Scotland Elementary School
Reopening Plan
August 11, 2020

Table of Contents

<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent’s message</td>
<td>3</td>
</tr>
<tr>
<td>Proposed School year 2020-2021 calendar modifications</td>
<td>4</td>
</tr>
<tr>
<td>Priorities</td>
<td>4</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Fall Reopening model</td>
<td>4</td>
</tr>
<tr>
<td>School Liaison, Communications Plan, and Data Collection</td>
<td>5</td>
</tr>
<tr>
<td>Primary Operational Considerations</td>
<td>5</td>
</tr>
<tr>
<td>Expectations - Students</td>
<td>6</td>
</tr>
<tr>
<td>Expectations - Staff</td>
<td>6</td>
</tr>
<tr>
<td>School Supplied Personnel Protection Equipment</td>
<td>7</td>
</tr>
<tr>
<td>The Scotland Elementary School Reopening Committee</td>
<td>7</td>
</tr>
<tr>
<td>Pandemic Response Conditions</td>
<td>7</td>
</tr>
<tr>
<td>Pandemic Response Conditions Indices</td>
<td>8</td>
</tr>
<tr>
<td>In Person Plan-Cohorts, Groups, and Schedules Overview</td>
<td>9</td>
</tr>
<tr>
<td>Transportation Overview</td>
<td>10</td>
</tr>
<tr>
<td>Ventilation, Temperatures, and Facilities Considerations</td>
<td>10</td>
</tr>
<tr>
<td>Sanitizing Stations</td>
<td>10</td>
</tr>
<tr>
<td>Educational Alternatives for Students and Families</td>
<td>10</td>
</tr>
<tr>
<td>Monitoring COVID-19</td>
<td>11</td>
</tr>
<tr>
<td>Nursing and Medical considerations</td>
<td>12</td>
</tr>
<tr>
<td>Nurse Information for Students</td>
<td>13</td>
</tr>
<tr>
<td>Nurse -Student/Staff Covid-19 Testing – Safe Return</td>
<td>14</td>
</tr>
<tr>
<td>COVID -19 Case Response Protocol</td>
<td>15</td>
</tr>
<tr>
<td>COVID -19 Communications</td>
<td>16</td>
</tr>
<tr>
<td>Summary</td>
<td>16</td>
</tr>
<tr>
<td>Scotland Elementary School Operations Plan</td>
<td>17</td>
</tr>
<tr>
<td>Special Education/Special Services</td>
<td>21</td>
</tr>
<tr>
<td>English Language Learners</td>
<td>22</td>
</tr>
<tr>
<td>Social Emotional Learning and Mental Health</td>
<td>23</td>
</tr>
<tr>
<td>Staffing and Personnel</td>
<td>23</td>
</tr>
</tbody>
</table>
Superintendent’s Message

July 11, 2020

Dear Members of the Scotland Community,

In these difficult and uncertain times, it is easy to lose hope. So many families are struggling with the virus, the economic consequences of the virus, and the social-emotional trauma caused by both, that many have lost hope for the future. But now is the very time when hope is necessary. About the need for hope, the American author Barbara Kingsolver has written: “The very least you can do in your life is figure out what you hope for. And the most you can do is live inside that hope. Not admire it from a distance but live right in it, under its roof.” Taking her words to heart, I have gathered a Reopening Committee to help us move forward with hope that the 2020-2021 school year will be safe and productive one for all.

In retrospect, I am proud of the way the Scotland staff came together after our closure in March to deliver remote instruction. Despite the sudden pivot required from face-to-face to remote instruction, we worked collaboratively as a staff to provide meaningful instruction to students and resolve parental concerns. In the process, we have developed a greater appreciation for one another and have realized we are capable of overcoming obstacles when we work together.

With that same resolve, the entire staff of Scotland Elementary School has been focused on what a “Scotland Strong Restart” will look like. While we are in the business of educating, we understand that our first priority during this pandemic is the safety and well-being of our students and employees. Therefore, following the health and safety guidelines put forth by the CDC and local public health officials, we have begun to examine how best to provide a safe physical environment – how to reorganize the classrooms and other spaces in the building to maximize socially distancing, how to keep the school properly sanitized, and how to safely transport students to school. Through a series of parent surveys, we are seeking to determine the health, safety, and educational concerns of parents, so that we can incorporate those concerns as best we can into our plan and communicate our reopening plan to all stakeholders in a timely manner. The Reopening Committee is in the process of determining protocols for all aspects of the reopening, and once those protocols have been put in place, the SES Reopening Plan will be shared with all members of the Scotland community.

As we continue to work on that plan, we encourage parents to stay involved by completing parent surveys and stay informed by checking the school website for timely updates. Thank you for your continued support and optimism for the new school year as we strive to do what is best all our students and employees during these challenging times.

Respectfully,

Dr. Francis A. Baran
Superintendent of Schools
Scotland Elementary Schools
2020-2021 School Calendar modifications:

The 2020-2021 school calendar modification will be presented to the Scotland Board of Education on Tuesday, August 4, 2020:

- Change the start date for students from Wednesday, August 26, 2020 to Monday August 31, 2020.
- Utilize the eliminated three (3) student days (August 26, 27, and 28) for certified and non-certified professional development days.
- Schedule the week of August 31, 2020 to September 4, 2020 as half days for students.
- The last day for students will remain Thursday, June 10, 2021 as scheduled.
- The last day for certified staff will remain Friday, June 11, 2021 as scheduled.

Priorities

The Scotland Elementary School will follow the guidelines of the State of Connecticut as illustrated in the document: Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together released on June 29, 2020. This document, and state guidance and requirements, may change prior to the reopening in the fall or during the course of the year. The state communicated that the document it provided is intended to be a “fluid document that will evolve based on the public health data trends as well as the understanding of the best way to mitigate spread. As we proceed toward the fall, we will continue to receive input from our educational partners, students, and families and will continue to work toward providing the best opportunities for our greatest resource—the students in the State of Connecticut.”

As Connecticut schools plan to reopen, the guidance and considerations outlined in Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together 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 canceling 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.

Fall Reopening Model

Fall reopening plan for Scotland Elementary School:

- All students will be returning full time with the following modifications in place: bus seating modifications / classroom social distancing of 6’ / face masks / complete cohort in academic classes / lunch in classrooms w/food delivered and/or reduced capacity in the cafeteria / recess on differing schedules and/or play areas / all classrooms sanitized daily

- Parents, Teachers, town official, administration, Paras had in-person/ Zoom discussion on 7/13, 7/20, and 7/27

Three parent surveys were sent out and closed on July 10, July, 16, and July 22.
Temporarily Choosing Not to Participate

• Parents not choosing to send their students to school will be informed of the remote learning schedule for ZOOM classroom and ZOOM live and/or videotaped instruction.

• Based upon parent surveys, households lacking adequate technology and/or Wi-Fi connectivity will be provided the necessary resources to participate remotely.

School Liaison, Communications Plans, and Data Collection

• Mrs. Charlene Petrone, RN is the designated COVID-19 Health and Safety Compliance Liaison. All COVID-19 issues will be reviewed by Mrs. Petrone’s office.

• The school website, emails, and ALERT NOW: communications to parents will be how Scotland Elementary School will communicate the most up to date policies and protocols related to the considerations herein, for staff, students, and families.

• Scotland Elementary School has ensured the development of plans for ongoing two-way communication with the school community (staff, families, and students) about any new policies and/or protocols prior to reopening, any time there is a significant policy change, and upon reentry if a school closes temporarily during the year. See second bullet point above.

• Scotland Elementary School has put in place a plan for how the community will be notified of any changed policies, need to cancel classes, or other changes or restrictions. See second bullet point above.

• Scotland Elementary School will make plans easily accessible, including but not limited to being visible on the main page of the school website.

• Scotland Elementary School will prioritize gathering information from families prior to reopening to properly plan for resuming classes in the fall. The SES parents’ survey results will be posted on the SES website and distributed to all members of the SES community, including BoE members, faculty, staff, parents and the members of the SES Reopening Committee.

Primary Operational Considerations

• Cohorting
  o Emphasize grouping students by grade level and teacher into a cohort so each team functions independently as much as possible.

• Transportation
  o Plan for buses to operate with heightened health and safety protocols, including requiring all students and operators to wear face coverings.

• Personal Protective Equipment (e.g. Face Masks, Face Shields)
  o All students and staff are required to wear PPE (students and staff must wear masks) that completely covers the nose and mouth when inside the school building except for certain exceptions when teachers are providing instruction that is adequately distanced, outside, or for individuals with medical exemptions for a certain type of PPE.

• Social Distancing and Facilities
  o Configure space and modify practices to promote social distancing among students and staff that is consistent with public health guidelines
Expectations

Student Expectations

● Stay home if you feel ill.
  o Students must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.

● Morning health check by parents required.
  o In order to prevent transmission among the school population, parents are instructed to screen students before leaving for school. Check to ensure temperature is below 100.4 degrees Fahrenheit and observe for symptoms associated with COVID-19 outlined by public health officials.

● Face coverings or masks required.
  o Students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus, with exceptions only for those students for whom it is not safe to do so due to medical conditions. Mask breaks will be provided during the day. Parents will be responsible for ensuring students come to school with face masks. The school will have backup disposable and cloth masks available for students who forget them.

● Social distancing required.
  o Students must maintain social distancing. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school. Sharing of school supplies and materials will not be allowed.

● Frequent hand washing or hand sanitizing expected.
  o Students must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.

● Students may not change buses.
  o Students will be expected to ride the same bus to school in the morning and the same bus to home in the afternoon every day, with the exception of those students who ride one bus to school from either home or daycare and a different bus after school to home or daycare. Face coverings or masks must be in place prior to entering the bus. Parents/Guardians who are able to do so are encouraged to drive their children to school each day.

Staff Expectations

● Stay home if feeling ill.
- Teachers and staff must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.

**Morning self-screening required.**
- In order to prevent transmission among the school population, teachers and staff are instructed to self-screen before leaving for school. Check to ensure temperature is below 100.4 degrees Fahrenheit and observe for symptoms associated with COVID-19 outlined by public health officials.

**Face masks required.**
- Teachers and staff must wear face masks that completely cover the nose and mouth while inside the school, with exceptions only for those for whom it is not safe to do so due to medical conditions. Mask breaks will be provided during the day. Scotland Elementary school will have backup disposable masks available for teachers and staff. If a teacher removes his or her mask during instruction, spacing should be increased to beyond six feet.

**Social distancing required.**
- Teachers and staff must maintain social distancing.

**Frequent hand washing or hand sanitizing required.**
- Teachers and staff, must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.

**School Supplied Personal Protective Equipment**

The Scotland Elementary school will expect each staff member to supply her/his own face masks. The Scotland Elementary School will be issuing three face shields to each staff member. Students should bring their own masks. The masks must be two to three-layer masks vs. single-layer sleeves. Should students forget their face masks Scotland Elementary School will issue one.

**The Scotland Elementary School Reopening Committee**

The purpose of the Scotland Reopening committee is to utilize its collective professional expertise to provide, within the guidelines and requirements of the State of Connecticut, the optimal educational experience for students and a safe environment for all. Additionally, the committee will consider the feedback from parent surveys in their decision-making processes. The reopening committee consists of representatives from the following constituencies: teacher, paraprofessional, administrator, Board of Education, transportation provider, nurse, custodial, parent, town official and bargaining unit representative.

**Pandemic Response Conditions**
In Scotland Elementary School a Pandemic Response Condition (PRC) represents a status of school operations dictated by state guidelines and requirements that is connected to the conditions of the state, county, town, or school with respect to COVID-19 prevalence and transmission. With a relatively “low” prevalence of the virus and transmission in-person school is allowed in the State of Connecticut. If the prevalence or transmissions increase the state, county, town and/or school will respond by taking increasingly protective measures to mitigate the situation. These different conditions are primarily partial in-school and online options depending on the magnitude of the COVID-19 prevalence or transmission increase.

The State through the Governor’s office could issue an executive order or set parameters that cause a district to go into the Out of School Online Learning model if a certain threshold of COVID-19 infections is reached, or a district may put a class cohort of students into an Out of School Online Learning model for a period of time (up to 14 days) if a certain threshold of identifications is reached within that class group. Therefore, a class may have to temporarily be subject to an Out of School Online Learning model due to COVID-19 identifications within that class, while the school may remain in-person and in-session. These actions are consistent with contact tracing and virus mitigation efforts of the State of Connecticut and the regional health district (Eastern Highland Health District).

**Pandemic Response Condition Index**

**A. In-Person/Low prevalence of COVID-19**
- Schools operating up to 100% capacity in-person, students/staff with underlying medical conditions should consider restrictions and partial in-person/remote learning
- Bus monitors will supervise that facial coverings are in place during bus transit, and will supervise controlled loading/unloading of riders
- Face coverings for students and staff while inside school buildings
- Identification/isolation of sick students/staff
- Cohorting of students, restrictions on congregating
- Maximize spacing of seating up to six feet.
- Increased cleaning and sanitization
- Schedules provide in-person learning opportunities for all students with PPE (Personal Protective Equipment, e.g. masks), and social distancing measures in place.
- Teaching, learning, and assessment remain the same as a typical Scotland Elementary School program year.
- Breakfast and Lunch in-person programs continue. Any online students will have the opportunity to pick up a bag meal.
- **PreK-6**: if >= 10% of students in a class confirmed to have COVID-19 the class PRC is changed to Out of School Online Learning for students in the class for at least 14 days • >=5% of the school population (students and staff) are confirmed to have COVID-19 the PRC is changed to Partial In Person for students in the school for at least 14 days and/or identified cases have participated in online learning for two weeks or more. **B. Partial In-Person/Moderate prevalence of COVID-19**

- School operating at reduced (50%) capacity, with more reliance on partial in-person model, blended/online learning, prioritize access to school building for students who need the more learning support, including but not limited to those receiving special education, or limited
access due to devices or connectivity issues

- Buses with bus monitors, facial coverings in place during transit, controlled loading/unloading of riders, spaced seating between unrelated riders
- Face coverings for students and staff while inside school buildings
- Maximize spacing of seating up to six feet or more when feasible with reduced class sizes
- Identification/isolation of sick students/staff
- Cohorting of students, restrictions on congregating, staggered start/stop times and hallway transit
- Indoor extracurricular activities are suspended
- Increased cleaning and sanitization protocols
- All healthy students attend a partial in-person school schedule.
- Students organized alphabetically by grade.
- A day, and B day student in-person attendance groups.
- A day students attend Monday and Tuesday in-person, and Wednesday, Thursday, and Friday online.
- B day students attend Thursday and Friday in-person, and Monday, Tuesday, and Wednesday online.
- Wednesdays all students and staff work from home on-line, and the school undergoes deep cleaning.
- Bus populations are reduced by half due to the A/B day schedule.
- Teaching, learning, and assessment remain the same as a typical Scotland Elementary School program year.
- Breakfast and Lunch in-person programs continue. Any online students will have the opportunity to pick up a bag meal.
- If >=10% of the school population (students and staff) are confirmed to have COVID 19 the PRC is changed to Out of School Online Learning for students in the school for at least 14 days

C. Out-of-school Online Learning (OSOL)/High prevalence of COVID-19 •

- Schools closed, 100% online learning, bus transportation suspended
- Online synchronous learning where possible (real-time videoconferencing) following the school schedule where possible, with attendance monitored.
- An OSOL schedule will be communicated to parents prior to the start of school. • Teaching, learning, and assessment remain the same as a typical Scotland School program year. Some modifications may be made to assessment delivery methods and timelines. Teachers will communicate the grading policy in writing to the principal and parents at the beginning of the school year.
- Breakfast and Lunch pickup options available for students
- Return to PIP or IP conditions once at least 14 days have passed since OSOL has been initiated or upon authorization of the Eastern Highland Health District

In Person Plan – Cohorts, Groups, and Schedules Overview

The Scotland Elementary School staff will keep class groups together. In the In-Person (IP) Pandemic
Condition optional after-school activities, organized to match during the day cohorts, will take place with all health and social distancing practices in place. In an effort to limit secondary exposure and to maximize cleaning and sanitization efforts, the Scotland Elementary School will not be open to any outside organizations or activities.

Grades will stay together throughout the day. Specialists will come to the classrooms. Specials will be outside wherever feasible. Interventionists will provide individual interventions in their designated areas. For music, there will be no “singing” until recommendations change but can engage in certain music making activities that are not likely to spread aerosols. Meals will be served in the classroom. Lunch in the cafeteria may be phased in on an alternating basis by grades if social distancing can be maintained. Supply sharing will be limited where individual student material packets will be provided. The movement of students and hallway traffic will be organized to maximize distancing. There will be no locker usage.

**Transportation Overview**

**Transportation, Drop-Off, Pick-Up, School Visitors**

With the current COVID-19 virus conditions in our state, schools are not required to limit the number of students on the bus as long as face coverings are worn by the driver and passengers. However, we are also unable to maintain any class “cohort” groups on buses. Therefore, we are asking all parents who are able to drive their children to and from school to please do so.

Buses will load from back to front with siblings seated together. Any student not complying with wearing a mask on the bus will lose their bus privileges. Bus monitors will supervise health and safety measures on the bus, including face mask wearing, controlled loading and unloading, and seatbelt use by Pre-k students.

At this time, in order to protect everyone’s health, visitors, including parents, will not be permitted to enter our school buildings unless absolutely necessary.

**Bus Cleaning**

• Buses are cleaned regularly by the bus drivers. This includes sweeping, and wiping down surfaces.  • Windows will be open when weather permits to allow for air circulation.
• Buses will be disinfected between runs to PHMHS and SES or windows will be opened between routes to ensure movement of air.

**Ventilation, Temperature, and Facilities considerations**

The building equipment related to ventilation was commissioned when the system was installed and is regularly serviced per contract. The present ventilation system calls for 100% mixed fresh air entering and exiting the building. The maintenance staff, in collaboration with a contracted HVAC specialist, monitors the HVAC system on a regular basis which includes changing the filters on a three (3) to four (4) month basis. The filters being used in the ventilation system are rated AFP 30 / MERV8 Class 2.

**Sanitizing Stations**

Scotland Elementary School will utilize wall-mounted, hand sanitizer pump dispensers in all academic
**Educational Alternatives for students and families**

The options for parents/guardians for their students during the pandemic are as follows:

1. **In-person:**
   The State of Connecticut reopening plan requires schools provide in-person five day a week instruction for all students unless changed by Executive Order of the Governor or a Health District directive.

2. **On-line learning (temporary):**
   Students with health concerns, illness, or under a quarantine order will participate in an online learning track that parallels what students learn in the classroom (with parental support). The track is intended to aid in the return to school at an appropriate point after illness, quarantine, or when families decide to re-engage in-person learning. Parents/Guardians are encouraged to use this option only when required by the district, and only for a short duration. The State of Connecticut expects districts to provide this option as a temporary measure. The school district may communicate when temporarily on-line learning is mandated through phone calls, emails, and website messages within FERPA compliance. A parent/guardian will communicate any intention to engage their child in temporary online learning by providing such notification in writing to the school Principal and the Superintendent at least five days in advance of the first day of online learning when the reason is not a medical necessity, illness, or COVID-19 identification.

   Contact Information is listed below:
   **Dr. Pinsonneault:** 860-423-0064/cpinsonneault@scotlandes.org

3. **Home Schooling:**
   A parent/guardian may choose to withdraw their children from the Scotland Elementary School to provide their education outside of the school buildings (e.g. at home). This model may be considered by families who do not wish to continue with the Pandemic Continuity of Learning program(s) offered by the school district. This model does not necessarily prepare students for a return to school without possible gaps in learning. Parents/Guardians who wish to keep their children out for an extended portion of the year may consider this model. Parent/Guardians who wish to home-school their children should contact Dr. Pinsonneault at 860-423-0064 for the steps in the process.

**Monitoring COVID-19**

Scotland Elementary School and the Eastern Highland Health District will monitor levels of prevalence and transmission. During periods of low prevalence and transmission of COVID-19 Scotland Elementary School will follow a traditional schedule. Schedules and protocols may be adjusted if the community, school, or class cohort enters a moderate or high prevalence or transmission state. If a substantial surge occurs in local cases, the State of Connecticut and/or the Eastern Highland Health District will likely revert to an Out of School Online Learning Pandemic Response Condition.
<table>
<thead>
<tr>
<th>Little or No Community Transmission Minimal/ No spread of virus</th>
<th>Minimal or Moderate Community transmission Moderate Spread of Virus (requires possible adjusted schedule and adjusted transportation)</th>
<th>Substantial Community Transmission High Spread of Virus (requires quarantine)</th>
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<tr>
<td>• Instruction is 100% in person</td>
<td>• Instruction is 100% in-person or a possible 50%/50% hybrid</td>
<td>• Instruction is 100% distance learning</td>
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<tr>
<td>• Daily attendance rates monitored</td>
<td>• Daily attendance rates monitored. Students are expected to sign into live instructional sessions at the start of the session and remain in the session until the teacher dismisses the class to independent work. Students must check back into the session with 10 minutes remaining.</td>
<td>• Attendance for distance learning is monitored based on participation from home. Students are expected to sign into live instructional sessions at the start of the session and remain in the session until the teacher dismisses the class to independent work. Students must check back into the session with 10 minutes remaining.</td>
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<tr>
<td>• Teaching and reinforcing of healthy hygiene</td>
<td>• Concentrated reinforcement of healthy hygiene</td>
<td>• Communication to home on healthy hygiene practices</td>
</tr>
<tr>
<td>• Prevention measures in place</td>
<td>• Heightened prevention measures in place</td>
<td>• Strict prevention measures in place for essential personnel</td>
</tr>
<tr>
<td>• Social distancing</td>
<td>• Heightened social distancing in place with limitations in activities/events</td>
<td>• Quarantine measures in place</td>
</tr>
<tr>
<td>• Remain prepared for distancing learning while learning is in person at school</td>
<td>• Active preparation for distance learning and/or short-term school dismissals resulting in possible distance learning for two-week periods</td>
<td>• Continued engagement in distance learning during extended school dismissals and/or closures for long periods</td>
</tr>
<tr>
<td>• Cleaning and disinfecting in place</td>
<td>• Intensified cleaning and sanitizing in place</td>
<td>• Building sanitized and shut down</td>
</tr>
<tr>
<td>• Regular communication with local health officials</td>
<td>• Coordination of closure with local health officials</td>
<td>• Order of closure from local health officials</td>
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Nursing and Medical Considerations

Screening Questions

1. Do you have any of these symptoms OR does the student have any of these?

- fever?
- cough?
- difficulty breathing?
- diarrhea? vomiting?
- cold/purple/blue toes or toenails?

- do you feel more tired than you normally feel?
- did you feel sick yesterday?
- do you feel sick today?
- did you take any medicine this morning?

If yes was it to reduce fever?

1. Does anyone that LIVES WITH you have any symptoms?
2. Have you been exposed to a positive COVID 19 person in the past 14 days (2 weeks)?
3. Have you been to the hospital or Emergency Room in the past 14 days (2 weeks)?
4. Have you travelled on a plane in the past 14 days (2 weeks)?
5. Have you travelled out of state in the past 14 days (2 weeks)?

- Staff should be able to answer “NO” to all of the above before coming to work. • Families should be able to answer “NO” to all of the above before sending the child to school. • Teachers will start each day asking students, where appropriate, these questions and calling a nurse if anyone answers “yes”.

Nurse information for parents and students

This virus is a new virus to humans. Since it is a new virus our bodies have not yet developed a good defense system. Since it is new we do not have any medicine or a vaccine to stop it, yet. We can protect ourselves from coronavirus and other viruses and bacterias.
What can YOU do to protect yourself and your friends and your family?

- WASH your hands. You need to sing a song in your head or out loud for 20 seconds while you wash with soap and water.

  1) Turn on the water
  2) Get soap in your hands.
  3) Start rubbing your hands together
  4) Start singing your song ("Happy Birthday" sing it TWICE, ABCs sing it TWICE)
  5) Rub your hands both sides, rub in between each finger, clean your nails.
  6) Leave the water running and turn it off with a paper towel
  7) Dry your hands.

- HAND SANITIZER: rub your hands together until the sanitizer dries. Don’t wipe it off on your clothes.

- WEAR YOUR mask. A cloth mask will help keep you safe, but will also help keep the people around you safe. KEEP YOUR MASK ON DURING THE DAY.

- DON'T touch your face with your hands.

- STAY 6 feet away from others in school and public places (or as far as you can) • DON’T touch other people except in your own home.

- DON’T PRETEND to be sick. It is important to always tell the truth if you are really sick. • COUGHING AND SNEEZING should be done into your elbow.

- DON’T touch other people’s work areas and their items.

- FOLLOW arrows and signs that show you a direction to follow.

- REPORT if you do not feel good in the morning before you come to school. DO NOT come to school if you are sick.

- IF you have a FEVER you cannot come to school even if you take medicine first.

There is always a school nurse or a teacher, or other adult who will help you at school if you feel SICK, if you feel STRESSED, or if you feel SAD.

**Nurse - Student / Staff COVID Testing - Safe Return**

If any student/staff attending Scotland Elementary School is being tested for COVID-19, due to symptoms or a member of their family or person living in their home is being tested, due to symptoms student/staff MAY NOT RETURN to school building until the test results have been received as negative.

If a student/staff is symptomatic for COVID and decides not to be tested, the following conditions should be met, prior to the student/staff returning to school building (per CDC Guidelines) • 14 days since symptoms first appeared

- 3 days with no fever and
- Improved symptoms
- All conditions need to be met to return to school.
If a household member is symptomatic, the student/staff should self-quarantine for 14 days before returning to school.

All absences should be verified with a note from a medical provider stating need for quarantine OR proof of positive COVID-19 testing.

14

**COVID-19 Case Response Protocol**

**In School Transmission**

If a student or staff member, has a confirmed diagnosis of COVID-19, the School Nurse and the building Principal will inform the Superintendent of Schools. In addition, the Superintendent will be notified by school personnel that a student is suspected of being sick. All school personnel will maintain confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA).

The Superintendent of Schools notifies the local health officials in the Eastern Highland Health District immediately.

The Eastern Highland Health District will assess risk of further transmission in the school. Decisions are made concerning:

- CONTACT TRACING
- CLOSURE
- CLEANING
- CONTINUITY OF EDUCATION
- REOPENING OF SCHOOL

The decision to suspend or close the school will be made by the Superintendent or designee based on information and recommendation from local health officials (Eastern Highland Health District). Board of Education members and town officials are notified of closure as well as the State Department of Education.

Pandemic Response Conditions may be assessed and schools or grades could be put into an Out of School Online Learning (OSOL) condition for up to 14 days or longer regardless of community spread if a threshold of confirmed COVID-19 cases are reached in the school or grade. The CDC recommends dismissal of students and most staff under these conditions. Short-term dismissals allow time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the Superintendent, in consultation with the local health officials, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

All communications to the school community including staff and families are made through the Principal’s office.

During school closures (OSOL condition), all school-based afterschool programs are canceled.
COVID-19 Communications

Scotland Elementary School Communications Plan

• Scotland Elementary School will communicate the most up to date policies and protocols related to the considerations for staff, students, and families. We use a variety of platforms (e-mail, phone calls, ALERT NOW, and school websites) to communicate, including all of the latest COVID-19 information.

• Scotland Elementary School will schedule regular opportunities for feedback, including virtual parent, student and staff meetings. We will do frequent surveys and focus groups to elicit feedback.

• Scotland Elementary School will communicate any cancellations to parents/guardians and the community with available information and in as timely a manner as the situation allows (in conjunction with the Eastern Highland Health District)

Summary

The staff of Scotland Elementary School are committed to providing an excellent education for the children of Scotland while keeping them safe during this unprecedented period in our history. The information in this document is subject to change as the State of Connecticut reviews and adapts its guidelines, requirements, and directives in response to the changing conditions of the COVID-19 virus prevalence and infection rates, as well as evolving therapies and potential vaccines. Scotland Elementary School will keep abreast of all changes, and this document will be updated accordingly.

Scotland Elementary School Operations Plan

Section 1: School Schedule

We will work to ensure that students and staff are educated and actively engaged in the new expectations related to all health policies and protocols. A specific plan is being developed to assess the best approach communicating appropriately for this age group. This education plan will take place at the beginning of the year with frequent reminders throughout the year.

• The master schedule keeps grade level cohorts throughout the day.
• In an effort to maximize the benefits of cohorts, specials staff will deliver instruction in grade level classrooms; students will not travel.
• Students will eat breakfast and lunch in their classrooms until a plan for social distancing in the cafeteria is developed.
• Students will participate in scheduled recess waves
• Master schedule will reflect students’ need for support services such as intervention and special education.
Hallway Protocols

• Students and staff will travel on the right side of the hall.
• Students will be explicitly taught how to travel in the hall.
• Visual and verbal reminders will be provided to promote social distancing guidelines.

Section 2: Arrival/Dismissal Protocols

• Staff and students will enter the building using designated entrances
• Student temperatures will be taken upon first entering the building and at times during the day as determined by the school nurse
• Students will pick up breakfast and then report directly to their classrooms
• Parents who drop off and pick up their children will remain in their vehicles during arrival and dismissal times
• When entering the building, student bus cohorts will maintain social distancing

8:30 Student Drop-off/Buses

Buses:
• Buses drive in the bus lane and drop off at the main entrance
• Unload each bus one at a time
• Staff will supervise children exiting buses and in hallways to ensure proper social distancing.

8:30 Parent Drop Off:

• Parents drop off at the cafeteria entrance side of the building
• Staff will supervise parent drop off
• Parents will remain in their car
• Students will have their mask on before staff unloads them from the car
• Staff will escort preschoolers to the front door to their teacher
• Appropriate safety protocols will be in place.

3:00 3:20 Bus/Parent Pick Up

A procedure for bus boarding and parent pick-up will be determined prior to the opening of school and will be communicated to parents/guardians in a timely manner.

• The office will call each wave separately for pick up
• Parents arrive at the cafeteria side of the building
• Parents will remain in their car until their child exits the building
• Staff will escort children to their car
• Appropriate safety protocols will be in place.
• Staff will load buses by cohort group
• Staff will supervise children in hallways and outside with the buses

Section 3: School and developmental level specific PPE Practices (e.g. break periods, restorative practices to deal with lack of student compliance).

• At the start of school, there will be district communication to students and families regarding wearing a mask to school and social distancing.
• Information will be made available to families to show protocols & expectations regarding PPE. (wearing masks, handwashing, hand sanitizing, boundaries in restrooms, movement in building etc.)
• Parents will be asked to provide a face mask for their child(ren) and label the face mask with the child(ren)’s name(s).
• Should a child lose or damage his/her face mask during the day a replacement will be provided. • Face masks must be worn at all time.
• Each teacher will provide adequately scheduled mask breaks throughout the day. Each teacher’s plan will include procedures for inside and outside breaks.

Section 4: School specific classroom protocols
Classroom Layouts/Procedures
• All students and staff will wear masks. (Staff may wear face masks and shields when appropriate), except during specified mask breaks.
• Students will wash hands or use hand sanitizer when they enter/leave the classroom. • If a teacher removes his/her mask during instruction, spacing should be increased to beyond six feet.
• Individual student desks will be facing forward, spaced six feet apart.
• Unnecessary furniture and/or teachers’ belongings have been removed to allow student desks to be spaced at six-foot intervals.
• Plexi-glass shields will be provided for each student.
• Classroom snacks will be eaten at a designated time and each student will discard their trash as directed by the teacher. (In order to maintain social boundaries)
• Students will be socially distanced and remain in their seats during classroom snack time • Hygiene instruction and expectations will be taught by teachers to students

Water bottles for students
• Students will be provided with personal water bottles that they must bring to school each day. Disposable water bottles will be provided to students who forget to bring their personal water bottles to school and parents will be notified.
• Water fountains will not be used

Bathrooms
• Pre K through Grade 1 will use individual classroom bathrooms.
• Grades 2-6 classrooms will have designated bathroom times and specific bathroom facilities to minimize traffic and ensure social distancing.
• Maximum capacity signs will be posted outside of each bathroom.
• Staff will monitor bathroom usage to ensure bathrooms are not over capacity. • Masks must be worn at all times in group bathrooms.
• Staff will model and practice handwashing with the students throughout the day. Each classroom has its own sink for handwashing.
• Visual and verbal reminders will be provided to students regarding bathroom procedures
• Designated staff bathrooms will be available in each hallway
• Bathrooms will be cleaned on designated schedule, supplies replenished as needed

Lockdowns/Fire drills: EXECUTIVE ORDER from state is coming out

Section 5: Food Service
• Students will pick up breakfast at a designated location on their way to their classroom each morning. Students will eat at their desks.
• Lunch will be delivered to each classroom. Students will eat at their desks. A plan will be developed for cafeteria use that will provide for social distancing.
• Lunch times are as follows: Pre-k - grade 2 11:45 a.m. – 12:15 p.m. / Grades 3-6: 12:26 p.m – 12:56 p.m.
• Students will remove face masks to eat and wear them again when done eating.
• Students will wash hands before and after eating breakfast and lunch.
• Seats will be socially distanced for students in the cafeteria. Students must remain distanced even if they are not eating.
• Students are to remain in their seats unless otherwise given permission.
• Students will throw their trash out when directed by staff
• Staff supervising lunch waves will be required to wear a face mask.
• Cleaning of student desks or cafeteria tables, using updated safety protocols, will occur before and after breakfast and lunch.

Section 6: Student Materials & Storage
• Students will be expected to take any materials needed out of their backpacks and place their backpack either underneath their desks or on the back of their chairs.
• Student materials will be individualized and not shared. (e.g individual student packets for manipulatives etc.) Materials will be boxed and distributed to each student at the start of school.

Section 7: Field and Outdoor Activities Procedures - Physical Education/Playground
Designated spaces, by grade, will be available for outdoor recess. When students are outdoors and socially distanced the teacher will announce and monitor mask breaks. If students are not socially distanced, they must keep their masks on.

Section 8: Equity Considerations
Scotland Elementary School staff believe it is important to make sure that every student receives an equitable experience in and out of school. Families are facing a number of challenges that can change dramatically over a very short period of time, and we will work closely with any and all guardians and families to help overcome any challenges they may face.
• Teachers will determine a way for students who are learning virtually to be able to engage with the teacher in a meaningful way
• Communication opportunities will be further developed in an effort to ensure ongoing two-way communication opportunities. This will ensure there will be a consistent way for families to communicate feedback or ask questions.

• Scotland Elementary School staff will maintain an open communication with families to further promote additional learning activities at home and maintain any awareness of factors that may be affecting the student’s learning.

• Scotland Elementary School will address the needs of all students by fully utilizing our support staff (counselor, nurse, and administration).

• Scotland Elementary School will share information with all the district stakeholders - parents, guardians, staff, and students via email, school website, ALLERT NOW, and telephone. • Scotland Elementary School will survey families as needed to capture data that may inform levels and need for support.

Section 9: Social and Emotional Health Resources

• Teachers and the school counselor will deliver education and support to address social-emotional learning for all students.

• School Counselor, Ms. Chelsea Hebert: chebert@scotlandes.org/860-423-0064

Section 10: Guest/Visitor Procedures

At this time, in order to protect everyone’s health, visitors & volunteers, including parents/guardians, will not be permitted to enter our school buildings unless absolutely necessary and with prior permission from the Principal.

• Parent/guardians must make contact before arriving to school so that staff can meet and assist - Call 860-423-0064.

• Scotland Elementary School will continue to hold parent meetings via ZOOM to ensure the overall health and safety for all participants.

Section 11: Class Coverage strategies

Substitutes will be contacted by a designated point person. The Health and Safety Compliance Liaison will instruct substitutes in health and safety protocols their being assigned to a classroom.

Special Education / Special Services

Continuity of Learning through IEPs:

• Special education teachers will group students by grade level cohorts

• Paraeducators will be assigned to one student and/or one class to limit cross exposure

• Plan on cleaning in between small group sessions

• Provide each student with own instructional supplies

  (anything in classroom that cannot be disinfected must be removed)

• Provide specialized instruction on hygiene and mask wearing as needed

• Ensure general education teachers have reviewed IEPs and 504 plans and accommodations are being provided
In general the special education model will be pull-out. Where appropriate special education instructors and interventionists will remove face masks and allow students to remove face masks in order to deliver services. In those circumstances teacher face shields and plexiglass barriers will be employed.

**Planning and Placement Team Processes**
- PPT meetings continue virtually (ZOOM), due to restrictions on visitors in buildings. If a parent/guardian does not have access to ZOOM, the PPT meeting will be conducted via telephone conference call.
- The Director of Special Education will schedule annual review PPT meetings that were postponed in accordance with special education timelines.
- The principal will Review 504 plans and schedule meetings to revise as necessary.

**Small Group Instruction**
- Service provider will utilize their small group specialized spaces.
- Face masks must be worn unless IEP identified services are impeded by the wearing of the face masks.
- OT/PT will require disposable gloves.

**PRE-Kindergarten**
Close proximity for students/staff
- Face masks
- Face shields
- Gloves
- Add adaptive goals to IEP: mask wearing and handwashing.
- If students are unable to wear masks, staff will have face masks, face shields.

**Cleaning Protocol for shared materials ie: toys**
- Paraeducators
- Explore protocols and schedules for mask breaks

**Assessments**
- Complete evaluations to conduct triennial reviews and initial eligibility meetings that were postponed (prioritize by date meeting was due).

**Protocol for assessments**
- Equipment/Materials- masks and face shields

**Related Services**
- To the greatest extent possible, create schedules for providers that will limit moving/exposure.
- Related services are provided per the IEP or continuity of learning plan if virtual platform.
- Conduct assessments to determine current level of functioning.
- Review/revise IEPs as appropriate.
- Clear masks will be provided for staff whose students need visual of mouth.
- Identify a space in Scotland Elementary School for students who are receiving only itinerant.
services

• For students who need physical assistance with feeding, toileting or activities of daily living, protocols will be established and staff training will occur around safety and PPE. • For students who exhibit significant behaviors that require de-escalation strategies and emergency safety procedures, protocols will be established and staff training will occur around safety and PPE.

Paraprofessionals
• Identify which staff will be returning
• Special Education Director/Principal to identify assignments by July 31
• Develop protocol for covering 1:1 absences

Students with IEP’s planning on distance learning
• Identify specific students
• In collaboration with the regular education teacher the special education teacher will develop a remote learning plan.

English Language Learners (ELs)
• All language instruction education programs for English Language Learners will be designed and implemented to allow English Language Learners to access academic content.
• Communication with parents and guardians that have limited proficiency in English will occur in the language they understand through translation and/or interpretation services. • All language instruction education programs for students who are dually identified as English Language Learners and as students with disabilities will be designed and implemented to support their English language needs as well as support for their disabilities.
• Communication will be ongoing with families of English Language Learners regarding distance learning and returning to the school building in their native language.
• All required processes for identification, parental notifications, assessment requirements, and provision of services will be followed.

Social Emotional Learning and Mental Health
• Students will engage in morning meetings to develop positive relationships with peers and staff. • The school counselor will continue to provide individual and/or whole class counseling sessions and mental health resources to students as needed.
• The school counselor will continue to provide individualized support or behavioral success plans as needed.
• To fully determine the direct and indirect impacts of the COVID-19 pandemic on student mental health, the school counselor will review for possible adoption a social emotional learning universal screening tool.

Staffing and Personnel

Certification and Personnel Planning
Scotland Elementary School will utilize appropriately certified teachers for all teaching assignments.
Professional Development
During August Professional Development, all district staff will receive professional learning during mandatory trainings in the areas of:

- District Health Protocols
- Use and proper application of facial coverings
- Hygiene practices: cough/sneeze etiquette, hand sanitizing, hand washing
- Health data reporting and confidentiality
- Supporting student social emotional learning and mental health
- School facilities sanitizing protocols
- Social distancing protocols