

# Adams School

## COVID-19 RETURN TO SCHOOL GUIDELINES

### FOR STUDENTS & FAMILIES

*Addendum to the Student Handbook based on current Maine CDC Guidelines. The Adams School Committee 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 on emerging legal or health guidance.*

In response to COVID-19, School Union 93 will comply with the guidelines set forth by the Maine Centers for Disease Control (CDC), as well as the State of Maine, which are incorporated herein. These Union 93 Guidelines will be in effect from September 1, 2020 until June 15 2021 or the last day of the 2020-2021 school year. They will be updated with the latest CDC and State of Maine guidelines. Our goal is to continue to minimize the risk of possible transmission of COVID-19 and safely bring back as many students as possible to an in-person school setting to maximize learning. Therefore, these Union 93 COVID GUIDELINES are mandatory for all students and their families.

# Health and Safety

## DAILY SELF-ASSESSMENT:

- Prior to boarding the bus or drop-off, parents/guardians will need to complete a self-screening assessment daily for each child attending school to check for symptoms of COVID-19. The method for communicating this screening to the school will be shared with parents prior to the first day of school, and will be considered confidential information. Certain responses will require that a child remain home. In this event, Parents/Guardians should contact the school office at 326-8608.
- Parents/guardians should follow the chart below for the daily screening:

**COVID-19**  
Pre-Screening Tool  
for School Attendance

Within the past 24 hours have you had a fever (100.4 and above\*) or used any fever reducing medicine? YES = 

Do you feel sick with any of the most common symptoms of Covid, had vomiting/diarrhea, or felt unwell? (see symptom list to the right) YES = 

Have you been a close contact of a person with Covid in the past 14 days? YES = 

Have you traveled outside of the state in the past 14 days? YES =   
Contact Your School

**Most Common Symptoms of Covid 19:**  
Cough  
Shortness of breath or difficulty breathing  
Fever (100.4°F/ 38 °C or greater)\*  
Chills  
Sore Throat  
New loss of taste or smell

**Less Common Symptoms:**  
Muscle pain  
Nausea or Vomiting  
Diarrhea  
Fatigue  
Headache  
Congestion/runny nose

\*Fever is 100.4°F/ 38°C regardless of measurement location (oral, temporal).

**Stay home with any YES response to the questions above OR with two or more of the "less common" symptoms listed to the right.**

Attend school when all answers are NO and your child is feeling well with no other symptoms of illness. Call or see your school nurse or other designated person at school if you have questions.

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- Students whose parents have not completed the screening prior to arriving at school may not enter the school until either a staff member or parent has completed the screening. After 3 total days without completed screenings, parents will be asked to come to school to complete any further forgotten screenings.
- If a student is deemed sick and needs to go home, our expectation is that the child be

picked up within 30 minutes. Parents should designate a nearby emergency contact as necessary.

## FACE COVERINGS/MASKS:

- All students are required to wear a face covering/mask that covers their nose and mouth throughout the day. See CDC guidance on social distancing. Maintaining three (3) feet of distance is acceptable between and among students when wearing a face covering, but 6 feet is preferred.
  - The use of masks with exhalation valves is highly discouraged by the Maine CDC, as the valve can allow a concentrated stream of exhaled air containing droplets, putting others nearby at transmission risk. Therefore these masks are currently prohibited.
- During the school day face coverings must be worn at all times in the building and on school grounds (including the playground, common and around town) with the following exceptions:
  - While eating (which must be done at 6 foot distancing minimum).
  - While outdoors but only if distanced at 6 feet and permitted by the teacher
  - While taking a scheduled face mask break during the day
  - When the student's face cannot safely be covered due to a medical condition. In these cases a physician's note must be provided stating specifically that the student cannot wear a mask for health reasons. Students will then be required to wear a face shield. Face shields worn in place of a face covering must extend below the chin and back to the ears, and students with face shields must maintain a 6 foot distance at all times. Adults working in close proximity with students wearing face shields are required to wear a face shield as well as a mask.
- Face coverings must be worn by all students utilizing school transportation.
- All students must come to school with two face coverings (age appropriate design and size). If disposable, these should be replaced daily. If cloth, these should be washed daily. Face coverings are subject to meeting current dress code standards in regards to the appropriateness of language/images, etc. Face coverings should cover the nose and mouth, and fit snugly against the sides of the face. Cloth face coverings should have multiple layers of cloth. The school will have a

supply of face masks for student use in emergencies only.

## PREVENTION MEASURES:

- All students must practice proper handwashing guidelines and use hand sanitizer upon entering the school, their classroom, before and after donning or removing a face covering, before and after using playground equipment, after using the restroom, and prior to dismissal. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before and after eating, and after coughing/sneezing and using the restroom.
  
- All students must practice proper CDC infection control measures:
  - If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow. Face tissues must be immediately discarded.
  - Avoid touching their eyes, nose, or mouth.
  - Avoid touching any surfaces unnecessarily.
  - Refrain from physical contact, including hugs and hand-shakes.
  
- Restroom procedures will be established at each school to limit the number of students in the hallway and restrooms at one time.
  
- Revised pick up and drop off procedures will be developed to prevent excessive traffic. Parents are asked to stay outside the school, in their vehicles, to wait for their children. This will necessitate an earlier than normal start for our dismissal routine in order to end on time. More detailed instructions will be shared with parents prior to the start of school.
  
- Students should only bring to school what is absolutely essential for each day. Any items brought to school should fit into a single backpack. All items brought to school should be taken home each afternoon.
  
- Classrooms will be reconfigured to allow physical distance.
  
- Students will stay in cohort groups to avoid transmission of the virus. This means students will stay in their homerooms for all classes (except outdoor classes), and teachers will come to them. Homeroom groups will each have their own individual recess times, will report directly to homerooms when they arrive at school, and will eat lunch in rooms.
  
- Hallway use will be highly discouraged. As much as possible students will remain in the classroom (entering and exiting through exterior doors, reduced trips to the office, etc.).
  
- Curriculum nights, open houses and back-to-school events will be facilitated virtually.
  
- Field trips, assemblies, and other large gatherings will not be allowed until further notice.
  
- There will be no afterschool programs until at least the end of the first trimester.

- No one other than staff, students, and essential service personnel will be allowed in the building. Parent meetings with teachers and other school staff will be done by phone or video conference.

#### FOOD DISTRIBUTION/MEALS:

- Students will remain in classrooms, with windows open, or go outside for all snacks and meals.
- Breakfast and lunch will be delivered to classrooms by lunch staff. Nothing delivered to the classroom is to be returned to the kitchen.
- Students will maintain six (6) feet of physical distance while eating breakfast and lunch.
- Students should bring a full water bottle each day as traditional water fountains will not be available. Bottles may be refilled using our water supplies in each classroom.
- Shared food is prohibited. Parents are asked only to send food for their child and not class consumption (i.e. birthdays; holiday celebrations).
- Students will be required to practice proper hand washing/sanitizing prior to, and after, eating.

#### PLAYGROUND USE:

- Face coverings will be worn at recess, except during teacher-structured activities that guarantee 6 foot distancing.
- Use of designated playground equipment and supplies will be allowed under close monitoring.
- Limits will be placed on the number of students on equipment at one time.
- Grade level pods will have recess together.
- Students will wash their hands/use sanitizer before and after using playground equipment.

## Classroom Configuration

- Classroom seating will be configured with maximum allowable space between students, but will be at least 3 feet apart, and preferably 6 feet. All students will have assigned seats.
- Schedules will be developed in a way that will limit student movement and/or interactions between student groups throughout the day.

- Employees will modify instructional plans to reduce student contact, sharing of materials or equipment and maintain appropriate physical distancing to the greatest extent possible.
- Commonly touched surfaces will be sanitized at least once during the day, and again after school.
- We will be conducting many classes outside. We ask that parents make sure their children are dressed appropriately for the daily forecast, including a raincoat and boots for rainy days.
- Sharing of items (electronic devices, toys, books, and other games or learning aids) will be discouraged and restricted.
- Each child's belongings will be separated from others' and in individually labeled containers, cubbies, or areas.

## Special Education

- Special Education staff in all School Union #93 schools will have communication with families to make contingency plans for current IEPs, to ensure our students receive necessary services and accommodations. Any pivot/individual remote learning plans (IRLP) will include family input and be attached to an amended IEP.
- Occupational Therapy will be provided virtually to eligible students in all School Union #93 schools.
- Physical Therapy will be provided in-person to eligible students in all School Union #93 schools.
- At Adams School eligible Speech Language Therapy students will have a blended, i.e, combined in-person/virtual, therapy experience.
- IEP meetings will be conducted remotely via Zoom. If you have technical questions on how to do this when a meeting is scheduled, please contact your child's case manager.
- Special Education evaluations will be administered in-person in each school. Please contact your Special Education Case Manager with any questions related to upcoming evaluations.
- Determination of additional PPE requirements will be made by the Director of Special Services based upon the unique needs of each student/situation. Additional PPE may be provided for staff working with young children and students with IEPs, such as, but not limited to:
  - Clear face coverings and/or
  - Face shields

- Kevlar sleeves/arm protectors
- Gloves
- Gowns
- Plexiglass barriers for student desks

## Transportation

- Parents/Guardians are encouraged to transport their child to and from school if at all possible.
- Students are required to wear a face covering at all times while on the bus/van, including upon entry/exit.
- Students must use hand sanitizer when they enter the bus/van.
- Bus seating will be limited to one student per seat, except in the case of family members (who will be assigned seats together).
- Students must sit in the seats assigned to them.
- Seats in the back of the bus must be loaded first and then move forward. The bus should be emptied from the front to the back.
- Students will need to practice social distancing when exiting the bus, maintaining a 6 foot distance. The bus radio will be used to dismiss by rows.
- Several windows will be opened to improve air ventilation when the bus driver determines it is safe to do so.
- Bus drivers will clean and disinfect frequently-touched surfaces between runs as much as possible. High-touch areas in buses include seat backs, handrails, stability poles, bars, windows and window ledges.

## Technology

- In a hybrid (combination of remote and in-person instruction) or remote instruction model, 1:1 devices will be provided, as needed, to each K-8 student. These devices will be transported by the student between school and home.
- Parents/Guardians agree to return the borrowed devices at the end of the school year, unless otherwise determined, to be cleaned and disinfected.
- Sharing of devices between students will be discouraged. If it is required, devices will be sanitized after each shared use.

## When Someone is Sick

- Parents/Guardians will avoid exposing others by ensuring their child remains home if they experience any signs or symptoms of Respiratory Illness or a fever of 100.4°F or higher.
- Students will not be penalized for missing school when required to stay home under these guidelines.
- School nurses will ask about symptoms when absences are reported.
- If a student develops a fever or other Covid symptoms during school hours, an approved isolation room is designated for students to wait for their parents to pick up their child immediately. Parents should designate a nearby emergency contact if necessary to allow for a quick (30 minutes maximum) pick-up.
- Students should not return to school unless they are fever free for 24 hours (1 day) without fever-reducing medication and symptom-free for 24 hours. Students with Covid symptoms may be required to have a physician's note before returning to school.
- Any area used by a sick person will be closed until proper disinfection has been completed.

### EXPECTATIONS IF TESTED POSITIVE FOR COVID-19:

- Families will notify our school nurse, if their child, or anyone in their household, has been confirmed to have COVID-19. As a response to protect the health and safety of our students and staff, areas will be sanitized and CDC guidelines followed to notify all families and employees that have come in contact with and/or have been exposed to the student in the most confidential manner possible.
- We will follow current Maine CDC guidance on when students/staff can return. Medical clearance will be required and must be submitted to the nurse or administration.
- Students who have had close contact with someone who tests positive for, or is diagnosed with, COVID-19 must isolate at home and monitor symptoms for 10 days. Close contact is defined as “any individual who has been closer than six (6) feet for more than 15 minutes.”
- Depending upon circumstances, this could include entire classrooms, athletic groups, or bus routes.
- Students returning from illness related to COVID-19 will be required to check in with the school nurse or school administrator.
- The school will work closely with Maine CDC on all contact tracing and other related protocols.
- During the time students are out of school, arrangements will be made to ensure they do not fall

behind in their learning (i.e. remote instruction or make-up work following a healthy return).

## EXPECTATIONS IF REQUIRED TO QUARANTINE:

- If an individual student is required to quarantine, they will be provided the option to transition into remote instruction and, if they participate, those days will not be counted as absences.
- If a classroom or multiple classrooms are required to quarantine due to a positive test, impacted students will transition to remote instruction during the quarantine period. If a student participates, those days will not be counted as absences.
- Students who have traveled out of state to those states not listed in the most up-to-date Governor's orders must isolate at home and monitor for symptoms for 10 days, or provide a negative Covid test, before being able to return to school. If students participate in remote learning during the quarantine, those days will not be counted as absences.

## School Cleaning

- Frequently touched surfaces will be cleaned and disinfected with an EPA approved COVID cleaner, ensuring proper use with correct dwell time and PPE use.
- Frequently touched surfaces will be disinfected at least once during the school day, anytime children switch classrooms, and at the close of the school day.
- FTS include- Tables, chairs, desks, phones, keyboards, doorknobs, lightswitches, countertops, handles, toilet, faucets, sinks, touchscreens, cubbies.
- The school will develop a plan for who is responsible for each item and a checklist to document that it has been done.
- Bathrooms will be cleaned and disinfected at least once during the day and at the close of the day.
- Traditional water fountains will be closed. Children will be asked to bring water bottles from home, which they can fill in the classrooms.
- Frequently touched surfaces will be reduced as much as possible.
- Routine cleaning will be implemented if the school is not in use for 7 days due to a Covid shutdown.
- Simple washing of surfaces will be acceptable for non-frequently touched surfaces.