

MSAD 11
COVID-19 Handbook
FOR STUDENTS & FAMILIES



Addendum to the Student Handbook
UPDATED: 8/17/2020 based on current Maine CDC Guidelines

MESSAGE FROM SUPERINTENDENT PATRICIA HOPKINS

In response to COVID-19, the MSAD 11 School District will comply with the guidelines set forth by the Maine Center for Disease Control (CDC), as well as the State of Maine, which are incorporated herein. These guidelines will be in effect from September 8, 2020 until the pandemic ends. This document will be updated regularly with the most current CDC and State of Maine guidelines. Our goal is to minimize the risk of possible transmission of COVID-19 between students/staff. **Therefore, these COVID19 Return to School Guidelines for Students and Families are mandatory during the school day for all students** and we encourage students and families to follow these guidelines outside of school.

“We have a chance to do something extraordinary.

As we head out of this pandemic we can change the world.

Create a world of love. A world where we are kind to each other.

A world where we are kind no matter what class, race,
sexual orientation, what religion or lack of or what job we have.

A world where we don't judge those at the food bank because
that may be us if things were just slightly different.

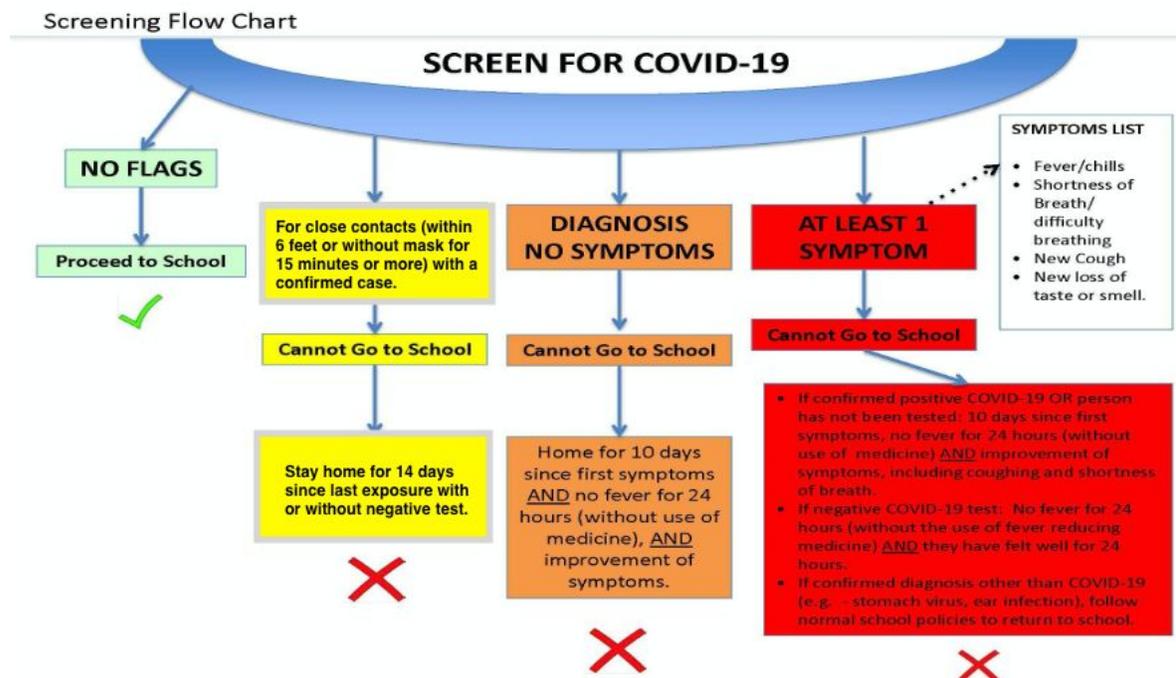
Let love and kindness be our roadmap.”

- Johnny Corn

HEALTH & SAFETY

DAILY SELF-ASSESSMENT:

- Prior to boarding the bus or drop-off, Parents/Guardians will need to complete a self-screening assessment daily for their child to check for [symptoms of COVID-19](#). Certain responses will require that a child remain home. In this event, Parents/Guardians are asked to contact their child's School Nurse .
- Daily self-assessment questions:
 - *Have I been out of the State of Maine in the last 14 days?*
 - *Do I or have I been living with anyone who is sick or quarantined?*
 - *Do I or have I been around anyone exhibiting these symptoms within the last 14 days:*
 - *Do I or have I had a loss of taste or smell?*
 - *Do I or have I had shortness of breath?*
 - *Do I have a fever or feel feverish?*
 - *Do I have a cough or sore throat?*
 - *Do I feel unwell today?*
- Upon arrival at school, students, staff and visitors may be subject to temperature screening. No personally identifiable data will be collected and students with a fever of 100.4°F or higher will report to the School Nurse and staff/visitors will be sent home.
- Parents/guardians should follow the flow chart if ANY COVID-19 symptoms are identified:



FACE COVERINGS/MASKS:

- All students are required by the Maine Department of Education to wear a face covering/mask that covers their nose and mouth when in the presence of others (including hallways, classrooms, etc.) maintain six (6) feet of distance--about two arm's length-- at all times throughout the day. [See CDC guidance on social distancing](#). Maintaining three (3) feet of distance is acceptable between and among students when combined with the other measures outlined in this CDC list of safety requirements.
- Face coverings must be worn when entering or exiting buildings, while traveling in hallways, and generally when moving about the school. Exceptions may include, but are not limited to:
 - While eating
 - While on the playground, if students remain stationary and social distancing allows
 - While participating in music practice, if permitted
 - When the student's face cannot safely be covered due to a medical condition in which case a doctor's note must be provided and the student would wear a face shield.
- Face coverings must be worn by all students utilizing transportation by bus or van.
- All students will be provided with two [face coverings](#) (age appropriate design and size). Students are encouraged to wear [multi-layered face coverings](#). 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 shields may be an alternative for those students with a documented medical, behavioral, or other challenges who are unable to wear masks/face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.

PREVENTION MEASURES:

- All students must use [proper handwashing guidelines](#) and/or use hand sanitizer upon entering the school, their classroom, before and after donning or removing a face covering, and throughout the day. 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, and immediately discard the tissue.
 - 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.
- Students should only bring to school what is absolutely essential for each day. Any items brought to school should fit into a single backpack.
- Classrooms will be reconfigured to allow physical distance.

- 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, lockers, or areas.
- Curriculum nights, open houses, back-to-school and parent/teacher events will be facilitated virtually.
- Field trips, assemblies, and other large gatherings will not be allowed.
- See CDC's informational video on how to [Stop the spread of germs](#).

FOOD DISTRIBUTION/MEALS:

- Students will maintain six (6) feet of physical distance while eating breakfast and lunch as students will be unable to wear face coverings during these times.
- Students are encouraged to bring a full water bottle each day as water fountains will be closed. Bottles may be refilled using our filling stations. Water filling stations will be sanitized along with all other "common touch" surfaces.
- 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 handwashing](#)/sanitizing prior to eating.
- All food served will be served to students by employees.

PLAYGROUND USE (ELEMENTARY):

- Use of designated playground equipment and supplies will be allowed under close supervision.
- Use of face coverings/shields will be required during this time except when students remain stationary and as long as physical distancing is maintained.
- Limits will be placed on the number of students on equipment at one time.
- No more than 50 students may congregate in one section of a play area at a time.
- If needed, at least three (3) areas of each playground will be established and student groups will be assigned to remain in each area each day. These areas will rotate so that students are able to use the entire playground over the course of several days.
- Students will wash their hands/use sanitizer before and after using playground equipment.
- Playground equipment (e.g. swings, slides, etc.) will be sanitized at the end of every day.

SPECIAL EDUCATION

- MSAD 11 will plan for special education students, including students with disabilities and English Learners, to ensure they receive necessary services and accommodations.
- 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, students with IEPs or student's with specialized health plans such as, but not limited to:
 - Clear face coverings and/or
 - Face shields
 - Kevlar sleeves/arm protectors
 - Gloves
 - Gowns

TRANSPORTATION

- Parents/Guardians are encouraged to transport their child to and from school, if able.
- 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.
- Families should be vigilant to limit contact between other parents/students at bus stops and direct contact with the bus driver as much as possible by maintaining a six (6) foot distance.
- Students will be seated one student per seat in a staggered pattern. One child per seat with one child on the outside in one seat and in the next seat, one child in the window seat and distanced according to guidelines with the seat directly behind the driver remaining open. Prohibited seats will be marked with tape.
- Students will be assigned seats and 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 and then the back.
- Students will need to practice social distancing when exiting the bus. Students will be dismissed by rows with guidance from an adult.
- Each student will be allowed ONE designated pick up and ONE designated drop off.
- Several windows should be slightly opened to improve air ventilation.
- Up to two (2) children are allowed in each van, depending on the size of the van. If a second adult monitor is required, only one (1) child will be allowed. The total capacity of a van should not exceed three (3) people at any given time.

- Bus drivers will clean and disinfect frequently-touched surfaces between uses as much as possible.
- Parents/Guardians will minimize face-to-face meetings by utilizing alternative methods to receive updates (i.e. email, conference call, phone call, web-based meetings).
- Any Parent/Guardian needing to enter the building for business reasons will need to be screened and should utilize reception windows.
- Parents/Guardians will be asked the same screening questions as students prior to entry to any school building. If any response is “yes”, the parent/guardian will not be allowed into the building. If allowed into the building, parents/guardians:
 - Must wear a face covering while in the buildings.
 - Must use the sanitizing station upon entry.
 - Must maintain a social distance of six (6) feet.
 - Must attend to their specific business and leave immediately following.
- Upon entering the building, pre-approved volunteers, if permitted must follow the same guidelines as visitors listed above.
- In a hybrid or remote instruction model, 1:1 devices will be provided to each K-12 student, when appropriate. These devices will be transported by the student between school and home.
- Parents/Guardians agree to return the borrowed devices to the school any time they are requested. At the end of the school year, devices will be returned to be cleaned, disinfected, and upgraded.
- Sharing of devices between students will be discouraged. If it is, devices need to be sanitized after each shared use.

CLASSROOM SETTING *(If In-Person Instruction Occurring)*

- Classroom seating will be configured with maximum allowable space between students.
- Elementary and middle school 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.
- Common touch surfaces will be sanitized throughout the day.

REMOTE INSTRUCTION *(If In-Person Instruction Occurring)*

- Any MSAD 11 student across grades Pre-K-12 will have the option of participating in remote instruction. Remote instruction is available for any student with health and safety concerns, elevated health risks, a family member with elevated health risks, or families wishing to access this option for personal reasons.

- MSAD 11 Instructional Staff (Teacher or Ed. Tech. III) will lead these classes.
- These remote learning programs will be fully graded and credit bearing.
- Students who elect to participate in this remote instruction program to begin the 2020-21 School year must remain in the program at least through the end of the first quarter at the middle school, the trimester at the elementary schools, or the semester at the high school.
- Assigned instructional staff will also coordinate to ensure offerings such as Special Education and ELL, in addition to any appropriate accommodations, are provided to students remotely as needed.

WHEN SOMEONE IS SICK

- Each day, before boarding the bus or entering MSAD 11 property, parents/guardians must complete a self-assessment for COVID-19 for each student as identified by the Department of Education (DOE) [Maine DOE Recommended Self-Assessment](#) Following the identification of any positive responses for COVID-19 and/or exposure, the parent/guardian should contact the school nurse. *Please refer to the reporting student illness flowchart on page 3.*
- Upon confirmation of a positive case, the nurse will contact the school administrator followed by notification of the superintendent or designee . The district will follow the Maine CDC procedure with the school nurse being responsible to contact the Maine Center for Disease Control and Prevention (CDC) for further public health guidance regarding contact tracing, quarantine efforts and any further precautions to protect the health and safety of students. The school nurse will provide updates to the school administrator and the superintendent. Confidentiality of individual health care information will be protected as outlined in current law. *Please refer to the reporting student illness flowchart on page 3.*
- Students will not be penalized for missing school when required to stay home under these guidelines. School nurses will ask about COVID-19 symptoms when absences are reported and document the information as appropriate.
- If a student develops a fever and/or symptoms during school hours, the student should be assessed by the school nurse for the identification of possible COVID-19 and non COVID-19 symptoms. A medical isolation room is designated in all schools for students to wait for their parents to pick up their child immediately.
- For non COVID-19 symptoms as identified by the nurse or primary care provider (PCP), 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.
- Any area used by a sick person will be closed until proper disinfection has been completed.

- Students with known conditions (i.e. allergies) may come to school if they provide documentation of current symptoms from a medical provider. If any additional symptoms are exhibited, the student must follow the guidelines established in this document.

EXPECTATIONS IF TESTED POSITIVE FOR COVID-19:

- Parents/Guardians will notify the School Nurse if their child, or anyone in their household, has been confirmed to have COVID-19. Upon confirmation of a positive case, the School Nurse will contact the Building Principal followed by notification to the Superintendent or designee. The Superintendent, or designee, will be responsible to contact the Maine Center for Disease Control and Prevention (CDC) for further public health guidance regarding case tracking, quarantine efforts, and any further precautions to protect the health and safety of students. Confidentiality of individual health care information will be protected as outlined in current law.
- 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.
- Under the current Maine CDC guidance, a student who has tested positive for COVID-19 will NOT be able to return to school until:
 - the student has gone 24 hours (1 day) without exhibiting symptoms of COVID-19, and at least ten days have passed since the student’s symptoms first appeared;
 - OR***
 - the student has received two negative COVID-19 test results from specimens taken more than 24 hours apart.
 - AND***
 - The School Nurse has cleared the student to return to school.
- 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 and monitor for signs and symptoms for an additional 4 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, clubs, bus routes, playground groupings, or cafeteria groupings.
- Students returning from illness related to COVID-19 will be required to check in with the school nurse and 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).
- A student who tests positive with a PCR test will not have to quarantine again for 90 days after the positive test once they have completed their isolation period.

EXPECTATIONS IF REQUIRED TO QUARANTINE:

(Still being determined based on Remote Instruction Enrollment)

- 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 before being able to return to school, but monitor for signs and symptoms for an additional 4 days, or must have a negative test prior to returning to school. If students participate in remote learning during the quarantine, those days will not be counted as absences.
- All students who travel to a non-exempt state, even for a medical appointment, must be quarantined for 10 days or be tested upon return, [regardless the reason for travel](#).

TRAINING VIDEOS FROM THE CDC

- [How to Wear a Cloth Face Covering](#)
- [Cloth Face Coverings Do's and Dont's](#)
- [Handwashing](#)
- [Social Distancing](#)
- [Stop the Spread of Germs](#)
- [Know the Symptoms of COVID-19](#)
- [Tested Positive for Covid: When it is ok to Return to School](#)
- [Taking Care of Your Daily Health During COVID-19](#)

RESOURCES FOR FAMILIES

[Daily Self-Assessment Questions](#)

[CDC - Social Distancing Guidelines](#)

[CDC Infection Control Measures](#)

Green Zone	Yellow Zone	Red Zone
<ul style="list-style-type: none"> • In-person learning for all students • Following 6 safety guidelines, including wearing masks 	<ul style="list-style-type: none"> • In-person learning by cohorts: <ul style="list-style-type: none"> ◦ Cohort A on Mondays/Tuesdays ◦ Cohort B on Thursdays/Fridays • Following 6 safety guidelines, including wearing masks when in-person • Remote learning on non-cohort days • Educator office hours on Wednesdays 	<ul style="list-style-type: none"> • Remote learning for all students • Set virtual meeting schedules established • Attendance and grading will continue

Expectations for Learning	
Educators Will	<ul style="list-style-type: none"> • Provide purposeful and engaging new instruction via weekly in-person and virtual lessons and assignments to ensure progress toward year-end goals • Utilize SeeSaw and Google Meet (Pre-K-3) and GoogleMeet/Classroom (4-12) to communicate with students and post assignments • Provide meaningful and timely feedback on assignments • Be available during set office hours to help students and families • Respond to emails within a timely manner • Clearly communicate learning expectations, assignments, and deadlines in a timely fashion with both students and families • Follow mask protocols when in buildings • Be dressed appropriately for public presentation • Instruct in a space that allows the students to focus on learning (e.g. In a quiet room aware of personal surroundings) • Post a class schedule for both in-class and remote learning in a central location that allows a routine to be developed
Students Will	<ul style="list-style-type: none"> • Attend and actively participate in all learning, in class and on remote learning days. Daily attendance will be expected and taken on in-person and remote days. • When learning remotely, attend in a space that allows you to focus on learning with the laptop and any necessary learning materials nearby. (e.g. In a quiet room) • Have a charged laptop ready for learning when at home and when at school • Be respectful during all virtual learning experiences <ul style="list-style-type: none"> ◦ Your microphone is muted upon entry into class and when not speaking ◦ Be actively engaged through chat box, oral responses, and/or video

	<ul style="list-style-type: none"> ○ Your phones are silenced ● Be dressed appropriately for public presentation ● Follow mask protocols when in buildings ● Communicate with teachers whenever you have a question or concern ● Work with teachers and your families to create and maintain daily schedules
<p>Families Will</p>	<ul style="list-style-type: none"> ● Support your child/ren with rituals and routines to complete the assigned work ● Help your child/ren have a charged laptop ready for learning when at home and when at school ● Work to provide a quiet and distraction free environment as much as possible <ul style="list-style-type: none"> ○ Understand the basic navigation requirements for the designated learning platforms ○ Support the learning environment as much as possible to encourage participation and on-task behavior ● Communicate with teachers whenever you have a question or concern ● Check our school websites frequently for updates and resources <p>We understand this is a very trying time for all. Please do the best you can to support your child/ren. We know the dynamics in the family may have drastically changed with some parents at home, some working the front lines, and some stepping in as caretakers for others. We ask that you do the best you can to support learning at home.</p>