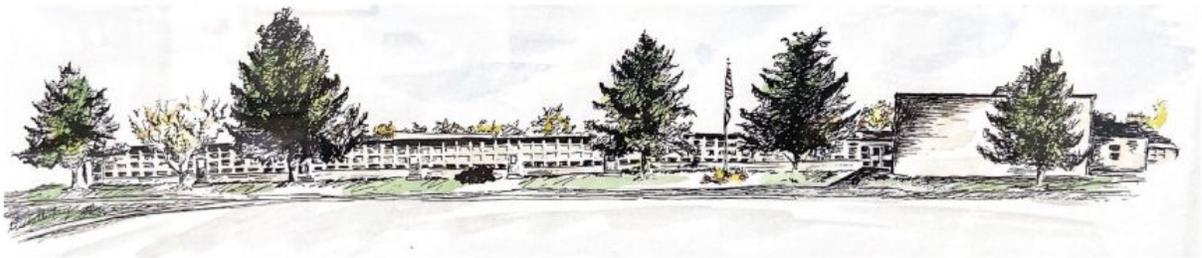


EAST HADDAM ELEMENTARY SCHOOL REOPENING PLAN



Draft dated 08/07/2020

August 7, 2020

Dear Parents/Guardians,

As we prepare to reopen EHES, our priorities are to create a physically and emotionally safe environment, where students can engage in creative blended learning opportunities alongside their teachers and peers. We are committed to developing a learning environment that balances academic learning with the social and emotional needs of our students. After nearly 5 ½ months away from our physical school space, we know each student will be coming to us with their own unique set of experiences since the emergency school building closure on March 13th. We are committed to providing them with the support they need to move forward and thrive.

At EHES we have crafted a reopening plan using the guidelines set forth by the Connecticut State Department of Education. The information below is a summary of our plan that highlights the procedures that will be put in place at EHES. As you read through our plan, please know that there is nothing more important to us than the safety and well-being of our students and staff. We understand that these have been very trying times for everyone, and we are here for you. Our team will continue to meet and plan as information, guidelines, and local factors continue to adapt and we will adjust and communicate accordingly.

EHES Building Reopening Team:

Megan Peterson, Principal
Annette Vaccarino, Administrative Assistant to the Principal
Marty Dexter, School Nurse
Connie Kukta, Head Custodian
Susan Guernsey, Grade 1 Teacher
Jessica Lowery, Grade 2 Teacher
Lauren Cryan, Art Teacher
Kelsea Burkhardt, PreK/Special Education Teacher
Carole Marvin, Grade 1 Teacher/EHEA Rep.
Nicole Weaver, Paraeducator
Jen Wilkins, PTO President/Parent Representative

I would like to thank the EHES Building Reopening Team for their dedication, problem solving, and attention to details as it relates to bringing our students and staff safely back to our school. Their guidance and support has been invaluable during this process and our plan is a result of their combined efforts.

General Plan Descriptions

At this time, the State of Connecticut is allowing for one of three models for school reopening this fall based on confirmed COVID-19 cases, available resources, etc. The East Haddam Public Schools will reopen with Level 1, the “In Person Learning” option. At the same time, we must be prepared to modify planning to support a partial reopening or to allow for scaling back even further to a full closure at a future date if the public health data changes. As outlined in the East Haddam Public School’s return to school plan, the following guide may help provide a visual to the descriptions.

LEVEL 1: In-Person Learning



Traditional Schedule with classes meeting each day. Health & Safety Expectations are followed.

Monday	Tuesday	Wednesday	Thursday	Friday
Students and teachers attend every day with all State guidelines and expectations in place.				

- Students working from home are expected to follow their regular schedule
- Students are expected to actively participate in live instruction from home
- Attendance will be taken each day

*There will be a **REMOTE LEARNING PARALLEL TRACK** for those students choosing to attend remotely. The expectation is that parents opting for remote learning will provide supervision and support for their children. Some students will learn at home due to medical concern, illness, quarantine, or other reasons *with support from the school*.

LEVEL 2: Hybrid Learning Model



REDUCED SCHOOL POPULATIONS – As a result of surge in COVID 19, smaller groups of students are returned to school (alternating approximately 50% of students).

We will be asking students with last names A – J to attend in-person live instruction at EHES on Monday and Tuesday only. Students with last names K – Z will be expected to attend remotely on those same days. Wednesday will be a 100% remote learning day for all students. For Thursday and Friday, the alphabetized groups will switch locations (A-J will be working remotely / M-Z will be in-person at EHES).

Monday	Tuesday	Wednesday	Thursday	Friday
Students last names A-J live in-school learning	Students last names A-J live in-school learning	100% of students are remote learning	Students last names K-Z live in-school learning	Students last names K-Z live in-school learning
Students last names K-Z remote learning from home	Students last names K-Z remote learning from home		Students last names A-J remote learning from home	Students last names A-J remote learning from home

- All students will follow their schedule each day including students who are participating from home
- Attendance will be taken each day for in-person and remote learning

LEVEL 3: Remote Learning



Short Term Closure (2-5 days, 2 weeks, etc.) or Long Term Closure

A full closure might be necessary at a future date if the public health data changes. This will result in a short term closure (2-5 days, 2 weeks, etc.) or long term closure based on information from our medical advisors.

Students and parents engage in remote learning with materials and support from the school. Classroom learning and instructional activities are shared through Seesaw, Google Meets or other digital means. This is the remote learning model from the spring of 2020 with a blend of synchronous and asynchronous learning while adhering to the school day schedule.

All students will follow their schedule via remote learning and are expected to participate in live instruction. Attendance will be taken daily for all students.

Monday	Tuesday	Wednesday	Thursday	Friday
remote learning 100% of Students	remote learning 100% of Students	PD DAY Flex Wednesday 100% of students	remote learning 100% of Students	remote learning 100% of Students

EHES DRAFT PLAN

Schedule

- Each grade-level schedule has been developed to support a cohorting model (emphasis on keeping the same group together).
- The schedule is designed to decrease hallway traffic during the school day including:
 - supervised and scheduled bathroom breaks
 - having support staff come to the classroom when possible
 - lunch in the classrooms
 - exit for recess at the nearest appropriate exit to the playground being used
- The schedule attempts to provide a balance of academic learning time as well as social emotional learning, intervention, and specials

Attendance

- Attendance will be taken at the beginning of the school day whether students are learning in person at EHES or remotely from home.
- Students are expected to participate in morning meeting, synchronous class lessons, and complete their asynchronous assignments within the school day hours of 8:45am-3:15pm
- Participation and work completion will be reflected on student progress reports.

Teaching and Learning

Synchronous Learning-teaching and learning occurs together, simultaneously

- ★ It is our intention at EHES to provide Synchronous Learning for at least 50% of each class over the course of the school week. This means that teachers are conducting lessons or facilitating learning and discussions in real time. Students learning from home will log on to the assigned learning platform to participate in the lesson that the students in their classroom are engaged in.

Asynchronous Learning-Students access learning at different times, and work through it at their own pace.

- ★ Part of the students school day (particularly those who are in the remote learning model) will consist of being assigned particular learning tasks and responding within the school day hours, but not necessarily at the same time as their classmates.

Blended Learning-Refers to the tools used to conduct learning; a combination of traditional tools (i.e. books) and online tools (i.e. laptops, videos, edtech).

- ★ All K-3 EHES students will engage in some form of blended learning
- ★ All K-3 students will have a school issued Chromebook with which to engage in the online learning tools
- ★ All K-3 students will utilize the Seesaw learning platform as their “virtual classroom”, Google Meets for live conversations/lessons, and a few other online learning resources (iReady, Mystery Science, Reading A-Z, Epic)

Hybrid Learning-Refers to the place learning happens; in-person and online.

- ★ While we are planning for 100% return to EHES for September 1st, the option for families to elect the remote learning model at this time automatically creates a hybrid learning environment. This allows the EHES staff to be prepared for the Plan B Hybrid Learning Model as well should we move to that as a District.

- ★ During our spring remote learning experience we received a lot of feedback about learning. For some it was too much work, for some just right, and for others not enough work for their at-home learner. For those who fall into the latter category who may be electing to learn from home for the start of the 20-21 school year, I encourage you to check out the CT Learning Hub. As of June 30, 2020, the CSDE has launched the CT Learning Hub, a free and interactive webpage of digital resources to support online and offline learning. When a teacher, student, or parent clicks into the CT Learning Hub, they will be able to click on a menu of resources for core content (math, literacy, science, social studies, SEL), professional resources like lesson planning and blended learning templates, parent resources on how to support learning at home, and other digital and non-digital resources (online and offline).

Specials

- In order to reduce exposure, each member of the specials team (Art, Library/Media, STEM, PE, and Music) will be assigned to work with one grade level for 4 weeks the first round and 3 weeks the second round.
- Student will have their assigned special each day (except for PE and Music which are staffed 4 days per week)
- World Language and Coding are TBD.
- Specials area teachers will come to the classroom to work with the students, with the exception of PE which will either be in the gym following CDC guidelines or outdoors.

Lunch

- All students will eat lunch in their classrooms with their cohort.
- Students will wash/sanitize their hands according to scheduled times prior to eating lunch.
- Staff transporting/handling lunches will wear masks and gloves.
- Students with food allergies will be contacted by the school nurse to discuss necessary accommodations for mealtime.
- Areas will be cleaned and disinfected after lunch.

Note: a system is being developed to allow cafeteria breakfast and lunch options to be selected digitally (perhaps the night before) to limit any trips to the cafeteria during the school day. The EHPS are also looking at ways for payment to be done online

Recess

- Classes will have 2 recess periods each day.
- Classes will have their own recess bin of toys.
- Students will wash/sanitize hands before going to recess and upon returning to the building from outside.

- 2 classes will be outside during the same time period one class will be using the playground and one class will use their toys on the field space. When they have their second recess of the day they will switch spots.
- To the greatest extent possible, staff who work with the grade-level cohort will be assigned to supervise recess.

Transportation

- EHES will load buses according to stops: first stop- back seat, and so forth, until the last stop before school, which would be front seats...the pattern is back to forward.
- We ask that children from the same family sit together.
- The students and driver will wear masks at all times while on the school bus.
- EHES will unload buses according to seating: first seats off first, and so forth until the back seat is the last student off.
- We will unload one bus at a time to avoid crowding at the entrances.
- The bus driver will have cleaning and disinfecting supplies on the bus and will disinfect between runs.
- Students will be assigned one bus from home to school in the AM, and one bus from school to home in the PM. We will not be able to accommodate multiple busses for one route. If a student is unable to take their assigned bus, they must be picked up at the school during afternoon dismissal.

Arrival

Bussing

- Buses will drop students off at the bus loop.
 - PreK, K, and 1st grade students will enter one door and head straight to their classrooms
 - 2nd and 3rd grade students will enter one door and head straight to their classrooms
- Students will be assigned one bus from home to school in the AM, and one bus from school to home in the PM. We will not be able to accommodate multiple busses for one route. If a student is unable to take their assigned bus, they must be picked up at the school during afternoon dismissal.



Student Drop Off

- Students being dropped off by their parent/guardian will follow the newly identified traffic patterns.
 - PreK, K, and 1st grade students along with students from the same family who are in multiple grades will be dropped off at the front of the building



- **2nd and 3rd grade students** will be dropped off along the left side of the building.



- All students will sanitize their hands upon entering the school building and transition to their respective homerooms
- Masks will remain on throughout arrival
- Staff will supervise arrival process

Dismissal

- Students will be dismissed from their homerooms.
- Buses will be called in small groups to limit the number of students in the hallway at a given time. Students will exit the building to busses as shown in the arrival picture above.
- Students being picked up will be called in small groups in the order of parent/guardian place in the pick-up order.
 - For student safety, parents/guardians will have a numbered pick-up tag hanging from their rear view mirror in plain sight for staff
 - Students will have a tag with the matching number on their backpack (students from the same family will have the same number)

- Staff will collect a few numbers at a time and call for the students to exit the same doorways as identified in the pictures above. This process will repeat until all students have been collected.
- Parents may not enter the building to pick students up at dismissal.
- We will not release a student to a pick-up designee who does not have the proper tag with matching number.
- Please do not block the entry for busses to pull into the bus loop. Create space to allow them to pull in, and then pull up as space is made in the pick-up lines.
- If there is an issue during pick-up, a parent/guardian will be asked to park their car and wait for the remaining families to collect their children and then their particular issue will be remedied.
- It is our goal for dismissal to be as safe and efficient as possible.
- Students will keep masks on and sanitize their hands on the way out prior to exiting the building.
- Staff will supervise the dismissal process.

After School Programming (Clubs/Athletics)

- At this time there will be no after school clubs or activities. All students will be dismissed at the regular time.

Social Distancing

- Increase the space between desks to maximize physical distance between students. Desks/seating arrangements will face in the same direction to reduce arial transmission.



- Where appropriate (halls, classrooms, etc.) spatial markings will be made on the floor with tape to remind and enforce social distancing strategies.

- Classrooms will be outfitted with face shields for use by the teacher when in whole group learning structures.
- No communal meeting places within the classroom
- In the case where shared rooms are used, cleaning/sanitizing procedures will be followed between groups using that space.
- There will be limited use of shared spaces and limited sharing of materials. If shared materials are unavoidable, cleaning protocols will be followed.
- EHES will provide adequate supplies to minimize sharing of high touch materials to the extent possible or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, books, and other games or learning aids during the day.
 - Students will each have a Sterilite snap lid tote to store their school supplies/materials in
 - Teachers will have protocols when putting resources back into circulation to be used by another student (i.e. one student is finished with a book and it is returned to the teacher on a Friday. It will be left to naturally disinfect over the weekend before being put back into the classroom library)

Visitors

EHES will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible.

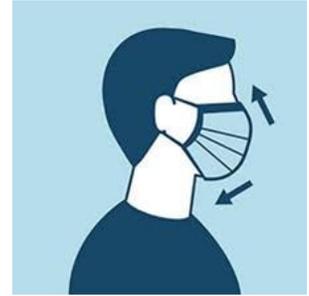
- Visitors and parents will only be allowed in the building for conferences, PPTs and 504s.
- Using a digital platform in order to limit face to face meetings is highly encouraged where appropriate.
- All safety precautions must be met for any in-person meetings.

Hygiene

- EHES will teach and reinforce hand-washing and increase hand-washing opportunities throughout the day
- EHES will have Hand Sanitizing Stations at entrances/exits and throughout school. Classrooms will have one station at the entry to the classroom and one within the classroom for students to use while in the learning space but also prior to exiting the classroom.
- EHES staff will teach students to cover coughs and sneezes with a tissue
- Schools will be cleaned/disinfected per state guidelines, especially high touch areas, bathrooms, classrooms and buses.

Masks/Face Coverings

- All students and school personnel must always use a face covering or mask while on school property.
- All students and staff will have multiple daily scheduled mask-breaks
- Parents will be asked to provide 3 cloth masks **daily** for their children with the extras in a sealed labeled bag.
- Soiled/used cloth masks will be sent home daily to be replaced. Disposable masks will be discarded when finished being used for the day.



- EHES will pursue virtual group events, gatherings, or meetings, when possible
- Meetings such as 504s and PPTs will be conducted virtually until the foreseeable future.
 - In the event a visitor must enter the school building, they will follow our hand sanitizing protocols and wear a face covering.



Cleaning and Sanitizing

- EHES will follow district procedures for routine cleaning and disinfecting. This means daily sanitizing of surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, etc
- The following will be specifically disinfected routinely during the pandemic: bathrooms, classroom and office spaces, handrails, doorknobs and switches, etc.

Reporting Absence of Illness/Containment

- Absence reporting by families will be done via calling the main office and speaking to secretaries or leaving a message on the voicemail system. Families reporting absences

will be asked for COVID-19 related symptoms, quarantine status due to potential COVID-19 exposure, and/or COVID-19 test status.

- If a positive result is reported by students or staff, the school nurse implements action steps in accordance with the health department and district procedures for reporting, tracking, and contact tracing.
- An EHES Isolation Room (separate from the regular Nurse's Office) will accommodate students who exhibit COVID-19 symptoms and need to be picked up. The isolation room will be supervised by a person wearing proper PPE.
- The child must be picked up in a timely manner.
- Returning to school will be based on relevant DPH guidelines for anyone who has been sick with COVID-19 or been in close contact with a person with COVID-19.

Social Emotional Learning (SEL)

EHES believes in maintaining a positive and supportive social and emotional environment for our students. We believe that during this pandemic experience it is critically important to support these needs. We will work hard with our entire staff to ensure our school community remains connected and engaged while in school, in a hybrid model, or if we are back in remote learning. Our students' core needs for social and emotional safety and connection with caring adults and peers remains a critical focus at EHES. We have carved out sacred time each day to focus on these skills.

Our approach will include:

- Increase social emotional learning through our newly developed PBIS (Positive Behavior Interventions and Supports) plan "SOAR" where students will learn and practice the 4 key areas of Safety, Ownership, Attitude, and Respect. This system includes support for all students.
- In addition to our School Psychologist, Mrs. Revicki, and our School Social Worker, Mrs. Tart, EHES will be welcoming a mental health counselor, Nicole Williams from Community Health Centers (CHC). This dynamic department will be meeting with students to assess their emotional wellbeing and discuss any feelings of concern they have. They will be supporting teachers and the classroom community. They will also be communicating with students and families learning from home to check in.
- Teachers will continue to use our Social Emotional curriculum Second-Step to teach and reinforce skills like: building friendships, empathy, emotions, and self-regulation strategies for students.

We recognize that after nearly six months away from our physical learning space, students will be entering this space with a variety of different needs. We will continue to support, teach, model, reteach and reinforce whatever skills they need to be successful.



Quick Guide to General Student Expectations

	<p>Stay home if you feel ill.</p> <p>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.</p>
	<p>Face coverings or masks required.</p> <p>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.</p> <p>“Mask Breaks” will be provided throughout the day (at teacher discretion). EHES will have backup disposable masks available for students who forget them or damage their masks.</p> <p>All masks should be appropriate and not distract from the educational process. Administration reserves the right to provide an appropriate mask in place of any mask deemed inappropriate.</p>
	<p>Social distancing required.</p> <p>Students will maintain social distancing to the greatest extent possible. Students will practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school.</p> <p>Sharing of school supplies and materials will be avoided when possible.</p>
	<p>Frequent hand washing or hand sanitizing expected.</p> <p>Students must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.</p>
	<p>Busses</p> <p>Students may not change buses. One bus to school and one bus to home or daycare.</p> <p>Face coverings or masks are required to be in place prior to entering the bus and should remain on during the entire ride to and from school.</p> <p><i>Parents are strongly urged to drive their children to school each day and arrive at the building as close to 8:40 am as possible</i></p>

Quick Guide to General Expectations for Teachers, Staff, and Visitors

	<p>Stay home if you feel ill.</p> <p>Teachers, staff, and visitors 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.</p>
	<p>Face coverings or masks required.</p> <p>Teachers, staff, and visitors must wear face coverings or 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. Teachers will be allowed to remove masks/utilize face shields during direct instruction and social distancing.</p>
	<p>Social distancing required.</p> <p>Teachers, staff, and visitors must maintain social distancing to the greatest extent possible.</p>
	<p>Frequent hand washing or hand sanitizing expected.</p> <p>Teachers, staff, and visitors must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.</p>

*All social distancing and safety protocols are expected to be followed by all staff and students at all times. Unforeseen emergency situations (or mandated drills) may impact the ability to properly social distance however mask wearing is expected at all times.

Appendix 1: Mask Usage

Other than mask exemptions identified below, per state guidance, all students and staff will wear facemasks while in the building and on buses at all times. Masks should be worn properly, abiding by the CDC guidance.

Students and staff are encouraged to bring reusable and washable masks from home. Students and staff are encouraged to bring multiple masks should one become damaged or deemed unusable. Masks and other protective equipment have been purchased by the district and will be made available for anyone in need.

Masks must be appropriate for the school setting and should not disrupt the school environment or educational process. Masks should adhere to our Board of Education dress code guidelines specifically, articles having or implying indecent or inflammatory writing, pictures, slogans or displaying alcohol or other illegal substances are not permitted.

Mask Exemptions: Students may be exempted from wearing a face coverings if he/she/they is unable to remove the mask without assistance per CDC guidance. Students may be exempted from wearing a mask where it is unsafe to wear a face covering. A doctor's note, approved by the district medical advisor and the Chatham Health Department, will be required for this consideration. In such instances, alternative face coverings, such as face shields, may be required and will be provided by our district. Students may choose to wear face shield and mask should they prefer.

Mask breaks will be built into the student's daily routine, however, these breaks must include adherence to all other social distancing protocols which include maintaining maximum distance between individuals.

Proper way to wear a mask:



Appendix 2: Student dropoff and pickup areas



Appendix 3: Example of Student Desk Spacing



Appendix 4: Sample student desk barrier



Appendix 5: Containment Plan / Incident Response

A room has been identified as an “isolation room” to accommodate students who exhibit symptoms consistent with COVID-19 until a parent or guardian arrives.

This location is equipped with all necessary items consistent with the isolation room requirements.

Students will be supervised at all times.

Consistent with the Final Draft of East Haddam Reopening Plan, contact tracing is initiated when an exposure to students/staff is identified.

Tracing will be conducted in consultation with local and state health departments and at the direction of Superintendent Reas.

Any decision to cancel classes will be made by Superintendent Reas and will follow the escalation order of:

1. Individual
2. Cohort
3. Multiple Cohorts
4. School-Wide
5. District-Wide

The length of cancellation will follow CDC guidelines and health department advice.

The length of cancellation will vary according to the timing of the COVID-19 test results, guidance from the CDC, as well as state and local health departments.