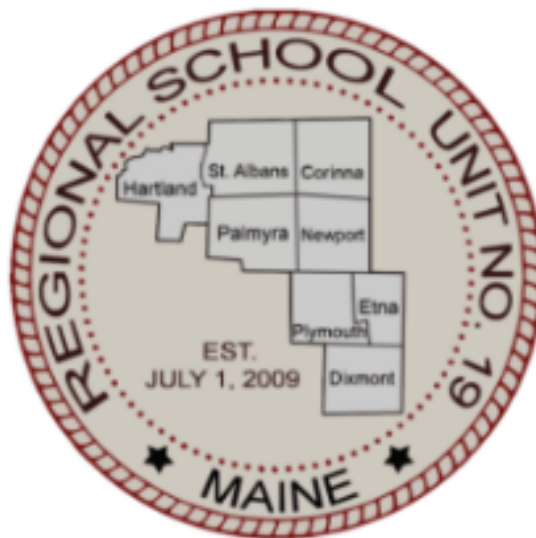


**DRAFT**

# **RSU 19 Pandemic Response Plan**

## **2020-21 School Year**

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



Approved by RSU 19 Board of Directors: 8/5/2020  
The plan will continue to updated and reviewed by the board

# RE-ENTRY PLAN Draft - JULY 2020

## Introduction

This Re-Entry plan is designed to assist the RSU 19 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 RSU 19 Board policies.

RSU 19 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 [Maine DOE Reintegration Framework](#).

This Plan incorporates recommendations of the Centers for Disease Control, as feasible and necessary, and in line with the Department of Education’s guidance. [CDC Coronavirus Information](#)

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

## MDOE: 6 Requirements for Safely Opening Schools in the Fall

- **Symptom Screening at Home Before Coming to School** (for all Staff and Students) - Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day. RSU 19 will provide information to families in their primary language to support them in completing this check. Any person showing symptoms must report their symptoms and not be present at school. RSU 19 will provide clear and accessible directions to parents/caregivers and students for reporting symptoms and absences.
  - **Self-Screen Daily:** All students and staff planning to enter the building must self screen prior to getting on RSU 19 transportation or entering any building. RSU 19 will be providing a link to our Infinite Campus student information system to enter screening information electronically. Infinite campus will be creating this 8/8/2020-8/9/2020. We will notify parents when this is available.
  - Flowchart for Illness: [Appendix A](#)
- **Physical Distancing and Facilities** - Adults must maintain 6 feet of distance from others to the extent possible. Maintaining 3 feet of distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements. 6 feet of physical distancing is required for students while eating breakfast and lunch, as students will be unable to wear masks at that time. A “medical isolation room” (separate from the nurse’s office) must be designated for students/staff who exhibit COVID-19 symptoms during the school day. Adequate ventilation is required for classrooms, with schools having flexibility in implementation such as using properly working ventilation systems or outdoor air exchange using fans in open windows or doors. Groups in any one area, room, or classroom must not exceed the Governor’s gathering size limits. Schools throughout the District will follow MDOE and CDC guidance on social distancing between student and staff work areas. Each school will implement strategies based on their unique facilities. For example:
  - Rearrange student desks to maximize the space between students. Turn desks to face in the same direction rather than facing each other.
  - Altering schedules to minimize hall movement.
  - Open windows to increase ventilation.

- Utilize outdoor spaces for classes.
- **Cleaning, disinfection, and ventilation are intensified.** Outside and increased interior air ventilation will be turned on/monitored before staff and students return to school.
- **Masks/Face Coverings** - Adults, including educators and staff, are required to wear a mask/face covering. Students age five and above are required to wear a mask/face covering that covers their nose and mouth. (MDOE Updated 7/31/20) Masks are recommended for children ages two to four, when developmentally appropriate. (Updated 7/31/20). Masks/face coverings must be worn by all students on the bus. Face shields may be an alternative for those students with medical, behavioral, or other challenges who are unable to wear masks/face coverings. The same applies to staff with medical or other health reasons for being unable to wear face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.
  - Mask breaks will occur throughout the day. Breaks will occur in settings where students can be at least six feet apart and outside or at least with the windows open.
    - Elementary School Breaks will occur a minimum of 5 times per day; building administrators will work with staff to make these breaks developmentally appropriate for the age of the students. The district will continue to monitor the most current guidance regarding mask breaks.
    - Middle and High School breaks will occur a minimum of once per period.
- **Hand Hygiene** - All students and staff will receive training in proper hand hygiene. All students and staff must wash hands or use sanitizing gel upon entering the school, before and after eating, before and after donning or removing a face mask, after using the restroom, before and after use of playgrounds and shared equipment, and upon entering and exiting a school bus.
  - **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.

- **Personal Protective Equipment** - Additional safety precautions are required for school nurses and/or any staff supporting students in close proximity, when distance is not possible, or when students require physical assistance. These precautions must at a minimum include eye protection (e.g., face shield or goggles) and a mask/face covering. Classrooms and/or areas that have been used by an individual diagnosed with Covid-19 must be closed off until thorough cleaning and sanitization takes place.
- Return to School after Illness - Sick staff members and students must stay home until they meet CDC criteria for returning to school.
- **Monitor student and employee absences** and have flexible leave policies and practices.
  - Anyone who is sick must **stay home**. See [Appendix A](#).
  - Staff or Students who get sick at school will be sent to the nurse to re-administer the daily health screen to determine if the illness is COVID related or not. If COVID related, students will be sent to a designated isolation room monitored by a staff member wearing appropriate PPE. Parents will be called to pick up their child. Employees who get sick at work will be closely monitored. If not COVID related, the nurse will recommend next steps, ie stay at school or go home. [Appendix B](#)
  - If staff or students have COVID related symptoms, they must have  
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## **GENERAL PRINCIPLES:**

- **Cancel or modify classes where students are likely to be in very close contact.** For example, in physical education or choir and band classes, consider having teachers come to classrooms to prevent classes mixing with others in the gymnasium or music room).
- In the event of a 3 or more **confirmed cases of COVID-19** or a high number of students or staff out sick, an individual school within RSU 19 may be cancelled for a period of time.
- **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 Nurse's 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, exterior vestibules will be used to separate the public that may need to interact with staff, student pick up and drop off will change to limit contact. For example students will exit vehicle in front of the school or be led to the vehicle at the end of the day, 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.
- **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. RSU 19 will also offer a remote educational program for parents.
- **Regularly communicate and monitor developments** with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.

## Guide to 3-Tiered Options for RSU 19 Schools

### **Green: 100% In-School Learning** [LINK](#)

Categorization as “green” suggests that the county has a relatively low risk of COVID-19 spread and that schools may consider in-person instruction, as long as they are able to implement the required health and safety measures. Schools in a “green” county may need to use hybrid instruction models if there is insufficient capacity or other factors (facilities, staffing, geography/transportation, etc.) that may prevent full implementation of the health and safety requirements.

### **Yellow: Hybrid In-School/Remote Learning** [LINK](#)

Categorization as “yellow” suggests that the county has an elevated risk of COVID-19 spread and that schools may consider hybrid instructional models as a way to reduce the number of people in schools and classrooms at any one time.

### **Red: 100% Remote Learning** [LINK](#)

Categorization as “red” suggests that the county has a high risk of COVID-19 spread and that in-person instruction is not advisable.

*NOTE: For each of the levels indicated, RSU 19 has developed plans for how educational and operational programming will function. These plans are outlined below.*

*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. RSU 19 reserves all rights to change any and all aspects of this plan without prior notice as conditions warrant.*

*The decision to change between distinction will be made based on CDC guidance or a change in the designation from the commissioner of education.*

# Red: 100% Remote Learning

Categorization as “red” suggests that the county has a high risk of COVID-19 spread and that in-person instruction is not advisable.

Domain	Description/Considerations
<b>Type of Instructional Programming</b>	<ul style="list-style-type: none"> <li>● <b>Remote learning will occur.</b></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="#">RSU 19 REMOTE LEARNING PLAN</a></li> </ul> </li> <li>● No field trips, assemblies, student exchanges, etc. will be permitted in 2020-21.</li> <li>● PK-12 assignments/learning platforms will be determined by the district remote learning committee</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 PK-12 will have 1:1 devices for utilization at home.</li> <li>● Google Classroom will be the common platform for assignment submission in grades 4-12.</li> <li>● Any use of Video Conferencing will follow <a href="#">RSU 19 Acceptable Use Policy</a>.</li> <li>● Technology support can be accessed by students, parents and staff by emailing RSU 19 Tech or calling the school’s Main Office.</li> <li>● Technology Department staff will provide technical assistance to ensure devices and systems are operational.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>● All district school staff are considered “essential staff” and will be expected to report to work. Staff will be expected to work in-person when possible.</li> <li>● Staff with underlying health conditions or other circumstances preventing them from working in-person should meet with their supervisor or the Superintendent to make a work plan.</li> <li>● Staff who are experiencing ANY symptoms will be asked to remain home and seek medical advice as necessary.</li> <li>● Food Service staff will continue to operate.</li> <li>● Educational Technicians will perform their typical duties where possible. If work is not available, Ed Techs will provide support to Food Services, delivery of food, or other duties assigned by the supervisor.</li> <li>● Bus drivers will support food service deliveries, maintenance, and/or cleaning work as available.</li> <li>● If not working, any staff could be furloughed during prolonged periods of facility closure in accordance with applicable laws and contractual agreements.</li> <li>● School Main Offices will remain closed to the public but accessible for support via phone or email. Hours may be adjusted during remote learning.</li> </ul>



	<ul style="list-style-type: none"> <li>• Training will be provided to all staff on the use of PPE, proper hand washing techniques, and appropriate environmental cleaning.</li> <li>• Staff will engage in professional planning for effective remote learning. Any transitions to remote learning may necessitate additional teacher prep time with non-student days.</li> <li>• Hourly support staff will track hours using a digital tool to track hours.</li> <li>• Staff absences will be handled through the typical process, the immediate supervisor and HR department in accordance with all applicable state and federal laws and regulations..</li> <li>• All other employees are expected to work daily.</li> </ul>
<b>Student and Parent Role</b>	<ul style="list-style-type: none"> <li>• Students will participate and engage in all classes and with their teachers.</li> <li>• Parents will notify classroom teachers, counselors, or administration when their student needs support or with questions.</li> <li>• Assigned school work will be completed, turned in, and revised when needed.</li> <li>• Parents will provide an up-to-date phone number and physical address.</li> <li>• Students will use their RSU 19 email account to communicate with teachers and staff.</li> </ul>
<b>Special Education</b>	<ul style="list-style-type: none"> <li>• RSU 19 Special Education staff will work to provide a free and appropriate public education (FAPE) for all Special Education and 504 students with Individualized Education Plans (IEP).</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>• RSU 19 Special Service/Related Service Providers (speech, OT/PT, social worker services) will provide services remotely.</li> <li>• Annual and triennial reviews will be in collaboration with families to the maximum extent feasible.</li> <li>• Child Find (educator or parent initial referrals) will continue.</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>• Student Intervention Teams will continue to meet virtually to meet student needs</li> </ul>
<b>Student, Family and Staff Mental Health</b>	<ul style="list-style-type: none"> <li>• Social work services for existing caseloads will continue.</li> <li>• School Counselors and social workers will work closely with students/families and staff to provide emotional support as needed.</li> <li>• Resources will be provided to families regarding outside programs and agencies will be made as necessary.</li> <li>• Local Law Enforcement may provide “wellness checks” as needed.</li> </ul>

<b>Facilities</b>	<ul style="list-style-type: none"> <li>● <b>RED</b> is automatic closure of all facilities to the public, and students learn remotely.</li> <li>● Anyone in the building will follow Maine DOE and CDC guidelines such as wearing face coverings, hand washing, and maintaining social distance.</li> <li>● Other than regular work schedules, staff must coordinate with their supervisor for building access.</li> <li>● Drinking Fountains will be used to refill water bottles only. <b>NO</b> drinking directly from fountains. Cups will be available for staff who do not have a water bottle. Fountainheads will be removed or covered if possible</li> <li>● Daily sanitization of commonly touched surfaces used during the day in accordance with CDC guidelines.</li> <li>● Procedures will be followed when accessing items in buildings. Close communication between the Superintendent, Principals, Staff, Facilities Manager, 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>● 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 or delivery of food will be determined and parents notified.</li> <li>● Families in need of food services should contact the Food Service Director.</li> <li>● One production site at Nokomis Regional Middle/High School.</li> <li>● All workers at the production and distribution sites will wear face coverings and gloves.</li> <li>● MDOE and CDC social distancing rules will be enforced at all times.</li> </ul>
<b>School Nurses</b>	<ul style="list-style-type: none"> <li>● Nurses will support health screening stations in buildings.</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>● Facilities Director and 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 will 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>● MS and HS Athletic Directors will provide a plan and schedule to</li> </ul>

	<p>engage athletes in some virtual programming.</p> <ul style="list-style-type: none"> <li>• Extra Curricular groups may continue with virtual meetings.</li> <li>• If a season or co-curricular group is canceled or partially played, stipends will be prorated to reflect the amount of work.</li> </ul>

## Yellow: Hybrid In-School/Remote Learning

Categorization as “yellow” suggests that the county has an elevated risk of COVID-19 spread and that schools may consider hybrid instructional models as a way to reduce the number of people in schools and classrooms at any one time.

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 remote learning and limited/controlled face to face instruction.</li> <li>• In this hybrid model, grades PK-6 will attend 4 days per week in person and grades 7-12 will be divided by 50% and scheduled 2 days per week of face to face instructional time each week. 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. To ensure continuity, students on a remote plan will be committed to staying on remote learning through a period of 4 weeks.</li> <li>• Schools will communicate grading and feedback procedures appropriate to the learning and development of students in each grade span.</li> <li>• No assemblies, student exchanges, etc.</li> <li>• Field trips for educational purposes that can meet all social distancing and other health related requirements may be permitted.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Grades K-12 will have 1:1 devices for utilization at home.</li> <li>• Google Classroom will be the common platform for assignment submission in grades.</li> <li>• Any use of Video Conferencing will follow <a href="#">RSU 19 Acceptable Use Policy</a>.</li> <li>• Technology support can be accessed by students, parents and staff by emailing <a href="#">RSU 19 Tech</a> or calling the school’s Main Office.</li> <li>• Technology Department staff will provide technical assistance to ensure devices and systems are operational.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Staff will engage in professional planning for effective hybrid learning. Any transitions to hybrid learning may necessitate additional teacher prep time with non-student days.</li> </ul>

	<ul style="list-style-type: none"> <li>● Training will be provided to all staff on the use of PPE, proper hand washing techniques, and appropriate environmental cleaning.</li> <li>● Face coverings will be worn, as recommended by Maine DOE and CDC Guidelines, 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 three or more symptoms or who have come in contact with someone who has recently tested positive for Covid 19 will be asked to remain home and seek medical advice as necessary.</li> <li>● Self-screening checklist required for all staff prior to coming to school daily.</li> <li>● Staff will provide assistance in cleaning commonly touched surfaces during the day when student groups change in their instructional space.</li> <li>● Staff absences will be handled through the typical process, the immediate supervisor and HR department in accordance with all applicable state and federal laws and regulations..</li> <li>● Food Service staff will wear face coverings and will continue to operate on site for student groups in the building for those who are either not scheduled to be in on that day or for those who remain out of school food service director will work to provide meals under the guidance of MDOE food service director.</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 the needs of students within this plan. Negotiated contract language will be followed for each bargaining unit.</li> <li>● Approved “High Risk” individuals that are able to provide remote services will be paid for hours worked on approved tasks.</li> <li>● Hourly support staff will track hours via electronic time cards.</li> </ul>
<p><b>Student and Parent Role</b></p>	<ul style="list-style-type: none"> <li>● Training will be provided to all students and families on the use of PPE, proper hand washing techniques, and social distancing per Maine DOE and CDC Guidelines</li> <li>● Students age five and above are required to wear a mask/face covering that covers their nose and mouth. Masks are recommended for children ages two to four, when developmentally appropriate. (Updated 7/31/20). Masks/face coverings must be worn by all students on the bus. Face shields may be an alternative for those students with medical, behavioral, or other challenges who are unable to wear masks/face coverings. The school will schedule approved mask breaks.</li> <li>● Students can take their masks off for lunch and/or outside as long as a 6 foot social distance is maintained.</li> <li>● Students will participate in all classes and engage with their teachers.</li> <li>● Parents will notify classroom teachers, counselors, or administration when their student needs support or with questions.</li> <li>● Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day.</li> <li>● Students experiencing 3 or more symptoms from the health screening tool must stay home. Parents will communicate with school regarding illness, and seek medical advice for their student.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students will exercise hand hygiene (handwashing or hand sanitizer) upon arrival to school, before and after eating, after using the restroom, before and after using shared or playground equipment, before putting on and taking off masks, and before boarding the school bus.</li> <li>• Assigned school work will be completed, turned in, and revised when needed.</li> <li>• Parents will provide an up-to-date phone number and physical address.</li> <li>• Students will use their RSU 19 email account to communicate with staff.</li> <li>• Students transitioning between classes in grades 5-12 will not be allowed to congregate in the hallways, lobbies, or other common areas.</li> <li>• School lockers will not be used by high school students, instead students should only bring what they need in backpacks which stay with them throughout the time they are in facilities.</li> <li>• Middle and Elementary students should only bring what they need in backpacks, store backpacks in cubbies or lockers each day and empty cubbies/lockers each day before leaving.</li> <li>• Locker rooms will not be used.</li> <li>• Personal items remaining in the school at the end of each day will be brought to a specific sanitizing location</li> </ul>
<b>Special Education</b>	<ul style="list-style-type: none"> <li>• RSU 19 Special Education staff will work to provide a free and appropriate public education (FAPE) for all Special Education and 504 students with Individualized Education Plans (IEP).</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.</li> <li>• Students in Special Education will receive instruction both face to face and via remote learning.</li> <li>• Annual and triennial reviews will be conducted remotely.</li> <li>• Initial referral processes will continue.</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 continue.</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.</li> <li>• Student intervention teams will continue with data collection, review, and adjustment of plans as needed.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• All RSU 19 facilities will be closed to the public until further notice except for school-based programming. This includes all outside programming such as youth teams, meetings, events, etc.</li> <li>• Close communication between Superintendent, Facilities Director, principals/staff, and nurses is needed to ensure safe use of facilities.</li> <li>• Identify and mark specific entrances and exits for each building to coordinate traffic flow. Specific traffic flow patterns will be created to limit the number of people in areas throughout the building at any given time each day.</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</li> </ul>

	<p>common areas such as gym, cafeteria, and libraries.</p> <ul style="list-style-type: none"> <li>● Drinking fountains will be used to refill water bottles only. NO drinking directly from fountains. Cups will be available for staff/students who do not have a water bottle. Fountain heads will be disabled or covered if possible.</li> <li>● Use of playground equipment will be allowed. Students must wash or sanitize hands before and after use of playground equipment.</li> <li>● Only students and staff will be allowed in learning spaces in the district during the duration that this plan is in effect. No in-person parents, volunteers or visitors, etc inside the building.</li> <li>● A specific protocol for deliveries will be developed, implemented and carefully monitored.</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>● Custodians provide daily sanitization of commonly touched surfaces used during the day in accordance with Maine DOE and 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>
<p><b>Transportation</b></p>	<ul style="list-style-type: none"> <li>● Parents are strongly encouraged to drop off and pick up students rather than take the bus if possible.</li> <li>● Face coverings must be worn by any/all staff and students on the bus.</li> <li>● Bus pick-up/drop-off times and school day hours may be adjusted to meet the needs of transportation to get students to and from school.</li> <li>● Bus/van transportation only for those who absolutely cannot provide their own.</li> <li>● <b>Students will be assigned to a specific bus and seat assigned.</b></li> <li>● No parent pick up inside of the building. Children will be brought out to parents who will wait in their 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>● Students will hand sanitize on entry to the 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 will be assigned to disinfect all buses daily.</li> </ul>
<p><b>School Nutrition</b></p>	<ul style="list-style-type: none"> <li>● A combination of spaces will be used for dining based on each school's ability to maintain social distancing and monitor crowd size.</li> <li>● Desk and table tops should be sanitized and hands washed prior to eating.</li> <li>● Student Breakfast/Lunches will be distributed to students. Buffet/line service will be discontinued and meals will be served in disposable, covered containers</li> <li>● Lunch schedules will be created to serve students and maintain social distancing and crowd size.</li> <li>● RSU 19 Food Service Staff will continue with current procedures stated under "RED."</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.</li> </ul>
<p><b>Nurse Stations</b></p>	<ul style="list-style-type: none"> <li>● Nurses will wear PPE based on most current CDC guidance which can include: <ul style="list-style-type: none"> <li>○ Face Mask</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Gloves</li> <li>○ Face shields</li> <li>○ Gowns</li> <li>● Each nurse 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 healthy students and staff in a location separate from the nurses' clinic.</li> <li>● Nurse Office Use Guidelines</li> <li>● Nurses will follow the district procedure for when students/staff arrive at school sick, if necessary they will send them home <u>immediately</u></li> <li>● Nurses will follow the district 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' offices and bathrooms 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>● Competitions, events, or performances with other schools will be held only if permitted by the Maine DOE, CDC, MPA, and can adhere to current State guidelines.</li> <li>● As MDOE, CDC, and MPA guidelines allow, co and extra curricular programs will return to as close to a normalized schedule as possible.</li> <li>● If seasons or competitions are canceled, coaches and advisors will develop a schedule of practices and/or events that engage students in a like experience to the maximum extent possible, even if it has to be virtual, while staying within State and District guidelines.</li> <li>● There will be no spectators allowed at events to include parents/guardians.</li> <li>● Procedures and guidelines for social distancing, face coverings, and hygiene will be developed for and communicated to students who are participating in athletics and other co-curricular events, teams, or groups.</li> <li>● If a season is canceled or partially played, coaching stipends will be prorated to reflect the amount of work.</li> </ul>

## **Green: 100% In-School Learning**

Categorization as “green” suggests that the county has a relatively low risk of COVID-19 spread and that schools may consider in-person instruction, as long as they are able to implement the required health and safety measures. Schools in a “green” county may need to use hybrid instruction models if there is insufficient capacity or other factors (facilities, staffing, geography/transportation, etc.) that may prevent full implementation of the health

and safety requirements.

Domain	Description/Considerations
<b>Type of Instructional Programming</b>	<ul style="list-style-type: none"> <li>● Regular in-person instruction.</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. To ensure continuity, students on a remote plan will be committed to staying on remote learning through a period of 4 weeks..</li> <li>● No assemblies, student exchanges, etc.</li> <li>● Field trips for educational purposes that can meet all social distancing and other health related requirements may be permitted.</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 are operational for students and staff.</li> <li>● Devices will be fully accounted for in preparation for the possibility of having to move back to Red or Yellow instruction programs.</li> <li>● Grades PK-12 will have 1:1 devices for utilization at home.</li> <li>● Google Classroom will be the common platform for assignment submission in all grades.</li> <li>● Any use of Video Conferencing will follow <a href="#">RSU 19 Acceptable Use Policy</a>.</li> <li>● Technology support can be accessed by students, parents and staff by emailing <a href="#">RSU 19 Tech</a> or calling the school's Main Office.</li> <li>● Technology Department staff will provide technical assistance to ensure devices and systems are operational.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>● Frequent hand washing will be required.</li> <li>● Staff who are experiencing three or more symptoms or who have come in contact with someone who has recently tested positive for Covid 19 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>● Training will be provided to all staff on the use of PPE, proper hand washing techniques, and appropriate environmental cleaning.</li> <li>● Staff will engage in professional planning for effective learning on all 3 Tiers of this plan. Any transitions to other levels may necessitate additional teacher prep time with non-student days.</li> <li>● Staff absences will be handled through the typical process, the immediate supervisor and HR department in accordance with all applicable state and federal laws and regulations.</li> <li>● Hourly support staff will track hours via electronic means.</li> </ul>
<b>Student and Parent Role</b>	<ul style="list-style-type: none"> <li>● Training will be provided to all students and families on the use of PPE, proper hand washing techniques, and social distancing per Maine DOE and CDC Guidelines prior to school opening</li> <li>● Students age five and above are required to wear a mask/face covering that covers their nose and mouth. Masks are recommended for children ages two</li> </ul>



	<p>to four, when developmentally appropriate. (Updated 7/31/20). Masks/face coverings must be worn by all students on the bus. Face shields may be an alternative for those students with medical, behavioral, or other challenges who are unable to wear masks/face coverings. The school will schedule approved mask breaks.</p> <ul style="list-style-type: none"> <li>● Students can take their masks off for lunch and/or outside as long as a 6 foot social distance is maintained.</li> <li>● Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day.</li> <li>● Students experiencing 3 symptoms must stay home. Parents will communicate with school regarding illness, and seek medical advice.</li> <li>● Students will exercise hand hygiene (handwashing or hand sanitizer) upon arrival to school, before and after eating, after using the restroom, before and after using shared or playground equipment, before putting on and taking off masks, and before boarding the school bus.</li> <li>● Students will participate in all classes and engage with their teachers.</li> <li>● Parents will notify classroom teachers, counselors, or administration when their student needs support or with questions.</li> <li>● Assigned school work will be completed, turned in, and revised when needed.</li> <li>● Parents will provide an up-to-date phone number and physical address.</li> <li>● Students will use their RSU 19 email account to communicate with teachers and staff.</li> </ul>
<b>Special Education</b>	<ul style="list-style-type: none"> <li>● In-person Special Education programming will resume for all students.</li> <li>● RSU 19 will be assessing all students (those with IEP/504 plans, and those without) to determine any regression and will address the need for any recovery services on an individual basis.</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. This may occur in the summer to help with a backlog.</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. District will increase testing if test staff is available</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>● All RSU 19 facilities will be closed to the public until further notice except for school-based programming. This includes all outside programming such as youth teams, meetings, events, etc.</li> <li>● Common touch surfaces in all school areas will be thoroughly sanitized at the end of each day.</li> <li>● Drinking fountains will be used to refill water bottles only. <b>NO</b> drinking directly from fountains. Cups will be available for staff/students who do not have a water bottle. Fountain heads will be disassembled or covered if possible.</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>● Only students and staff will be allowed in learning spaces in the district during</li> </ul>

	<p>the duration that this plan is in effect. No in-person parents, volunteers or visitors, etc inside the building.</p>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Buses/vans will be disinfected at the end of each day.</li> <li>• CHECK MDOE for Expectations.</li> <li>• Face coverings must be worn by any/all staff and students on the bus.</li> <li>• Transportation routes will be determined by the Director of Transportation</li> <li>• Trained staff 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, pending public health requirements, will return to as close to normal as possible.</li> <li>• School breakfast/lunch, pending public health requirements, may be served in cafeteria spaces or classrooms as determined by administration.</li> <li>• Lunch tables will be sanitized in between lunch periods.</li> <li>• If salad bars are 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>• Develop a plan for delivering meals to remote students based on potential waivers and guidance from MDOE food service director.</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 support the enforcement of 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 (PPE/thermometers, etc.) 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>• As MDOE, CDC, and MPA guidelines allow, co and extra curricular programs will return to as close to a normalized schedule as possible.</li> <li>• Procedures and guidelines for social distancing and hygiene will be developed for and communicated to students who are participating in athletics and other co-curricular events, teams, or groups.</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> <li>• If it is safe for spectators to attend events, procedures and guidelines such as, crowd size, traffic flow, and social distancing will be developed.</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](#)

## **State of Maine Department of Education Resources:**

- [Maine DOE Framework Updated 7/17/20](#)
- [Guidance doc linked into Maine DOE Framework](#)

APPENDIX A: [PRE-SCREEN TOOL:](#)

# 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?  
*(see symptom list to the right)*

YES =



Have you been in close  
contact with a person who  
has COVID-19?

YES =



Have you traveled  
outside of the state in  
the past 14 days?

YES =



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

Attend school when all answers are NO. Call or see your school nurse or other designated person at school if you have questions.

### Most Common Symptoms of Covid 19:

Cough  
Shortness of breath or difficulty breathing  
Fever (100.4 or greater)\*

### Other Symptoms

Chills  
Muscle pain  
Sore throat  
New loss of taste or smell

### Less Common Symptoms:

Nausea or Vomiting  
Stomach pain  
Diarrhea  
Fatigue  
Headache  
Rash  
Swelling or redness of hands/feet  
Red eyes/eye drainage  
Congestion/ runny nose

\*Fever is 100.4 regardless of measurement location (oral, temporal).



# APPENDIX B: FLOWCHART IF SICK

## COVID-19: Child Feels/Appears Unwell Flowchart

Updated 7.16.20

