

**DRAFT**

# **MSAD #51 Pandemic Response Plan**

## **2020-21 School Year**

***NOTE: Plan is Subject to Change Without Prior Notice***



*Engage · Empower · Inspire*

Approved by MSAD #51 Board of Directors: \_\_\_\_\_

## Introduction

This Re-Entry plan is designed to assist the MSAD #51 schools in re-opening safely for the 2020-21 school year, as well as respond to multiple scenarios that may arise during the upcoming school year, including potential delay to the school year, intermittent closing of facilities, staggered schedules with only some students in attendance in the facilities on any given day, etc. This plan is aligned to the latest guidelines provided by the Centers for Disease Control (CDC) and Maine Department of Education (MDOE), along with all applicable laws and MSAD #51 Board policies.

MSAD #51 has created a flexible re-entry plan that will govern how school and educational programming will operate based upon the external conditions that exist across the state and county. This plan is purposefully “fluid” and provides specific guidance as to how the school system will operate based on these external conditions. These plans have been divided into three core levels and are outlined below.

This Plan follows the guidance of the Maine Department of Education’s *Maine Schools Reintegration Framework*. The link to this guidance can be accessed [HERE](#).

This Plan incorporates recommendations of the Centers for Disease Control, as feasible and necessary, and in line with the Department of Education’s guidance.

The following general principles have been applied from MDOE and CDC guidance in this plan:

- **Implement multiple social distancing strategies.** Select strategies based on feasibility given the unique space and needs of the school. **Not all strategies will be feasible for all schools.** For example, limiting hall movement can be particularly challenging in secondary schools. Administrators are encouraged to think creatively about all opportunities to increase the physical space between students and limit interactions in large group settings.
- **Cancel field trips, assemblies, and other large gatherings.** Cancel activities and events such as field trips, student assemblies, athletic events or practices, special performances, school-wide parent meetings, or spirit nights.
- **Cancel or modify classes where students are likely to be in very close contact.** For example, in physical education or choir classes, consider having teachers come to classrooms to prevent classes mixing with others in the gymnasium or music room).
- **Increase the space between desks.** Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus containing droplets (e.g., from talking, coughing, sneezing). Follow MDOE guidance on 6-foot distances between student work areas.

- **Avoid mixing students in common areas.** For example, allow students to eat lunch and breakfast in their classrooms rather than mixing in the cafeteria. If it is not possible to suspend use of common areas, try to limit the extent to which students mix with each other, and particularly with students from other classes (e.g., stagger lunch by class, segregate lunch and recess area by class, send a few students into the library to pick out books rather than going as a class, suspend the use of lockers). Restrict hallway use through homeroom stays or staggered release of classes. Try to avoid taking multiple classes to bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess). In elementary school settings, consider staggering playground use rather than allowing multiple classes to play together, and limit other activities where multiple classes interact.
- **Reduce congestion in the health office.** For example, use the health office for children with flu-like symptoms and a satellite location for first aid or medication distribution, such as bandaids, tooth boxes, cough drops, and snacks.
- **Limit nonessential visitors.** Limit the presence of volunteers for classroom activities, Visitors, outside facilitators, etc.
- **Limit cross-school transfer for special programs.** For example, if students are brought from multiple schools for special programs (e.g., music, robotics, academic clubs), consider using distance learning to deliver the instruction or temporarily offering duplicate programs in the participating schools.
- **Teach staff, students, and their families to maintain distance from each other in the school.** Educate staff, students, and their families at the same time and explain why this is important. Incorporate training around handwashing techniques.
- **Consider ways to accommodate the needs of students and staff at risk for serious illness from COVID-19.** Consider if and how to honor requests of parents who may have concerns about their children attending school due to underlying medical conditions of their children or others in their home.
- **Cleaning, disinfection, and ventilation are intensified.**
- **Encourage anyone who is sick to stay home and plan for students or employees who get sick at school. This self-screening tool for students and staff should be used prior to arrival at school: [COVID 19 self-screening tool](#)**
- **Regularly communicate and monitor developments** with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
- **Monitor student and employee absences** and have flexible leave policies and practices.

# Guide to Understanding this Plan



## **Level 1 (RED): 100% Virtual Learning**

State and/or local conditions necessitate school facilities to be closed. Virtual Continuity of Learning Plan (at-home learning) activated when schools are at this level. This level could apply to a delay to the beginning of the school year and/or intermittent closure of school buildings for periods of time as needed.

## **Level 2 (Yellow): Hybrid In-School/Virtual Learning**

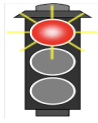
State and/or local conditions necessitate that modifications to the typical school schedule are required. Virtual Continuity of Learning Plan (at-home learning) could be partially activated when schools are on this level. This level could mean a hybrid model of learning when students are accessing learning at school on certain days and at-home learning on other days. A staggered schedule would be developed to ensure smaller groups of students are accessing facilities in order to provide social distancing.

## **Level 3 (Green): 100% In-School Learning**

State and/or local conditions allow for 100% of students to attend school again together. Some modifications would be in place, but otherwise school would resume in a more typical fashion.

NOTE: For each of the levels indicated, MSAD #51 has developed plans for how educational and operational programming will function. These plans are outlined below using focused domains to organize the specific areas and conditions that must exist in each in order to operate programming.

There will be scenarios and situations that may arise related to the ongoing impact of the COVID-19 pandemic that are not known at the time this plan is implemented. MSAD #51 reserves all rights to change any and all aspects of this plan without prior notice as conditions warrant.



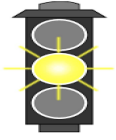
## Level 1 (Red): 100% Virtual/At-Home Learning

State and/or local conditions necessitate school facilities to be closed. Virtual Continuity of Learning Plan (at-home learning) activated when schools are at this level. This level could apply to a delay to the beginning of the school year and/or intermittent closure of school buildings for periods of time as needed.

Domain	Description/Considerations
<b>Type of Instructional Programming</b>	<ul style="list-style-type: none"> <li>● <b>Distance learning will occur</b> via synchronous methods.</li> <li>● Specific learning “expectations and guidelines” will be set per grade level similar to current:               <ul style="list-style-type: none"> <li>○ <a href="#">MSAD 51 Continuity of Learning Plan</a></li> </ul> </li> <li>● No field trips, assemblies, student exchanges, etc. will be permitted in 2020-21.</li> <li>● K-12 weekly postings of assignments/learning plans.</li> <li>● Schools will communicate grading and feedback procedures appropriate to the learning and development of students in each grade span.</li> <li>● Schools will communicate grading and feedback procedures appropriate to the learning and development of students in each grade span.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>● Grades K-12 will have 1:1 devices for utilization at home; GHS students will access through the BYOLD program.</li> <li>● Google Classroom will be the common platform for assignment submission in grades 4-12. Seesaw will remain the common platform for student work in grades K-3.</li> <li>● Any use of Video Conferencing will follow <a href="#">MSAD#51 Video Conference Guidance</a>.</li> <li>● Technology support accessed by students, parents and staff by emailing <a href="mailto:technology-support-center@msad51.org">technology-support-center@msad51.org</a></li> <li>● Technology Department staff will provide technical assistance to ensure devices and systems are operational.</li> <li>● Students and Staff in need of assistance with technology will reach out to the Technology Department and work with them to resolve.</li> <li>● <a href="mailto:technology-support-center@msad51.org">technology-support-center@msad51.org</a></li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>● All district school staff are considered “essential staff” but some may be able to remain home more while others are required to work onsite depending upon assigned tasks. For staff who must work on site, if there is not work to be done, the district may decide to furlough some staff as needed during facility closures.</li> <li>● Teachers and educational technicians and other instructional support personnel will work primarily from home but be allowed to enter buildings for specific reasons as long as scheduled through building principals.</li> <li>● Food Service staff will continue to operate.</li> <li>● Bus drivers will be allowed to sign up for food service deliveries rotation and/or maintenance or cleaning work as available. If not working, support staff could be furloughed during prolonged periods of facility closure in accordance with applicable laws and contractual agreements.</li> <li>● Admin. Offices will remain closed to the public although personnel may be required to go in infrequently throughout the week to do things like sort mail, etc.</li> <li>● Training will be provided to all staff on the use of PPE as part of our annual HR training suite, on the use of PPE, proper hand washing techniques, and appropriate environmental cleaning.</li> <li>● Staff will engage in one week of professional planning for effective remote learning. School opening will be delayed for this purpose.</li> <li>● Existing staff would be utilized prior to accessing daily substitutes.</li> <li>● Professional staff will track days via Frontline.</li> <li>● Hourly support staff will track hours via electronic time cards.</li> <li>● “High Risk” individuals may be allowed to remain home with specific permission from the Superintendent.</li> </ul>

	<ul style="list-style-type: none"> <li>● Staff absences will be handled through the HR department in accordance with all applicable state and federal laws and regulations as is typical process.</li> <li>● All other employees are expected to work daily.</li> </ul>
<b>Special Education</b>	<ul style="list-style-type: none"> <li>● MSAD #51 Special Education Staff will work to provide FAPE to all Special Education and 504 students with Individualized Education Plans.</li> <li>● IEP/504 Team meetings will continue as scheduled to the best of our ability but will be handled remotely.</li> <li>● Data will be collected for each student in order to track student success in meeting IEP goals.</li> <li>● Provide speech, OT/PT, social worker services according to students' need to maintain skills.</li> <li>● May have to postpone annual and triennial reviews in collaboration with families.</li> <li>● May have to postpone initial referrals in collaboration with families.</li> </ul>
<b>Gifted and Talented</b>	<ul style="list-style-type: none"> <li>● GT support will be provided to all currently qualifying students via distance learning.</li> <li>● Specific intervention/extension activities will be provided to qualified students.</li> <li>● Individual Learning Plans will be followed by classroom teachers and GT support staff.</li> <li>● There may be delays in initial referral processes due to need for testing.</li> </ul>
<b>Response to Intervention</b>	<ul style="list-style-type: none"> <li>● Students receiving tier 2 or tier 3 intervention will be discussed on a student by student basis.</li> <li>● A minimal number of students may be added to case loads based on SEL needs.</li> </ul>
<b>Student/Family and Staff Mental Health</b>	<ul style="list-style-type: none"> <li>● Social worker services for existing caseload will continue.</li> <li>● New referrals will be accepted for SEL support.</li> <li>● School Counselors will work closely with social workers to provide student/families and staff emotional support as needed.</li> <li>● Resources will be provided to families regarding outside programs and agencies will be made as necessary.</li> <li>● SRO may provide "wellness checks" as needed.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>● Level 1 is automatic closure of all facilities when in effect.</li> <li>● Food Service workers allowed in daily.</li> <li>● Other schools essential staff allowed in via scheduled times through building principals.</li> <li>● Custodians provide daily sanitization of commonly touched surfaces used during the day (office spaces, photocopiers, main entrance doors, phones, etc.) in accordance with CDC guidelines and routine training.</li> <li>● Custodians may begin doing "deeper cleaning" in areas not utilized by staff for example: Refinishing gym floors, waxing floors of hallway/lobby areas, etc.</li> <li>● Furloughs possible for staff not working during prolonged facilities closure in accordance with applicable laws and contractual agreements.</li> <li>● Close communication between the Director of Operations, principals/staff, and nurses is needed to ensure coordination of the safe use of facilities.</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>● School buses/vans will no longer be used for general student transportation.</li> <li>● Furloughs possible for prolonged facilities closure in accordance with applicable laws and contractual agreements.</li> <li>● Some school buses/vans may be used to transport food for Food Service.</li> <li>● Those buses/vans not in use will be thoroughly cleaned, sanitized and parked at the transportation garage.</li> <li>● Those buses/vans being used for transport as part of specific Food Service requirements or mail delivery, etc. will be generally cleaned before each use and sanitized after each use by drivers using approved cleaning/sanitizing products.</li> <li>● Bus/van drivers could be re-assigned to facilities for cleaning and maintenance.</li> </ul>
<b>School Nutrition</b>	<ul style="list-style-type: none"> <li>● Operation for pick up of food at the same sites as listed for "production" sites.</li> <li>● One production site at MIW.</li> <li>● Furloughs possible for periods of prolonged closure in accordance with applicable laws and</li> </ul>

	<p>contractual agreements.</p> <ul style="list-style-type: none"> <li>● All workers at the production and distribution sites will wear face coverings and gloves.</li> <li>● Six foot social distancing rules will be enforced at all times.</li> <li>● Families in need of food services should contact the Food Service Director.</li> <li>● Deliveries to families who cannot make it to the distribution sites will be coordinated between Food Service and Transportation Programs, as approved by Dir. of Operations.</li> </ul>
<b>Nurse Clinics</b>	<ul style="list-style-type: none"> <li>● Will be closed during this time.</li> <li>● Nurses will be available to serve in a consulting role to Superintendent and other school/district level leaders to aid in decision making processes.</li> <li>● School Nurses will remain in contact with State School Nurse advisors, CDC and local medical professionals.</li> <li>● During times when clinics may be closed, nurses will focus on making sure we have adequate supplies of PPE and other items necessary for when schools are able to partially or fully re-open.</li> </ul>
<b>Co-Curricular and Athletic Programs</b>	<ul style="list-style-type: none"> <li>● No formal competitions will take place.</li> <li>● Any performances will be canceled/postponed.</li> <li>● Plans may be developed to allow coaches and club facilitators to still meet with students virtually.</li> <li>● Any plans must be approved by building principal (and/or Athletic Director) and Superintendent before implementation with students.</li> <li>● If season canceled, coaching stipends will not be paid. Partial seasons played will be prorated.</li> </ul>



## Level 2 (Yellow): Hybrid In-School/Virtual Learning

State and/or local conditions necessitate that modifications to the typical school schedule is required. Virtual Continuity of Learning Plan (at-home learning) could be partially activated when schools are on this level. This level could mean a hybrid model of learning when students are accessing learning at school on certain days and at-home learning on other days. A staggered schedule would be developed to ensure smaller groups of students are accessing facilities in order to provide social distancing.

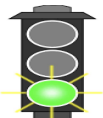
Domain	Description/Considerations
<b>Type of Instructional Programming</b>	<ul style="list-style-type: none"> <li>• A hybrid model will be utilized that provides for a mixture of distance learning and limited/controlled face to face instruction.</li> <li>• In this hybrid model, each classroom across grades K-12 will be divided by 50% and scheduled for face to face instructional time each week. A rotating schedule may be used to ensure equity.</li> <li>• More detailed and specific expectations and guidelines will be developed by each school/grade level and shared.</li> <li>• Parents may elect not to send students to school for COVID-related reasons. Students who do not return to school and are on a virtual learning plan will be provided support from school staff.</li> <li>• Additional priority for face to face instructional programming will be placed across student populations most at risk of failure (some special education programs, alternative education, and some students with mental health needs). For these purposes other students may be asked to come in for face to face instruction more frequently than others.</li> <li>• No field trips, assemblies, student exchanges, etc. will be permitted in 2020-21.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Grades K-12 will have 1:1 devices for utilization at home; GHS students will access through the BYOLD program.</li> <li>• Google classroom will be the common platform for student work in grades 4-12. Seesaw will remain the common platform for student work in grades K-3,</li> <li>• Any use of Video Conferencing will follow <a href="#">MSAD#51 Video Conference Guidance</a>.</li> <li>• Technology support accessed by students, parents and staff by emailing <a href="mailto:technology-support-center@msad51.org">technology-support-center@msad51.org</a></li> <li>• Technology Department will provide technical assistance to ensure devices and systems are operational.</li> <li>• Students and Staff in need of assistance with technology will reach out to the Technology Department and work with them to resolve.</li> <li>• <a href="mailto:technology-support-center@msad51.org">technology-support-center@msad51.org</a></li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Face coverings will be recommended for all staff and students working in buildings.</li> <li>• Handwashing and/or sanitization throughout the day is strongly recommended for all students and staff.</li> <li>• Staff who are experiencing ANY symptoms will be asked to remain home and seek medical advice as necessary.</li> <li>• Self-screening checklist recommended for all students and staff prior to coming to school daily.</li> <li>• Staff eligible leave will be handled through the HR department in accordance with all applicable state and federal laws and regulations along with contractual language as is typical process. Eligible staff may be reassigned to virtual learning support as determined by the Superintendent/designee.</li> <li>• Food Service staff will wear face coverings and will continue to operate meals on site for students for those who are either not scheduled to be in on that day or for those who remain out of school.</li> <li>• Administrative offices will be fully staffed each day.</li> <li>• Staff may still be asked to do specific tasks that fall outside of their “normal” job descriptions, but within the category of “all other duties as assigned” depending on needs of students within this</li> </ul>



	<p>plan. Negotiated contract language will be followed for each bargaining unit.</p> <ul style="list-style-type: none"> <li>• Training will be provided to all staff as part of the annual HR training suite on the use of PPE, proper hand washing techniques, and appropriate environmental cleaning prior to returning to school.</li> <li>• Staff will engage in one week of professional planning for effective remote learning. School opening will be delayed for this purpose.</li> <li>• Approved “High Risk” individuals will be asked to provide remote services and will be paid for hours worked on approved tasks.</li> <li>• Professional staff will track days via Frontline.</li> <li>• Hourly support staff will track hours via electronic time cards.</li> </ul>
<b>Special Education</b>	<ul style="list-style-type: none"> <li>• MSAD #51 Special Education Staff will work to provide FAPE to all Special Education and 504 students with Individualized Education Plans.</li> <li>• IEP/504 Team meetings will continue as scheduled remotely.</li> <li>• Data will be collected for each student in order to track student success in meeting IEP goals.</li> <li>• Specific specialized services (speech, OT/PT, social worker services, etc.) will be provided according to student IEPs.</li> <li>• Students in Special Education needs will receive instruction both face to face and via distance in alignment with the hybrid model. Students in Special Education may be asked to come into school for face to face instruction on days outside of their “regular education” schedule for provision of additional required services.</li> <li>• Annual and triennial reviews will be conducted.</li> <li>• Initial referral process will be held as needed.</li> </ul>
<b>Gifted and Talented</b>	<ul style="list-style-type: none"> <li>• GT support will be provided to all qualifying students via hybrid learning model.</li> <li>• Specific intervention/extension activities will be provided to qualified students.</li> <li>• Individual Learning Plans will be followed by classroom teachers and GT support staff.</li> <li>• Referral processes will be conducted using our regular SAIL program protocols.</li> <li>• Note, timing of receipt of testing results may cause some delay in identification/referral processes.</li> </ul>
<b>Response to Intervention</b>	<ul style="list-style-type: none"> <li>• Intervention support for qualified students will be provided utilizing the hybrid model, both in face to face settings and remotely by Educational Technicians in collaboration with learning lab teachers in the areas of reading and math.</li> <li>• Students will be added and subtracted from case loads as per our usual processes in the areas of reading, math, and SEL.</li> <li>• Support provided will follow our typical 6 week “cycle” approach of data collection, review, and adjustment of plans as needed.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• All MSAD #51 facilities will be closed to the public until at least November 29, 2020 except for school-based programming and recreation department programming. This includes all outside programming such as youth teams, meetings, events, etc.</li> <li>• Greely Pool will be open on a limited basis with a plan implemented by the Director of Operations that follows CDC guidance.</li> <li>• Close communication between Director of Operations, principals/staff, and nurses is needed to ensure safe use of facilities.</li> <li>• Create specific entrances and exits for each building that are different to allow for single flow of traffic.</li> <li>• Increase hand sanitizing stations - minimally must be at all building entries and exits as well as in each wing of each school with additional stations in common areas such as gym, cafeteria, and libraries.</li> <li>• Specific traffic flow patterns will be created to limit the number of people in the office area at any given time each day.</li> <li>• Use of playground equipment will not be allowed.</li> <li>• Generally speaking, only students and staff will be allowed in learning spaces in the district during the duration that this plan is in effect. The only exceptions will be parents and approved other</li> </ul>

	<p>people who are attending parent-teacher conferences or meetings. Unfortunately, parent volunteers, outside enrichment/assembly facilitators, special guests or visitors, etc. will not be permitted in order to reduce potential exposure to COVID-19 and allow our staff to focus all of their efforts on students and not visitor management.</p> <ul style="list-style-type: none"> <li>● A specific protocol for deliveries will be developed, implemented and carefully monitored.</li> <li>● School lockers will not be used by students in grades 6-12, instead students should bring what they need in backpacks which stay with them throughout the time they are in facilities.</li> <li>● Elementary students should bring what they need in backpacks, store backpacks in cubbies or lockers each day and empty cubbies each day before leaving.</li> <li>● Students transitioning between classes in grades 6-12 will not be allowed to congregate in the hallways, lobbies, or other common areas.</li> <li>● Personal items remaining in the school at the end of each day will be brought to a specific sanitizing location where they must stay for a min. of 72 hours before being picked up again.</li> <li>● Bathrooms will be cleaned and sanitized every 2-3 hours, once in the morning and again in the afternoon-limit bathrooms to students in sections.</li> <li>● 1 additional PT custodial position added to budget per building.</li> <li>● Custodians provide daily sanitization of commonly touched surfaces used during the day (office spaces, photocopiers, main entrance doors, phones, etc.) in accordance with CDC guidelines and routine training.</li> <li>● Common touch surfaces in all school areas will be thoroughly sanitized at the end of each day.</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>● Parents strongly encouraged to drop off and pick up students rather than take the bus if at all possible.</li> <li>● Regular school day hours may have to be adjusted to meet the needs of transportation to get students to and from school at scheduled times.</li> <li>● Bus/van transportation only for those who absolutely cannot provide their own.</li> <li>● No parent pick up inside of the building. Children will be brought out to parents waiting in car.</li> <li>● Bus/vans will be cleaned and sanitized after each route.</li> <li>● Bus/van drop off of students will be staggered. Students getting off buses will line up six feet apart and be escorted from the bus into the building.</li> <li>● Bus/van pick up of students will be staggered. Students preparing to load buses will be lined up six feet apart and escorted from the building to the appropriate bus/van.</li> <li>● Students will hand sanitize on entry to building and then will be asked to wash their hands once they get to classrooms each morning and just before dismissal each afternoon.</li> <li>● Trained staff team will be assigned to disinfect all buses daily.</li> </ul>
<b>School Nutrition</b>	<ul style="list-style-type: none"> <li>● Students and staff will eat in classrooms, not in break rooms or cafeteria spaces - need to consider food allergy situations.</li> <li>● Desk and table tops should be sanitized and hands washed prior to eating.</li> <li>● Student Breakfast/Lunches will be brought to classrooms daily for onsite distribution. Disposable containers-covered.</li> <li>● Specific schedules will be created per building in collaboration between principals and the Food Service Director.</li> <li>● MSAD #51 services will continue with current procedures as outlined under “level 1”.</li> <li>● Families in need of food services should contact the Food Service Director.</li> <li>● Deliveries to families who cannot make it to the distribution sites will be allowed and will be coordinated between Food Service and Transportation Programs.</li> </ul>
<b>Nurse Stations</b>	<ul style="list-style-type: none"> <li>● Nurses will wear the following PPE regularly based on most current CDC guidance: <ul style="list-style-type: none"> <li>○ Face Mask</li> <li>○ Gloves</li> <li>○ Face shields</li> <li>○ Gowns</li> </ul> </li> <li>● Each clinic should have access to at least one complete set of PPE, to include face protector, bonnet, booties, and gown. we will need many sets if students are ill.</li> <li>● Students and/or school staff that are displaying symptoms of infection need to be separated from</li> </ul>

	<p>healthy students and staff in a location that is well ventilated and separate from the nurses' clinic. <a href="#">Nurse Office Use Guidelines</a></p> <ul style="list-style-type: none"> <li>• Nurses will establish a procedure for when students/staff arrive to school sick to send them home <u>as soon as possible</u>.-change to immediately. <a href="#">COVID 19 self-screening tool</a></li> <li>• Nurses will establish a process for students/staff returning to school after having been out due to illness associated with COVID-19.</li> <li>• Durable medical surfaces such as cots will be cleaned between each student's use.</li> <li>• Commonly touched surfaces, such as counters and cots, will be cleaned with appropriate disinfectant after each student/staff interaction in that area.</li> <li>• Thorough cleaning of all surfaces in the nurses clinic and bathroom will be done by custodial staff daily, including the floors.</li> </ul>
<p><b>Co-Curricular and Athletic Programs</b></p>	<ul style="list-style-type: none"> <li>• Optional activities should follow most current CDC guidelines.</li> <li>• There will be no competitions or events involving outside schools.</li> <li>• There will be no spectators allowed at events to include parents/guardians.</li> <li>• Individuals involved in such activities must wash hands before and after events and unless the wearing of face coverings would prohibit the activity, face coverings must be worn by participating students and adults.</li> </ul>



### Level 3 (Green): 100% In-School Learning

State and/or local conditions allow for 100% of students to attend school again together. Some

modifications would be in place, but otherwise school would resume in a more typical fashion.

Domain	Description/Considerations
<b>Type of Instructional Programming.</b>	<ul style="list-style-type: none"> <li>● Regular face to face instruction.</li> <li>● Additional specialized programming may be required to assist specific students in catching up.</li> <li>● Parents may elect not to send students to school for COVID-related reasons. Students who do not return to school and are on a virtual learning plan will be provided support from school staff.</li> <li>● No field trips, assemblies, student exchanges, etc. will be permitted in 2020-21.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>● The Technology Department's goal is to assure that all devices and software is operational for students and staff.</li> <li>● Devices will be fully accounted for in preparation for the possibility of having to move back to level 1 or 2 instruction programs.</li> <li>● Students and Staff in need of assistance with technology will reach out to the Technology Department and work with them to resolve.</li> <li>● <a href="mailto:technology-support-center@msad51.org">technology-support-center@msad51.org</a></li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>● Frequent hand washing will be required.</li> <li>● Staff who are experiencing ANY symptoms will be asked to remain home.</li> <li>● All staff will be required to work except as prescribed by law and/or contract.</li> <li>● Staff eligible leave will be handled through the HR department in accordance with all applicable state and federal laws and regulations along with contractual language as is typical process. Eligible staff may be reassigned to virtual learning support as determined by the Superintendent/designee.</li> <li>● Continued training will be provided to all staff as part of the annual HR training suite on the use of PPE, proper hand washing techniques, and appropriate environmental cleaning.</li> <li>● Staff will engage in one week of professional planning for effective remote learning. School opening will be delayed for this purpose.</li> <li>● Tracking of staff absences will be through time cards or Frontline following regular procedures.</li> </ul>
<b>Special Education</b>	<ul style="list-style-type: none"> <li>● Regular special education programming will resume for all students.</li> <li>● Additional services may need to be provided for specific students.</li> <li>● There may be some backlog in testing/referral processes that should be focused on.</li> </ul>
<b>Gifted and Talented</b>	<ul style="list-style-type: none"> <li>● Regular programming will be resumed.</li> <li>● There may be some backlog in testing/referral processes that should be focused on.</li> </ul>
<b>Response to Intervention</b>	<ul style="list-style-type: none"> <li>● Regular programming will be resumed.</li> <li>● Some additional specialized programs may need to be offered to help students catch up.</li> <li>● There may be some backlog in testing/referral processes that should be focused on.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>● All MSAD #51 facilities will be closed to the public until at least November 29, 2020 except for school-based programming and recreation department programming. This includes all outside programming such as youth teams, meetings, events, etc.</li> <li>● Greely Pool will be open on a limited basis with a plan implemented by the Director of Operations that follows CDC guidance.</li> <li>● Common touch surfaces in all school areas will be thoroughly sanitized at the end of each day.</li> <li>● Bathrooms will be sanitized daily.</li> <li>● All other regular facility use may resume with slight modifications as necessary to be determined by the administrative team.</li> <li>● 1 additional PT custodian per building added to budget for 2020-21.</li> <li>● Generally speaking, only students and staff will be allowed in learning spaces in the district during the duration that this plan is in effect. The only exceptions will be parents and approved other people who are attending parent-teacher conferences or meetings. Unfortunately, parent volunteers, outside enrichment/assembly facilitators, special guests or visitors, etc. will not be</li> </ul>

	permitted in order to reduce potential exposure to COVID-19 and allow our staff to focus all of their efforts on students and not visitor management.
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Buses/vans will be disinfected at the end of each day.</li> <li>• Transportation routes will return to regular routes.</li> <li>• Trained staff team will be assigned to disinfect all buses daily.</li> <li>• There may be a need to develop some specialized routes to deal with individual student educational needs for those students who may still not be able to access “regular” education programming due to continued health risks.</li> </ul>
<b>School Nutrition</b>	<ul style="list-style-type: none"> <li>• School breakfast/lunch schedules may return to regular times as determined by administration.</li> <li>• School breakfast/lunch may be served in cafeteria spaces or classrooms as determined by administration.</li> <li>• Tables will be sanitized in between lunch periods, as applicable.</li> <li>• If salad bars available, adults will help serve students rather than students serving themselves.</li> <li>• Students will be asked to wash hands before lunch and again after eating daily.</li> <li>• There may be a need to develop some specialized meal planning for students who cannot access the school facilities or cafeteria spaces due to continued health risks.</li> </ul>
<b>Nurse Stations</b>	<ul style="list-style-type: none"> <li>• Nurses will assist in enforcing continued good hygiene practices by all students/staff. <a href="#">Nurse Office Use Guidelines</a></li> <li>• Nurses will continue to enforce procedures for when students/staff arrive at school sick to send them home as soon as possible. <a href="#">COVID 19 self-screening tool</a></li> <li>• Nurses will continue to enforce processes for students/staff returning to school after having been out due to illness associated with COVID-19.</li> <li>• Nurses will continue to monitor data and report any increases in COVID-19 related symptoms to the building principal.</li> <li>• Nurses will spend time making sure supplies are where they need to be in preparation for possible future closures.</li> </ul>
<b>Co-Curricular and Athletic Programs</b>	<ul style="list-style-type: none"> <li>• Co and extra curricular programs will return to normalized schedules.</li> <li>• Participants will be asked to wash hands prior to and immediately after all events including practices or team meetings.</li> <li>• There may be a need to develop some specialized methods for students who cannot access these programs “regularly” to still access via distance if they are required to remain home.</li> </ul>

**Resources:**

- [AAP: American Academy of Pediatrics/2019 Novel Coronavirus \(COVID-19\)](#)
- [IDEA: Individuals with Disabilities Education Act/ COVID-19, IDEA-related Q & A](#)
- [CDC Cleaning and Disinfecting Guidelines](#)
- [CDC: Handwashing Guidelines](#)
- [CDC: School Setting](#)
- [CDC: Symptoms of Coronavirus](#)
- [CDC: Use of Cloth Face Coverings](#)
- [CDC: Interim Guidance for Administrators of US K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)
- [NASN: COVID-19 Resources](#)
- [WHO: World Health Organization/ Getting Your Work Place Ready for COVID-19](#)