

# Cape Schools Open Minds and Open Doors

Community • Academics • Passion • Ethics

## CAPE ELIZABETH SCHOOLS

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March 4, 2020  
Update on Pandemic Plan

Cape Elizabeth administrators and staff have been working to develop a Pandemic Plan under the direction of the Maine CDC and the Maine Department of Education. This plan consists of a *Before a Pandemic, During a Pandemic, and Following a Pandemic* segment. Currently, we are working in the “Before Pandemic” stage, and have begun following those precautionary procedures.

The *Before* stage focuses on deep sanitizing and disinfecting, as well as promoting space between students, handwashing, covering mouth and nose while sneezing and coughing, and urging sick students and staff to staff home. Additionally, this stage promotes planning for possible school closures in the areas of providing food to free and reduced families, continuing academic progress of our students via technology, and planning for a large absenteeism of staff.

The *During a Pandemic* stage focuses on the details of providing food for students in school, and during a possible school closure, and identifying nutrition service staff who would be working during a closure. This stage also discusses continuing education for students in grades 6-12 who will be taking their devices home to complete research and assignments as communicated by their teachers. Students in grades K-5 will be urged to take books home to read and to engage in websites on their home devices. Teachers will be meeting during the *Before* stage to develop plans for students to work at home should school closures occur.

Plans during the *Before* and *After* stages will require us all to work together to ensure that our schools are as safe and productive as possible during these unsure times. The safety of students and staff is our highest priority and we will, I’m sure, all do whatever we can to provide this safety.

As a precaution, during either the *Before* or *During* stages we may be cancelling all large group gatherings such as sporting events or theater productions. These closings will be announced on our web site.

The Governor will communicate a school closing and reopening order to schools throughout the state, if necessary. Hopefully we will not reach that state of emergency. Also, should an outbreak occur in our schools we will follow CDC’s advice for school closure. All closure and reopening communication will come through the Superintendent’s office, much the same as our weather closures.

Please refer to the websites below for additional information:

[CDC: What you need to know about Coronavirus Disease 2019 \(COVID-19\)](#)

[CDC: What to do if you are sick with Coronavirus Disease 2019 \(COVID-19\)](#)

[Everyday Preventive Actions Can Help Fight Germs, Like Flu](#)

[U.S. CDC Coronavirus Website](#)

[Maine CDC Coronavirus Website](#)

[U.S. CDC Flu Website](#)

[Maine CDC Flu Website](#)

## Resources for Schools

- Model Letters for Community or Staff
  - [Coronavirus Model Letter for SAUs](#)
  - [Coronavirus to Staff-Portland](#)
  - [CoV19 Notice 2020](#)
- [School Nurse Talking Points on COVID-19](#)
- [Reminder and Updated Guidance for Scheduling / Rescheduling Instructional Days and Requesting Waivers](#)
- [Reminders for School Communities Regarding the 2019 Novel Coronavirus](#)
- [Outbreak Reporting to CDC through Neo](#) - A potential outbreak of disease is reportable to Maine CDC. In schools, this is defined as 15% of the school population being absent on a particular day due to illness. Schools must report elevated absenteeism. This reporting tool will complete this report to both DOE and Maine CDC in one step. For step by step directions see the [NEO Reporting Reference Guide](#).

The stage *Following a Pandemic* focuses on debriefing the plan and revising when necessary.

Respectfully,

Donna H. Wolfson

Superintendent of Schools