabilities and who can not socially distance.

N95 Respirators- N95 respirators will be worn by school nurses who may be involved in aerosol-generating procedures, such as suctioning, providing oxygen via high-flow nasal cannula, and nebulizer treatments. School nurses must be properly fitted to the N95 respirator according to the written Respiratory Protection Plan. School nurses will be fit tested by appropriate personnel or will be provided with a fit testing kit.

Face Shields- Face shields protect the eyes, nose and mouth from contamination from respiratory droplets, along with masks and respirators. Face shields will be used by staff who are involved in aerosol-generating procedures, by staff who support students with special healthcare/disability needs and are not able to wear a face covering, by staff assisting students who are not able to socially distance, by staff working with students who may need assistance with activities of daily living, such as toileting and eating, and by staff assisting with the temperature screenings (when required).

Protective gowns- Disposable protective gowns must be worn by staff providing aerosol-generating procedures. A protective gown may be worn by staff who support students with special healthcare/disability needs, toileting, feeding, restraint/seclusion, or when there is likelihood of coming in contact with respiratory secretions or other body fluid.

Gloves- Standard Precautions will be followed by all staff with the use of disposable single use gloves when there is possible blood or body fluid contact. This includes, but is not limited to, during healthcare procedures, toileting students, assisting with meals, temperature screening, or any other instance there may be contact with a body fluid, including respiratory secretions.

Containment Plan

To ensure that Colchester Public Schools has relevant protocols for containing and responding to individuals exhibiting symptoms compatible to COVID-19, a local containment plan has been established to mitigate potential spread of the virus.

- Students entering the school building that are exhibiting symptoms consistent with COVID-19 will be immediately sequestered to a designated isolation room within each school building that is monitored by a school staff member. **This room will not be confined to the school health office.**
 - Each isolation room will have a specific restroom space assigned to it for student use during isolation.
 - If multiple students are confined to the space at any one time, all students will continue to maintain physical distancing requirements of six feet.
 - The school nurse or building principal will maintain a log of information including student name, date, time of entry, time of dismissal, and time for completion of room disinfection and sanitation.
- Staff or students showing symptoms will be dismissed immediately from the school building. These will include but are not limited to:
 - [Symptoms](#) associated with COVID-19 according to CDC Guidelines and other infectious diseases in children
 - Fever (at or above **100°F** or per clinical judgement with OR without fatigue/body aches/chills)
 - New unexplained loss of taste or smell
 - Respiratory symptoms (cough, lung congestion, persistent shortness of breath)
 - Gastrointestinal symptoms (diarrhea or vomiting)
- The student will remain in this location until a parent or guardian arrives to sign the student out of school for the day.
- The Superintendent who will serve as the District Liaison will be contacted by the School Liaison immediately upon diagnosis of a positive COVID-19 case. The Superintendent will provide the context of this information to the local health department representative and the CSDE.
- Disinfection and cleaning procedures will be initiated following student release from an isolation room in compliance with [CDC guidelines](#). These guidelines include:
 - Close off areas and allow a period of time to occur before entering the area to enact disinfection. Open any windows or turn on ventilation systems to assist in the process.
 - If surfaces are soiled, they should be cleaned with soap or detergent prior to disinfection.
 - All disinfection chemicals should be utilized in compliance from the approved list of agents provided by the Director of Facilities.
- The use of the school health office will continue to be utilized to treat and consult with students exhibiting other illnesses or injuries.

The District Health Committee will determine composition for COVID Response Team.

COVID-19 School Isolation Room Locations

School	Isolation Room Location	Restroom Location
Colchester Elementary School	H16	H16
Jack Jackter Intermediate	109	107
William J. Johnston Middle School	614, 615	Support Services Suite restroom
Bacon Academy	2113	Lavatory between 2113 and LMC

Cancellation of Classes, Distance Learning, and Reopening Plans

The Connecticut Department of Health will be working with school districts throughout the state to develop specific community and school-based indicators to assist school leaders in determining the learning model best for students and staff at that time.

In-Person Learning	Hybrid Learning	Distance Learning
<p><i>Assumes low incidence of virus spread</i></p> <p style="text-align: center;">⇩</p> <p><i>100% of students have option to attend on-campus instruction five days per week for normal school hours</i></p> <p style="text-align: center;">⇩</p> <p><i>Attendance for all students recorded through PowerSchool and reported to school offices</i></p> <p style="text-align: center;">⇩</p> <p><i>Social distancing, disinfection, and screening protocols in place</i></p> <p style="text-align: center;">⇩</p> <p><i>Superintendent of Schools continues to monitor local health trends with health officials to determine movement to other levels</i></p>	<p><i>Assumes a shift to a moderate incidence of virus spread</i></p> <p style="text-align: center;">⇩</p> <p><i>Instruction is shifted to 50% capacity in all buildings with students remaining at home engaging in distance learning</i></p> <p style="text-align: center;">⇩</p> <p><i>Attendance recorded through PowerSchool</i></p> <p style="text-align: center;">⇩</p> <p><i>Social distancing, disinfection, and screening protocols in place</i></p> <p style="text-align: center;">⇩</p> <p><i>Superintendent of Schools continues to monitor local health trends with health officials to determine need to shift to complete to full remote learning</i></p> <p style="text-align: center;">⇩</p> <p><i>Shift to hybrid model communicated to CSDE</i></p>	<p><i>Assumes a sustained community transmission of the virus</i></p> <p style="text-align: center;">⇩</p> <p><i>Instruction is shifted to 100% of students learning via synchronous instruction from home</i></p> <p style="text-align: center;">⇩</p> <p><i>Attendance recorded through PowerSchool</i></p> <p style="text-align: center;">⇩</p> <p><i>All school events and athletics cancelled</i></p> <p style="text-align: center;">⇩</p> <p><i>Superintendent of Schools orders cleaning of all building classroom spaces and monitors health data with the health department</i></p> <p style="text-align: center;">⇩</p> <p><i>Shift to remote model communicated to CSDE</i></p>

On the subsequent pages of this document, an overview of the operational plan for the model in place for the fall reopening along with secondary models has been provided. The flexibility to move within the continuum will be determined through review and monitoring of local health data and trends as well as consultation with local health department officials. As always, student and staff safety is the foundational objective for planning.

In-Person Learning Model
<p>In situations where the incidence of the virus remains at low levels, the Superintendent of Schools will instruct building principals to facilitate in-person teaching and learning for all students.</p> <ul style="list-style-type: none"> • <u>Grades Prek-8</u> - Students in PreK-8 will be in-class every day of the week. At the K-8 level, student cohorts will receive daily instruction from their regular education teacher. The daily schedule will include specials instruction. Students will not rotate to specials classrooms; rather, the specials teacher will work with the same limited number of cohorts for a two or three week period, and then rotate. Specials at WJMS will rotate each quarter. Preschool students will receive video-based instruction in specials areas. Students will receive individualized, pull-out support services. At the K-5 level, there will be two, 20 minute masked recess breaks included in the daily schedule. At the 6-8 level, there will be one daily recreational break.

- Grades 9-12 - In an effort to limit the mixing of students in grades 9-12, students will be enrolled in semester-based courses. Under this model, students will complete what are traditionally yearlong courses in one semester. Students will complete what are traditionally semester long courses in one quarter.

Example Grade 9 Annual Schedule

Semester 1(Aug-Jan)		Semester 2 (Feb-Jun)	
Quarter 1	Quarter 2	Quarter 3	Quarter 4
English 9	English 9	Physical Education	Physical Education
Geography	Geography	Algebra I	Algebra I
Health	Study Hall	Spanish I	Spanish I
Auto Technology	Drawing I	Energy Explorations	Energy Explorations

Example Grade 9 Semester 1, Quarter 1, Daily Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
English 9				
Geography	Geography	Geography	Geography	Geography
Health	Health	Health	Health	Health
Auto Technology				

- Students who do not prefer to return to campus due to medical concerns or illness will continue to gain access to instruction through district learning management systems (Google Classroom) and the [remote learning hub](#) developed by the State of Connecticut for students and families to access curated instructional content and resources.
- Students who have opted for At-Home learning may choose to return to campus at any time. Parents are asked to provide a reasonable notification (1 week) to the school office so that preparations may be made to accommodate all learners safely.
- Transportation of students via school busses will occur near full capacity with appropriate hygiene, facial covering, and social distancing parameters in place.
- The Superintendent of Schools will monitor local health trends daily in collaboration with the Chatham District Health Department (CHD) and Connecticut State Department of Education.
- For shut-downs lasting fewer than 5 days, teachers will immediately transition to online teaching.

Hybrid Model

In situations where the virus begins to demonstrate increasing levels of community transmission, the Superintendent of Schools in collaboration with health officials at the Chatham Health Department (CHD) will make a determination to shift to the hybrid model.

- The Superintendent will provide immediate communication to the Connecticut State Department of Education the need to shift the organization of instruction.
- All school principals will notify staff and students as expeditiously as possible. Students switching to learning from home will be instructed to bring home materials for remote learning.
- School campuses will operate at 50% occupancy with the remaining 50% of students learning from home. Under the hybrid plan, the majority of teachers will teach in-class on Monday, Tuesday, Thursday, and Friday. For example, a cohort (class) of 20 students will be divided by last name into two sub-cohorts (Group 1=10 students; Group 2=10 students). Sub-cohorts will rotate days of in-class instruction with online learning. On days that a cohort is not in-class, those students will engage in online learning tasks assigned by the teacher (see schedule below). Select students will continue to receive in-class instruction daily. Special Education services and IEPs will be fully implemented, and will occur at home. Wednesday will be an online teaching day for students and staff to provide an opportunity for planning and cleaning of schools. Some students may be in school every day based on their IEPs.

	Monday	Tuesday	Wednesday	Thursday	Friday
In-class	Group 1	Group 1	Distance Learning for All Students	Group 2	Group 2
At home; Online	Group 2	Group 2		Group 1	Group 1

***Select students with IEP/special services will be in-school every day.*

- All school events and interscholastic athletics will be cancelled until further information is provided by the CIAC.
- Transportation of students through school busses will reduce capacity with appropriate hygiene, facial covering, and social distancing parameters in place.
- The Superintendent of Schools will monitor local health trends daily in collaboration with the Chatham Health Department (CHD) and Connecticut State Department of Education.

Distance Learning Model

In situations where the virus begins to demonstrate substantial levels of community transmission, the Superintendent of Schools in collaboration with health officials at the Chatham District Health Department (CHD) will make a determination to shift to fully remote learning for a short-term or prolonged duration for all students and staff.

- The Superintendent will provide immediate communication to the Connecticut State Department of Education the need to shift the organization of instruction.
- All school principals will notify staff and students as expeditiously as possible. All students will be instructed to bring home materials for learning.
- Prior to shifting to a distance learning model, or for shut-downs lasting longer than 5 school days, educators will have up to two days of uninterrupted planning. Each day provided for planning will draw from scheduled snow days or will be added to the end of the year.
- The District will shift to distance learning using the [Framework for Online Instruction](#). Elements of the plan include:

- All students will be provided with synchronous instruction. Instruction will occur Monday through Thursday, and Friday will be reserved for student work completion.
- Student attendance will be taken during the academic day and submitted via Powerschool.
- Student progress will be reported and feedback will be shared via the following learning management systems:
 - Grades PK-2 PowerSchool and See-Saw
 - Grades 2-12: PowerSchool and Google Classroom
- Evaluation of student performance will utilize a standards-based system for Grades PK-5 and numerical scoring for Grades 6-12.

Academics

The Colchester Public Schools will continue to adapt and modify curriculum and instruction to maintain high levels of academic rigor and access to scaffolds and supports for all learners whether students learn on-campus or during periods of remote learning instruction.

Curriculum & Instruction

- Schools will continue to implement rigorous, high quality curriculum with appropriate instructional benchmarks for all students.
- Prior to the start of the school year, the Director of Teaching and Learning will work with all building administrators and teacher leaders to make modifications to the curriculum. Vertical teams will meet to discuss and identify any standards or content that students missed that are essential to the upcoming academic year. Rather than re-teaching units from the previous year, teachers will use student formative assessment data and compacted curriculum maps that were developed last spring to identify opportunities in the 20/21 curriculum to pre-teach skills and content missed due to the period of school closure. Pre-teaching will allow all students to access grade level curricula.
- Scientific Research-Based Instruction (SRBI) will be provided to students to the greatest extent possible. The frequency and intensity of interventions, as well as the type of intervention, may be adjusted to uphold cohorting and social distancing.
- Field trips and off-site experiential learning events are cancelled until further notice.
- All after school extracurricular meetings and activities, including student clubs, will be held virtually. Groups requesting in-person activities will require approval from the school principal. All groups who are approved for in-person after school activities will adhere to hygiene and distancing protocols.

Physical Education

- All CDC, state, and local guidelines related to social distancing and disinfecting areas and equipment used for physical education (PE) and physical activity including recess will be followed.
- PE instruction will occur outdoors, weather permitting. If weather does not permit outdoor classes each building will determine appropriate alternatives.
- The PE curriculum will be modified to limit high energy activities that promote physical contact or dissipation of respiratory droplets.

Fine Arts (Music and Visual Literacy)

- Students participating in art courses will be required to have their own supply bags with no common supply access in classrooms.
- Music instruction that includes vocals or wind instruments will only occur outdoors, weather permitting. Teachers will make adaptations to the music curriculum to accommodate for this restriction and supplement

instruction with other instruments where possible. Students in grades K-8 will remain in cohorts during music class.

Special Education

- The district will comply with all federal and state mandates and statutes.
- Special education services will be implemented to the greatest extent possible should the district move to distance learning.
- The district will develop digital learning plans for each student at the start of the school year to address individual student needs and service delivery should the district move to a hybrid or distance learning model.
- Students unable to wear protective personal equipment will be identified and staff working with these students will be provided with the appropriate PPE to maintain safety.
- For students who need physical assistance with direct instruction, feeding, toileting or activities of daily living, staff training will occur around safety and PPE.
- For students who may require de-escalation strategies and emergency safety procedures, staff training will occur around safety and PPE.
- If the district shifts to a hybrid model, special consideration will be given to high need students to continue to receive in-person instruction on a regular schedule.
- School district personnel will establish service delivery expectations and procedures for in-person, hybrid and distance learning options.
- PPT and Section 504 meetings will be conducted virtually at the start of the school year.
- Appropriate precautions will be implemented for staff and students during small group instruction, individual assessment, individual instruction and related services.

English Learners (ELs)

- All language instruction education programs for ELs will take the form of individual pull-out provided by the EL Coordinator.
 - Frequency of pull-outs will be determined after schedules are built, but will follow, to the greatest extent possible, the cohort model.
 - Students who are dually identified as ELs and students with a disability will continue to receive support for their ELs needs as well as support for their disabilities.
 - If there is time in the EL Coordinator's schedule, students formerly identified as ELs, and who are now "on-watch", will receive continued services based upon prioritized need.
- After school supports provided by the EL Coordinator may be made available to ELs.
- Communication with parents and guardians who have limited proficiency in English will occur in the language they understand through translation and/or interpretation services.
- Communication will be ongoing with families of ELs regarding remote learning and returning to their school building in their native language.
- All established processes for identification, parental notifications, assessment requirements, and provision of services will be followed.

Assessment Practices

- Schools will limit the proctoring of assessments to only those essential for instructional decision-making, and only when the proctoring of such assessments will produce results from which reliable and valid inferences about student learning can be made.
- Universal screening assessments will not be administered at the onset of the school year; rather, teachers will use existing data and student formative assessment data from instruction to begin to identify students who are not responding to instruction. The data teachers may use include standardized assessment data from previous years, benchmark assessment results from the previous year, samples of student work, and student reports of progress during a period of school closure.
- Prior to the start of the year, Intervention Specialists and Teacher Leaders will review data from a period of school closure and summer school support to identify students who experienced the greatest barriers to

learning during a period of school closure. These students who are at risk of not being able to access the next grade level curriculum may be provided with additional support.

- A district team will be trained to support Professional Learning Communities (PLC) to gather information regarding student readiness for learning and to make use of provided time before the start of the school year to analyze available student data.
- Teachers will begin providing instruction to all students immediately and collect formative assessment data weekly to monitor and identify students who are not responding to instruction.
- PLCs will collect student samples of work and use student work analysis protocols during the fall and winter early release days to monitor student progress

Family and Student Engagement

Family Support and Communication

- The district will send regular communications on updates regarding this plan through SchoolMessenger and social media.
- The Director of Teaching and Learning will continue to provide families opportunities to give feedback on the learning process.
- The district has established a single email address for all concerns: covid19@colchesterct.org
- The Colchester Public School's Access Plan will be made available to the community via the Colchester Public Schools website.

Social Emotional Learning and Mental Health

- To fully determine the direct and indirect impacts of the COVID-19 pandemic on student mental health, a District subcommittee will survey students upon their return to school to determine individual needs and supports.
- Tiered supports and intervention will be provided to students to address their identified individual needs.
- A District subcommittee will survey staff upon their return to determine needs and resources within the community to support them.
- A District subcommittee will survey parents/guardians prior to the start of the school year to determine concerns regarding students re-entering into school.
- A district team representing all buildings will develop professional development to equip all teachers with daily strategies to build an environment conducive to learning and sensitivity to social and emotional needs of students
- The Colchester Public Schools Early Head Start program will continue to strengthen partnerships with local community-based organizations to channel resources to students and families based on CDC and state guidelines.
- School counseling staff will continue to provide individual and/or group counseling sessions and mental health resources to students as needs arise.
- School Guidance Counselors, Social Workers, Psychologists, the Board Certified Behavior Analyst (BCBA) will continue to provide individualized support, interventions, or behavioral success plans as needed.

After School Programming

- All after school programming and extracurricular activities will be virtual (e.g., SRBI, student clubs); request for in-person experiences may be granted on a case by case basis by the building principal
- Students and staff will be expected to comply with the requirements of this plan for use of face coverings, and maximizing social distancing.

Career And Technical Education

- Class sizes for courses utilizing industrial technology workspaces will be adjusted to adhere to social distancing guidelines.
- Face shields or other protective eyewear do not substitute for the use of facial coverings.
- When possible, students will receive individualized supply kits for use in courses.
- All common CTE equipment will be properly disinfected between use by staff including machinery utilizing a school-approved disinfection chemical.
- Students are expected to maintain appropriate distancing when working on machinery that may be fixed near student seating.

Staffing and Personnel

Certification and Personnel Planning

- Colchester Public Schools will follow state/fed laws on FMLA.
- Instructional staff who are eligible for remote-work will be responsible for facilitating virtual tutoring for students who opt for At-Home Learning.
- The number of permanent building subs at each building will be increased to reduce the frequency of non-permanent substitutes entering the buildings.

Professional Development & Training

- All training, professional development, and meetings between adults will be conducted virtually or be video-based.
- The following are the two types of training that will be provided to all students, faculty, staff, and substitutes. Training related to COVID19 and the Reopening Plan will be separated into two categories that include the objectives as listed below:
 - Reopening Protocols
 - Understand changes to class schedules
 - Be able to safely don, remove, and store a masks
 - Be able to safely and appropriately clean materials, surfaces, equipment, and masks
 - Understand bathroom procedures
 - Understand the regulations regarding the propping of doors, opening of windows, use of fans, and the ventilation of spaces
 - Be able to transit schools safely following foot-traffic/hallway protocols
 - COVID 19 Transmission Defense
 - Be able to perform safe cough etiquette
 - Understand the risks associated with face touching and mask manipulation
 - Be able to perform safe social distancing and hand-washing
 - Understand how to report suspected cases of COVID19 or one's own contact with a COVID19 patient
 - Understand [Stay-at-Home](#) protocols
 - Be able to perform a self-assessment of COVID19 symptoms
 - Understand "How to get tested for COVID19"
- In addition to Reopening Protocols and COVID19 Transmission Defense, certified staff will also be provided time or receive professional development to address the following:
 - Responding to student social emotional learning needs
 - Compacting curriculum
 - Data analysis and/or reviews of student work
 - Instructional technology

###