

# **Regional School Unit 82/ Maine School Administrative District No. 12 School Reopening and Pandemic Response Plan**

*Forest Hills Consolidated School*

*With the approval of this document in public session, the School Board recognizes the unprecedented times in which schools operate and the fluidity of our public health scenario, deputizing the Superintendent to make changes to this document, without Board approval, based upon emerging legal and health guidance. Any changes to the level of operation (scenario) and Green Sections 8 and 9 (Extra-Curricular/Sports) must be a decision of the board.*

Regional School Unit 82/ Maine School Administrative District No. 12  
August 5, 2020

**Updated August 18, 2021**

*This plan is subject to change as conditions or regulations change.*

## **INTRODUCTION**

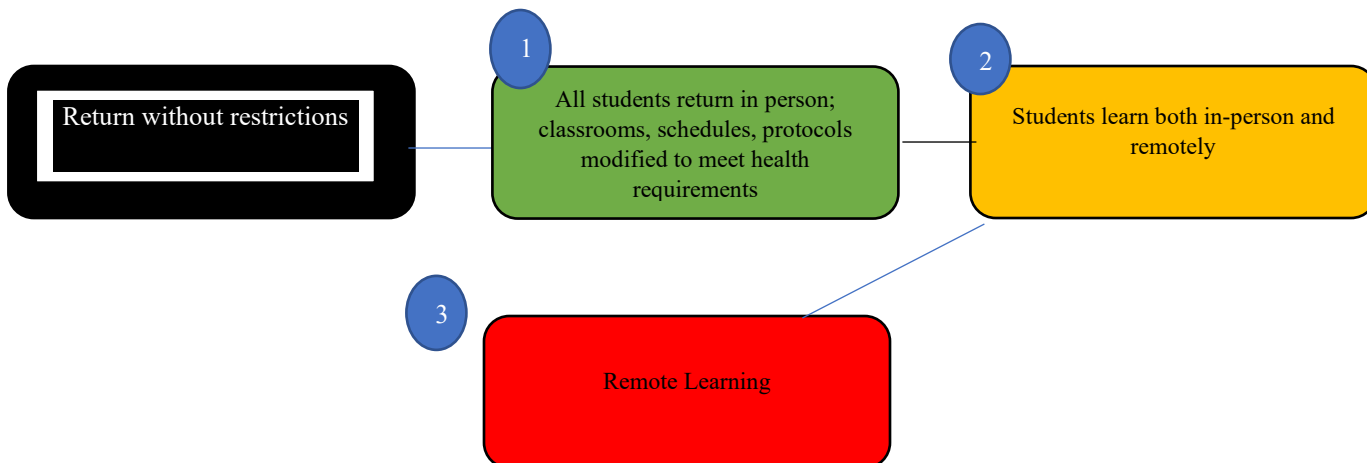
We have been guided by three principles in developing this plan: protecting the health and safety of our school and local communities, maintaining an exceptional educational program, and, whenever possible, facilitating experiences that enrich our core educational mission and foster growth in our students.

There is clear consensus from both education and medical groups: we must keep in mind not only the risks associated with COVID-19 for in-person school programs, but also the known challenges and consequences of keeping students out of school. While remote learning has improved over the course of the school closures, there is no substitute for in-person instruction when it comes to the quality of students' academic learning. In-person school plays an equally important role in our ability to support students' social-emotional needs, including their mental and physical health, and in mitigating the impacts of trauma. We also recognize how disruptive school closures have been to families trying to maintain regular work schedules while managing household needs, including childcare, and also facilitating remote learning.

It is critically important to develop strategies that can be revised and adapted depending on the level of viral transmission in the school and in the community and done with close communication with local and state public health authorities while recognizing the differences between school districts including urban, suburban, and rural school districts. In assessing how the status of Coronavirus in our area impacts school decisions, we will refer to information such as the rate of influenza-like illnesses and COVID-like cases in the area, the trajectory of documented cases and newly hospitalized patients, availability of testing and treatment, and local hospital capacity.

## THREE SCENARIOS

We will plan for three scenarios, but with the intention to implement scenario number “1” in the fall of 2020 given the current state of Coronavirus in our community. The scenario at any point in time will be dependent on local health conditions.



1. Green (In-person Learning): This is a model with in-person learning with new safety requirements. For the fall, the box in green represents our goal to get as many students as possible back into schools for in-person learning—safely. In this model, any student can return in-person to school settings that are appropriately modified to accommodate the health and safety requirements outlined below. Examples of modifications could include: altered classroom configurations, setting up additional learning spaces, and schedule changes.
2. Yellow (Hybrid Learning) - Split Model learning: This model will be used in the event we are unable to bring all students back to in-person learning under the health and safety requirements despite our best efforts, or in recognition of COVID-19 related circumstances. A split-model means that students would alternate between in-person and remote learning. For instance, students would switch between in-person and remote learning on alternating weeks or days of the week (the alternating schedule would be determined by the district).

*The only difference between Green and Yellow is that the district would limit the number of students in-person as an added safety measure if needed in this model. This situation would correspond to the state’s “Yellow” designation.*

3. Red (Remote Learning): All districts and schools are required to have a plan for operating a remote learning program. This model will be used for all students in the event of future classroom or school closures due to COVID-19. State guidelines will be followed.

**Plan for special populations:** Across each of these models, Forest Hills Consolidated School will plan for special populations, including students with disabilities, English Language Learners, and our youngest (K-2) students. Our intention is to prioritize in-person attendance for special populations

**LOCAL HEALTH DATA**

As of August 5, 2020

|                        |                 |
|------------------------|-----------------|
| County                 | <b>Somerset</b> |
| Total Cases            | 34              |
| Active Cases           | 1               |
| Deaths                 | 1               |
| Case Rate              | .67/100,000     |
| Community Transmission | None            |

## GREEN

In-person instruction with required health and safety measures in place

**Description:** During a full reopening of the school, students and teachers will return to Forest Hills Consolidated School with all previous health and safety procedures and protocols in place. Additionally, the school will implement all required health and safety measures as mandated by the Maine Department of Education (MDOE).

Our goal for the fall is to implement the safe return of students to in-person instruction to best address learning and our students' holistic needs. To help accomplish that goal, we have set forth the following expectations for teachers and students:

- Classes will follow a schedule, which may be adjusted from past years. Curriculum, instruction, and assessment will be similar to the past, with modifications as needed.
- Increased time to switch classes will reduce the amount of instructional time. In modified schedules instructional time is at a premium and class time will not be used for breaks or homework.

With the safety measures we have in place, we feel students will therefore most benefit by attending school **in person**.

### **SAFETY MEASURES THAT WILL BE IN PLACE AT SCHOOL**

The critical health and safety practices that reduce the risk of COVID-19 transmission include, but are not limited to: rigorous hygiene and handwashing, use of masks/face coverings, physical distancing, reducing interactions between groups, staying home when sick, protecting those most vulnerable to the disease, and expanding testing and tracing capabilities.

**Establishing a culture of health and safety in our school that focuses on regularly enforcing important practices is more important than any one measure.**

The following safety protocols will be in place in our school as followed:

1. Daily Health Screening
  - a. All students, under the supervision of a parent or guardian, and all staff will conduct a health checklist protocol each morning before school (or before boarding buses if applicable) that will determine whether students/staff can attend school/work that day.
  - b. Students or staff who answer "yes" to any questions on the screening should stay home. Any student or staff exhibiting symptoms must notify the school and stay home.
  - c. The health check is a mandatory requirement for every student and staff member, per MDOE and MECDC mandate. The health of the entire community depends on each individual being in compliance with our safety standards.

## 2. Quarantine

- a. Students who travel outside of Maine will follow the state quarantine requirements at the time of their travel. In many instances, this will require a 14-day quarantine before returning to school or showing evidence of a negative test.
- b. We request that staff avoid recreational travel that will require a 14-day quarantine upon their return.

## 3. Masks/Face Coverings

- a. All students (aged 5 and older) and staff are required to wear a face covering that covers their nose and mouth while inside the building or on the school bus, with the following exceptions:
  - While eating breakfast or lunch.
  - Teachers will schedule regular “face mask breaks.” When they do so, students and staff must remain 6 feet apart from one another, without exception.
  - When adults are in their own office or classroom, by themselves.
- b. Face shields may be an option for those students with medical, behavioral, or other challenges who are unable to wear a face covering.
- c. Face shields may be an option for staff who cannot wear a face covering due to medical reasons. Documentation from the staff member’s primary care provider will be required.
- d. Face shields may be worn under certain circumstances when a face mask inhibits the instructional practices of the teacher. These will be preapproved by the building administrator. An example includes the teaching of phonics at the elementary level where seeing the proper formation of the mouth is imperative to the learning.
- e. Masks/face coverings should be provided by the family, but extra masks will be made available by the school for students who need them. Cloth masks should be washed daily.
- f. Any student who refuses to comply with the face covering requirement will not be permitted to attend school due to the safety hazard that poses to other students and staff.
- g. Additional safety precautions are required for school staff supporting students in close proximity, when distance is not possible, when students require physical assistance, or when tending to a sick person. These precautions will at a minimum include eye protection and a mask/face covering.

## 4. Physical Distancing

- a. Adults must maintain 6 feet of distance from others to the extent possible. When not feasible, staff should minimize the time they are within 6 feet of another individual.
- b. Teacher and staff work areas should be 6 feet away from student seats, regardless of space limitations. Students will be 6 feet apart, when possible. When space is limited, such as in a classroom or hallway, a minimum of 3 feet must be maintained between students.
- c. Students and staff will remain 6 feet apart while eating.
- d. We will maintain a limited occupancy of shared areas, such as, but not limited to, the gymnasium, cafeteria, and library to allow for 6 foot distancing.

- e. Multi-stall restrooms will be modified to limit the number of students using the restroom at one time. Some stalls may be closed off to enhance distancing.
- f. All areas of the school campus, regardless of square-footage, will limit capacity to the current maximum capacity mandate by the MDOE, MECDC, and the Governor's Office. (Currently 50 people)

5. Hand Hygiene

- a. Students and staff will wash or sanitize their hands in the following situations:
  - Upon entering the school
  - Before and after eating
  - After using the restroom
  - Before and after use of playgrounds and shared equipment
  - Upon entering and exiting the school bus
- b. Forest Hills will post signage and train students and staff on proper hand hygiene procedures.

6. Cleaning and Disinfection

- a. Classroom desktops and chairs will be sanitized by teachers or support staff, at the end of every class period if students are changing classes.
- b. Classrooms where cohorts stay together for the entire day will have desks and chairs sanitized after each school day.
- c. High touch surfaces, such as door handles, office phones, shared keyboards, toilet handles, and faucets and other surfaces will be sanitized according to guidelines.

7. Ventilation and Outdoor Spaces

- a. Our school's ventilation system is set to bring in fresh air from outside. We will keep this system running as long as school is open.
- b. All areas, when feasible, will have one window partly open to aid in air circulation.
- c. Outdoor spaces will be utilized, when possible, for instruction and meals. The district will provide additional outdoor seating.
- d. If used, outdoor playgrounds/natural play areas only need routine maintenance. Students will wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning and disinfection are not required between cohorts.

8. Diagnosed Case(s)

- a. Classrooms and/or areas that have been used by an individual diagnosed with COVID-19 must be closed off until thorough cleaning and sanitation takes place.
  - This could mean a full building closure may occur for the time period required by the CDC to ensure the safe return for all individuals.

9. Restrict Non-essential visitors

- a. We will not utilize parent or community volunteers or guest speakers in classrooms.
- b. Parents and other family members are not allowed to enter the school unless it is an emergency.
- c. No non-essential visitors will be allowed in the building.

10. Limit Sharing of Materials

- a. Sharing of art supplies and other high-touch equipment will be limited as much as possible. If feasible, we will have a separate set of supplies for each student.
- b. Sharing of electronic devices, sports equipment, clothing, books, games, and learning aids will be limited.
- c. Shared supplies and equipment will be cleaned and disinfected between students.

Students, educators, and other staff who are at higher risk of severe illness from COVID-19 will want to consult with their health care providers about whether and under what circumstances a return to in-person school setting would be medically inadvisable. If medically inadvisable, parents or staff members should contact the Superintendent of Schools immediately to discuss options.

**ADDITIONAL DETAILS**

1. Arrival

Before entering the building or boarding a school bus, all students and staff are required to put on a face covering. Upon entering, students are required to sanitize their hands. Elementary students will enter the building at the Elementary South entrance (near the playground). High School and Middle School students will enter through the main office entrance. Students must not arrive prior to 7:15 a.m. All students arriving at school will report directly to their assigned homerooms.

2. Dismissal

Parent/Guardian pickup will take place at the main entrance. Please call the school office at 668-5291 by 1:50 p.m. to notify the office that you will be picking up your child at the end of the day. **Please wait in your vehicle for your child.** All children being picked up will be escorted out to waiting parents/guardians at 2:04 p.m.

3. Breakfast

Students will pick up their breakfast in the cafeteria and will eat in their classrooms. Food service staff will retrieve any used trays or utensils from the classrooms at 7:50 a.m.

4. Lunch



Each wing will be broken into “cohort groups.” One cohort will eat in the cafeteria and one cohort will eat in the gymnasium. Outside eating will be done when feasible.

5. Microwave Use in the Cafeteria

There will be no microwave available for student use this year. Please do not send your child with a meal which requires it to be heated; our staff are not able to heat your child’s food.

6. Recess

- Unless directed otherwise by the MDOE or MECDC, students are not required to wear a face covering on the playground as long as they stay 6 feet apart. At the start of the year the entire playground will be open to students.
- The following games will NOT be permitted: tag-like games, competitive team sports (basketball, soccer, kickball, etc.). Modified games will be allowed to encourage movement, healthy competition, and physical engagement (passing football, soccer ball, HORSE or OUT with a basketball).
- If students are not able to maintain a physical distance of 6 feet, they will be required to wear a mask on the playground.
- Some high frequency recess areas will be cleaned daily.

7. Movement in the Building

- Students and staff travel on their right in the hallways, doing their best to maintain a social distance of 3 feet while wearing face coverings.
- Hallways will be marked to direct the flow of traffic and to support social distancing.
- Spots will be marked on the floors outside areas where lines may form (office, teacher desk, bathrooms, cafeteria, etc.)

8. Extra-Curricular Activities and Events

- There may be limited after school activities while maintaining the same safety measures as during the school day. This information will be forthcoming.
- There will be no concerts, all-school assemblies, or external events taking place in the building during the first quarter of the 2020-2021 school year. We will reassess this each quarter.

9. Sports

- The plan for sports is evolving
- We are waiting for the MPA guidelines and health conditions to determine how we will proceed with our sports teams.
- We will reassess the situation to make a final determination once we receive further guidance from the MPA.

#### 10. Subject Specific Adjustments

- Music, Art, PE, and Library Classes will be different in the following ways:
  - K-4 Music classes will be taught in respective classrooms.
  - Music classes will not involve singing.
  - Instrument lessons will continue following the safety measures we have in place.
  - K-8 Art classes will be taught in their respective homeroom classrooms.
  - Art will be adjusted to limit the sharing of materials.
  - Grades 2-8 Technology Education will take place in the classroom.
  - K-4 Library classes will be taught in the classroom.
  - PE will be held outdoors whenever possible throughout the year. PE activities will be adjusted to support limited equipment and physical contact. Care will be taken to clean equipment that is used between class periods.
- Lab Sciences – Shared equipment will be sanitized after each class.

#### 11. Transportation

- We are working with our transportation company to develop plans to transport students as we await further guidance from the MDOE.
  - Face coverings are required on all buses.
  - Students will be seated from back to front, except in cases where for the safety of the student he/she should be closer to the front of the bus.
  - Some windows will remain open for ventilation to the extent possible. Winter weather will impede this practice and we will adjust as needed.
  - Maximum bus capacity is yet to be determined by the DOE; this plan will be adjusted to meet that requirement when it is made.

#### 12. Classroom Setup

Strategies we will use in the classroom to help prevent the spread of COVID-19:

- Student desks will be a minimum of 3 feet part (6 feet when feasible).
- Students will sit facing the same direction.
- Seats will be assigned in all classrooms so that students are sitting at the same desk each day. Seating charts will be given to the main office.
- Classroom rugs may be used if they can be sanitized after use.
- Each room will have a hand sanitizer unit that students and staff will use when entering and exiting.
- Tables/desks will be sanitized before a new group of students uses them.

#### 13. Classroom Supplies

We are going to try to avoid using basic shared supplies. Students should plan on bringing their own general supplies. Supply lists will be sent home in early August. Class specific supplies will be provided by the school.

#### 14. Safety Training

At the beginning of the year, we will train all staff and students on the health and safety protocols. We will have posters on display around the school.

### YELLOW

#### Partial In-Person/partial Remote Learning

**Description:** During a Hybrid reopening, a combination of remote and in-person learning will occur. Determination of who or when in-person or remote learning occurs depends upon the needs of the student and school. In a hybrid scenario, all Forest Hills Consolidated School grading practices will remain the same as in-person learning.

If we need to move to a model where only a portion of our students can attend in-person, we will use an A/B Cohort model that isolates two distinct cohorts of students who attend in person on alternating days. We will code our days as Orange and Black days. Students would attend school on their designated day (typically every-other day). Those not in attendance would have remote assignments to complete on their remote learning day(s). All safety measures described in the “green” would remain in place, however, the minimum social distancing would increase from 3 feet to 6 feet.

During the “yellow” phase, unless it is deemed unsafe by administration, in consultation with local health officials, Kindergarten through Grade 2 students would continue to attend school daily.

### RED

#### Full Remote Learning

**Description:** It may become necessary during the course of the school year to move all students and staff to a remote learning scenario. This will be determined using the guidance of the MDOE, MECDC and based upon local data. In a remote learning situation, the administration, in consultation with local health officials, will determine if staff should work remotely or on campus.

Determining when necessary: Determination of Full Remote Learning will be based on local health data. Full Remote Learning is considered the least desirable situation for learning at Forest Hills Consolidated

School. In a remote learning scenario, all Forest Hills Consolidated School grading practices will remain the same as in-person learning.

If the school needs to shift to remote learning for any period of time students will continue school remotely following an abbreviated synchronous schedule. We learned a lot about what did and did not work for students in the Spring of 2020 and will incorporate these lessons to improve remote instruction if it is needed. We are prepared to transition to remote learning without missing any instructional days.

**SAMPLE REMOTE DAY SCHEDULE\***

\*Schedule may vary

Note that we will allow 5 minutes between each class period for transition time

| High School |                        |
|-------------|------------------------|
| 8:00 – 8:10 | Homeroom/Announcements |
| 8:10-8:15   | Transition             |
| 8:15-8:45   | Period 1               |
| 8:50 – 9:20 | Period 2               |
| 9:20-9:30   | BREAK                  |
| 9:30-10:00  | Period 3               |
| 10:05-10:35 | Period 4               |
| 10:35-11:15 | Period 5               |
| 11:15-11:45 | Lunch                  |
| 11:45-12:15 | Period 6               |
| 12:20-12:50 | Period 7               |
| 12:50-1:00  | BREAK                  |
| 1:00-1:30   | Period 8               |
| 1:30 – 2:04 | Office Hours           |

| Middle School |                        |
|---------------|------------------------|
| 8:00 – 8:10   | Homeroom/Announcements |
| 8:10-8:15     | Transition             |
| 8:15-8:45     | Period 1               |
| 8:45 – 8:55   | BREAK                  |
| 8:55-9:25     | Period 2               |

|             |                              |
|-------------|------------------------------|
| 9:30-10:00  | Allied Arts                  |
| 10:05-10:30 | Period 3                     |
| 10:35-11:15 | Office Hours                 |
| 11:15-11:45 | Lunch                        |
| 11:45-12:15 | Period 4                     |
| 12:15-12:25 | BREAK                        |
| 12:25-12:55 | Focus Instructional Time # 1 |
| 1:00-1:30   | Focus Instructional Time # 2 |
| 1:30 – 2:04 | Office Hours                 |

A remote day schedule for the Elementary School would be sent directly to parents as it varies for each grade level.

## Appendix A: Student Daily Health Check

The following symptoms indicate a possible illness that may decrease a student's ability to learn and also puts them at risk for spreading illness to others. Please check your child for these symptoms daily. By sending your child to school, you are certifying that you have conducted this daily check and determine that your child is healthy for school. If symptoms develop during the school day, our office staff will rescreen your child and will contact you with results or to notify you that your child must be picked up from school.

### Section 1: Symptoms

|  |   |
|--|---|
|  | Temperature of 100.4 degrees Fahrenheit or higher   |
|  | Sore Throat;  |
|  | New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough baseline); |
|  | Diarrhea, vomiting, or abdominal pain   |
|  | New onset of severe headache, especially with fever   |
|  | New onset of loss of taste or smell   |

### Section 2: Close Contact/Potential Exposure

|  |   |
|--|---|
|  | Had close contact with a person confirmed of COVID-19 (within 6 feet of an infected person for at least 15 minutes) |
|  | Traveled to a state other than those contained with the Governor's order for unrestricted travel                    |
|  | Living with someone who is sick or quarantined  |

**If you answer YES to any of these, then your child needs to stay home. It is encouraged that you speak with your child's doctor about his/her symptoms.**

**Please contact the school office by 8:00 a.m., if your child will not be in school for the day.**

## Appendix B: Staff Daily Health Check

The following symptoms indicate a possible illness that may decrease your ability to perform your job and also puts you at risk for spreading illness to others. Please check for these symptoms daily. By coming to school (work), you are certifying that you have conducted this daily check and determine that you are healthy for school. You will be required to leave school if symptoms develop during the day.

### Section 1: Symptoms

|  |  |
|--|--|
|  | Temperature of 100.4 degrees Fahrenheit or higher  |
|  | Sore Throat;   |
|  | New uncontrolled cough that causes difficulty breathing (for staff with chronic allergic/asthmatic cough, a change in their cough baseline); |
|  | Diarrhea, vomiting, or abdominal pain  |
|  | New onset of severe headache, especially with fever  |
|  | New onset of loss of taste or smell  |

### Section 2: Close Contact/Potential Exposure

|  |   |
|--|---|
|  | Had close contact with a person confirmed of COVID-19 (within 6 feet of an infected person for at least 15 minutes) |
|  | Traveled to a state other than those contained with the Governor's order for unrestricted travel                    |
|  | Living with someone who is sick or quarantined  |

**If you answer YES to any of these, then you must stay home. It is encouraged that you speak with your doctor about your symptoms.**

**Please follow the normal protocol for calling out sick.**

## **APPENDIX D: Health Protocols**

### **Protocol 1: If a staff member or student is at school presenting symptoms**

Designated staff will isolate the individual from all other members of the school community and notify parents/staff member's contact to have the individual sent home. They will be advised to contact their primary care physician. Health Services at the school will have two separate locations - one where individuals can be seen for medications, etc. (the main office). and one where anyone presenting COVID-like symptoms can be seen and isolated. (Room 244-A) Designated staff will don appropriate PPE.

If a case is confirmed to be COVID-19 and the person was in the building, administration will coordinate with local health officials and assess the risk to others. A short building closure (2-5 days) and remote learning will take place to allow staff to clean/disinfect/and complete contact tracing as necessary. Administration will communicate with staff, parents and students to keep the school community updated with information. Areas in the building used by the infected individual will be closed off for at least 24 hours prior to cleaning and disinfecting the areas. (cdc.gov)

### **Protocol 2: Return to School Strategy**

After a person has been out of school for a suspected COVID related absence - a time-based return to school strategy is determined based on a person's health status. Decisions about "return to school" for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances (community transmission, resource needs, etc.)

- Symptomatic persons with confirmed COVID-19 or suspected COVID-19 can return to school after:
  - At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications, **AND** improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**,
  - At least 10 days have passed since symptoms first appeared
- Asymptomatic persons with confirmed COVID-19 can return to school after:
  - At least 10 days have passed since the positive laboratory test and the person remains asymptomatic.
  - Note, asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above.
- Asymptomatic persons who have a known exposure to a person with COVID-19 without appropriate PPE can return to school after self-quarantining for 14 days. This involves staying home and limiting interactions with others. If the person develops symptoms such as cough, fever or shortness of breath, they need to contact their healthcare provider for guidance on what to do. Of note, if this person is tested for COVID-19 during the 14 day quarantine period, a negative test result would not change or decrease the time a person is monitored, but a positive test would move the person into one of the above categories, based on whether they are still asymptomatic or have developed symptoms.