



Sanford School Department
Reopening Plan
August 7, 2020

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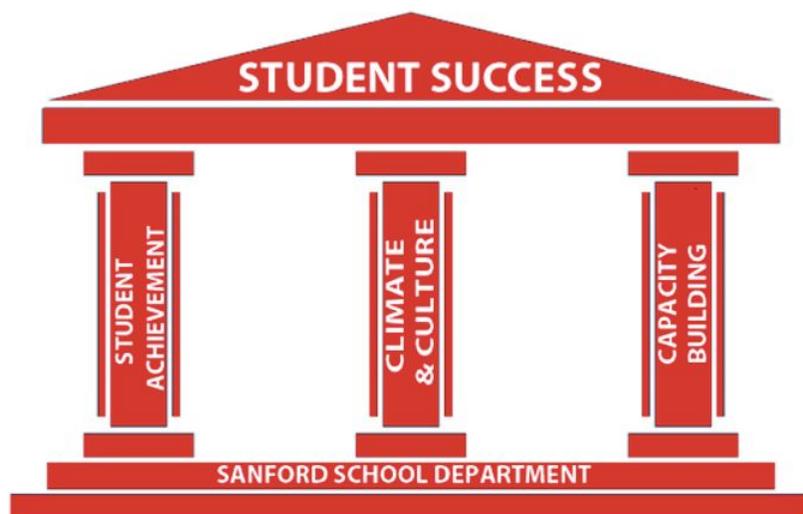
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Sanford School Department Reopening Plan

The Sanford School Department's Reopening Plan for the 2020-2021 school year was created in alignment with recommendations made by the Maine Centers for Disease Control and the Maine Department of Education. Our goal was to create safe, quality learning environments for our students and staff that follow public health guidelines. As required by the State, our plan includes in-classroom, hybrid and distance learning models. This plan will be used to guide decisions regarding the opening of our schools and how the educational models may adjust throughout the course of the year. This plan is fluid and subject to change as new information becomes available and as conditions within our community and schools continue to change.

Sanford's Three Pillars for Student Success



Student Achievement

All students will demonstrate progress towards achieving academic standards, social responsibilities and work habits that will support them as productive citizens.

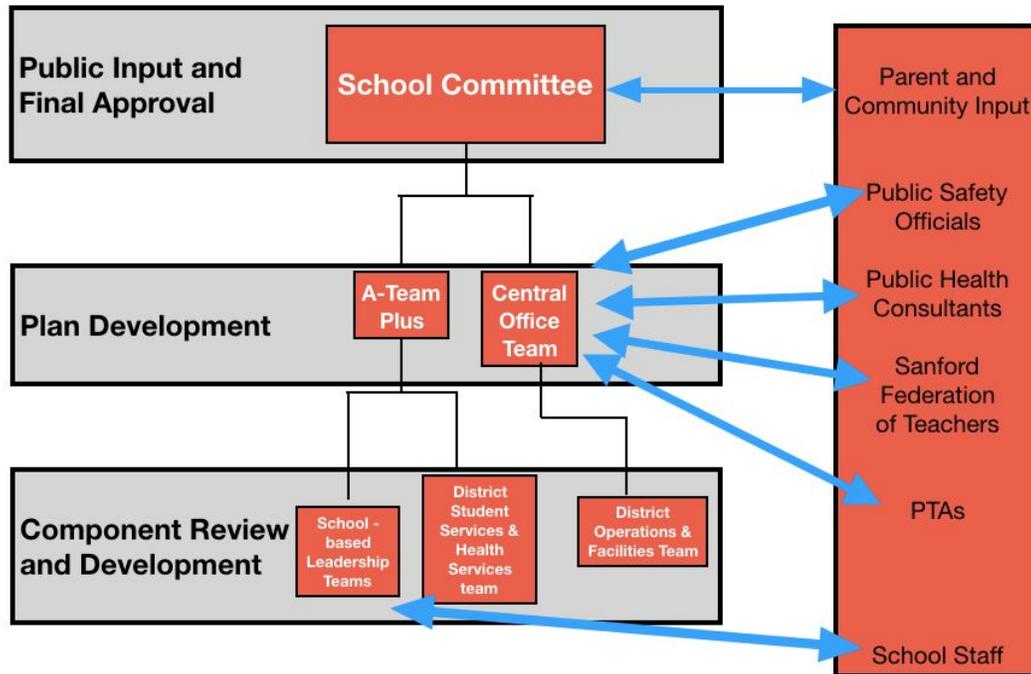
Climate and Culture

Our school community will foster an environment where everyone is expected to engage in positive interactions, attitudes and behaviors.

Capacity Building

Our school community will invest in time and resources that will foster opportunities for students and educators to learn and grow.

A visual overview of the decision-making process may be a helpful starting point for understanding the role of each individual and each governing body in the School Department.



This plan will be finalized by the Sanford School Committee in August 2020. The plan includes models for instruction that utilize an entirely virtual system, a traditional instructional system with safety measures and a hybrid model with greater safety restrictions that does not require all students on-site at any given time for instruction. In addition to approving this plan, the Sanford School Committee will also approve our three return models that meet the red, yellow and green expectations as well as the model our schools will open with in September required by the Maine Department of Education (MDOE) in their Framework for Returning to Classroom Instruction.

Planning Assumptions

The virus that causes COVID-19 will remain in circulation until a vaccine is developed and widely available for use. A vaccine is not likely to be in broad use within the next 6-12 months. During this time:

- Improvements in understanding the virus and in testing will allow public health officials to act with greater precision when taking steps to slow the rate of infection;
- Additional waves of infection will occur, possibly coinciding with flu season in October or November. These waves could result in site, district, regional, or countywide school closures;
- Short-term closures of single or multiple schools could be necessary until a vaccine is widely used;
- Children and staff with significant health conditions will continue to be especially vulnerable during this time;
- Teaching and reinforcing prevention behaviors (hand washing and cough/sneeze etiquette), wearing face coverings, honoring social distancing rules, and promoting flu vaccinations will continue to be important strategies to slow the spread of this and other infectious diseases;
- Frequent cleaning and disinfection of high-touch surfaces will be needed throughout this period. Use of face coverings will be needed for all school staff and students as required by MDOE and CDC.

Maine Department of Education Reopening Guidance

To inform local school administrative unit (SAU) decisions about whether and how to bring students back into the classroom, Maine Department of Health and Human Services (DHHS) and Maine Centers for Disease Control and Prevention (Maine CDC) have developed a system to categorize counties. This categorization is based on a holistic assessment of quantitative and qualitative information. It includes, but is not limited to, recent data on case rates, positivity rates, and syndromic data (e.g., symptoms of influenza or COVID-19).

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

Categorization as “yellow” suggests that the county has an elevated risk of COVID-19 spread and that hybrid instruction models should be adopted.

Categorization as “green” suggests that the county has a relatively low COVID-19 risk and that in-person instruction can be adopted – although a SAU may opt for hybrid instruction if its buildings or readiness make adhering to the Required Health and Safety Measures for All Schools a challenge.

Please note that the categorizations are just one piece of information to help inform the decisions of school and district leaders in conjunction with Universal Safety Precautions. This information will be critical in providing guidance for reopening.

When schools are permitted to reopen within this timeframe, it is likely that operations will need to be modified, including but not limited to:

- Health Screenings
- Physical Distancing
- Face Coverings
- Personal Protective Equipment
- Handwashing and Sanitization
- Infection Control Measures
- When Someone is Sick
- Expectations when a COVID-19 Test is Positive
- Out of State Travel

Universal Safety Precautions

Staff and students in Sanford will follow health and safety protocols outlined by the Maine Department of Education based on recommendations from the Maine Centers for Disease Control. The measures outlined below will mitigate the spread of germs to create a safe and healthy return to school.

Health Screenings

Students and staff will be asked to conduct a daily self-check for symptoms of COVID-19 before boarding a school bus or entering a school building. Students and families with symptoms must report these symptoms to the school nurse and not be present at school. Staff must report their symptoms to Workwell.

The Maine Department of Education and the Maine CDC require staff and students to answer the following questions as part of their self-check:

- Do I feel unwell today?
- Do I have a cough or sore throat?
- Do I have a fever or do I feel feverish? (Individuals with a fever of 100.4 or higher or with fever like symptoms must remain at home (ie. chills, flushed, body aches, etc.) **Individuals must take their temperature at least six hours after taking any fever reducing medication such as Tylenol, aspirin or Ibuprofen.**)
- Do I have a loss of taste or smell?
- Do I have shortness of breath?
- Have I been around anyone exhibiting these symptoms within the past 14 days?
- Have I been living with anyone who is sick or quarantined?

If the answer to any of the questions listed above is yes, the student or staff member will be required to remain at home and consult with the appropriate medical personnel. Students will report to the school nurse and staff will communicate with Workwell.

Physical Distancing

Adults must maintain 6 feet of distance from all people to the extent possible. Maintaining 3 feet of distance is acceptable between and among students when combined with the other measures outlined in these universal safety precautions.

Six feet of physical distancing is required for students while eating. All students must face the same direction, as they will be unable to wear masks at that time.

Large, unused spaces in the school will be repurposed as temporary classrooms (e.g. auditorium). Classes will be moved outdoors if possible and if weather permits. Hugs, handshakes and high fives will be replaced with smiles, waves and thumbs up.

Face Coverings

Adults are required to wear a mask/face covering.

Students K through 12 are required to wear a mask/face covering that covers their nose and mouth while in school buildings and on the bus. Staff will model, teach, and redirect students regarding the importance of wearing masks. Students who are continually noncompliant will not be allowed to remain at school.

Face shields may be an alternative for students with medical, behavioral, or other challenges who are unable to wear masks/face coverings. This also applies to staff with medical or other health reasons who are unable to wear masks/face coverings. Face shields worn in place of a mask/face covering must extend below the chin and back to the ears.

There will be breaks throughout the day when students and staff do not have to wear masks.

Personal Protective Equipment

Upon request, the Sanford School Department will provide disposable masks to students and staff who need them. Additional personal protective equipment will be required for nurses and any staff when supporting students in close proximity, when social distancing is not possible or when students require physical assistance. These precautions will include eye protection (e.g., face shields or goggles) and a face mask/covering.

Handwashing and Sanitation

Students and staff will be required to exercise hygienic hand washing or hand sanitizing throughout the day, including but not limited to: arrival at school, before and after eating, before and after donning or removing a face mask, before and after use of playgrounds and shared equipment, and before entering and exiting a school bus or classroom.

All staff and students will be trained in proper hand hygiene and directed to use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.

Hand sanitizers and hand sanitizing stations will be available wherever handwashing is not feasible (e.g., building entrances, cafeteria, classrooms). Hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropyl content can be used. When hand sanitizing, individuals should apply sanitizer to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry.

Infection Control Measures

- All students and staff must practice proper [CDC infection control measures](#):
 - Coughing or sneezing students and staff must cover their mouth and nose with a tissue or the inside of their elbow, and immediately discard the tissue.
 - Students and staff must avoid touching their eyes, nose, or mouth.
 - Students and staff must avoid touching any surfaces unnecessarily.
 - Students and staff must refrain from physical contact, including hugs and hand-shakes.

When Someone Is Sick

- Students/staff will avoid exposing others by staying home if they experience any [signs or symptoms of respiratory illness](#) or a fever of 100.3 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 during school hours, he or she will wait in the school's designated medical isolation room until released to a parent/guardian.
- Students/staff should not return to school until 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.

Expectations When a COVID-19 Test is Positive

- Parents/Guardians will notify the school nurse if their child, or anyone in their household, has been confirmed to have COVID-19. Families and employees who may have been exposed will be notified according to CDC guidelines.
- Under current Maine CDC guidance, a student/staff member who has tested positive for COVID-19 will NOT be able to return to school until:
 - They have gone 24 hours (1 day) without exhibiting symptoms of COVID-19, and at least ten days have passed since their symptoms first appeared; **OR**
 - They have received two negative COVID-19 test results from specimens taken more than 24 hours apart; **AND**
 - They have provided documentation of medical clearance to return to school and submitted same to the school nurse.
- Students and staff 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 14 days. Close contact is defined as “any individual who has been closer than six (6) feet for more than 15 minutes.”
- Depending upon circumstances, exposure could include entire classrooms, clubs, teams, bus routes, playground groupings, etc.
- Students and staff returning from illness related to COVID-19 will be required to check in with the school nurse and school administrator. Staff returning from illness related to COVID-19 will also be required to check in with Workwell.
- The Superintendent will work closely with Maine CDC and the school department physician regarding notification, contact tracing, and potential closings.
- When students are out of school, arrangements will be made to assist them so they do not fall behind in their learning (i.e. remote instruction or make-up work following a healthy return).

Out of State Travel

Staff members or students who travel outside the State of Maine to states identified by Governor Mills' Executive Order and the Maine CDC will be required to self-quarantine for 14 days or provide a negative COVID-19 test result taken within 72 hours of returning to Maine.

Priority Areas for Reopening

Along with the universal safety precautions, this plan contains six domains for basic school operations and instruction. These domains outline components essential for a safe return to school. They are as follows:

1. Instruction
2. Operations
3. Facilities
4. Student Support (ie. Special Education, English Language Learners, Title I, Gifted & Talented)
5. Technology
6. Social Emotional Support

Domain #1: Instruction

Full Distance Learning

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

- All staff will teach and support students remotely, unless specific needs dictate otherwise
- All students will be expected to attend remote learning daily
- Students in grades PK-5 will receive a daily schedule that will include on-line instruction and independent learning. Students will be expected to complete 2-3 hours of learning each day.
- Students in grades 6-12 will follow their normal school schedule of 7:50-2:20 which will include daily instruction and independent learning.
 - Grades 6-12 - Each instructional block will be broken up as follows:
 - A maximum of 20-30 minutes of direct instruction
 - Remaining class time will be used to practice new learning and to receive assistance from the teacher
 - AP and honors classes may be required to complete work outside of the scheduled day
- Attendance will be taken daily:
 - Grades Pre-K-5 - Attendance will be taken during scheduled check-ins.
 - Grades 6-8 - Attendance will be taken at the beginning of each block, based on student schedules
 - Grades 9-12 - Attendance will be taken at the beginning of each block
- Grading and late work will follow expectations as outlined in handbooks.

Hybrid Learning

Categorization as “yellow” suggests that the county has an elevated risk of COVID-19 spread and that hybrid instruction models should be adopted.

- **Grades Pre-K - 4: All students will attend school five (5) days a week following safety guidelines.**
 - Attendance will be taken daily
 - Students will follow the curriculum and schedule for their grade level while practicing universal safety precautions
 - If circumstances arise and we are not able to practice universal safety precautions with students attending every day, grades PK-4 will follow a schedule similar to grades 5-12 with the following accommodations:
 - Students practicing remote learning will be required to attend morning meetings and check-in with the classroom teacher.
 - Students will be provided a daily schedule to use on remote learning days that will include independent learning activities to reinforce learning. Students will be expected to complete 2-3 hours of learning each day.
 - If parents choose Full Distance Learning
 - The curriculum will cover state standards but will be delivered through an online learning platform(s)(More information will be forthcoming).
 - Parents will be expected to help their child maintain attendance and engagement in the daily curriculum
 - Students will continue to engage in learning in all content areas: literacy, math, science, social studies, art, music, physical education and health
 - Sanford School Department staff will monitor progress

- Students will only be allowed to switch from full distance learning to in-person learning / hybrid option at the end of the trimester K-4 and Semester 5-12.
- **SRTC students will attend all classes Monday, Tuesday, Thursday, and Friday. Wednesday will be consistent with the grades 5-12 schedule as a remote day.**
- **Grades 5-12: All students will attend school following universal safety precautions under the following schedule:**
 - Students will be divided into two groups (A & B)
 - Group A students will attend school physically on Monday & Thursday
 - Group B students will attend school physically on Tuesday & Friday
 - Attendance will be taken daily for both in person and remote learning
 - On their remote days, students will be expected to be engaged in virtual instruction via Google Classroom
 - Students who choose Full Distance Learning
 - Will be expected to attend their scheduled classes daily via Google Meets Monday, Tuesday, Thursday and Friday
 - Attendance will be taken daily during each block
 - Students will only be allowed to switch from full distance learning to in-person learning / hybrid option at the end of the trimester K-4 and Semester 5-12.
 - Wednesday will be a remote day may include:
 - Student meetings, Social Emotional Learning (SEL) activities, counseling activities, intervention services (Gifted/Talented, English Language Learners, etc.)
 - Extended planning time for distance and in person learning
 - Professional development
 - Grading and late work will follow expectations as outlined in student handbook

Full Return

Categorization as “green” suggests that the county has a relatively low COVID-19 risk and that in-person instruction can be adopted – although a SAU may opt for hybrid instruction if its buildings or readiness make adhering to the Required Health and Safety Measures for All Schools a challenge.

If all health and safety requirements can be met, all students Pre-K-12 will:

- Return to school 5 days a week.
- SRTC students will follow their regular schedule
- Governor, Maine CDC and DOE safety guidelines will be followed
- Attendance, grading and late work expectations will follow expectations as outlined in student handbooks
- If parents choose Full Distance Learning K-4
 - The curriculum will cover state standards but will be delivered through an online learning platform(s)(More information will be forthcoming).
 - Parents will be expected to help their child maintain attendance and engagement in the daily curriculum
 - Students will continue to engage in learning in all content areas: literacy, math, science, social studies, art, music, physical education and health
 - Sanford School Department staff will monitor progress
- Students will only be allowed to switch from full distance learning to in-person learning / hybrid option at the end of the trimester K-4 and Semester 5-12..

Distance/Remote Learning with Sanford School Department	Homeschooling	Online Public Charter Schools (Grades 7-12 only)
<ol style="list-style-type: none"> 1. Provided and funded by Sanford School Department 2. The educational needs of the students remains the responsibility of the Sanford School Department, in cooperation with parents and guardians 3. Students are supported by a Sanford School Department Staff member 4. Technology is provided to families by the Sanford School Department for learning 5. The education needs of distance/remote learning with the Sanford School Department ensures continuance of identified services including ELL, Gifted/Talented, Title I, & Special Education 	<ol style="list-style-type: none"> 1. Provided by the students parent/guardian 2. Funded by the parents 3. Home Schooling is overseen by the Maine Department of Education 4. Home Schooling curriculum is provided by the student's parent or guardian 5. Home Schooling students' technology needs are provided by the student's parent or guardian 6. The educational needs of Homeschooling students remain the responsibility of the parent or guardian 	<ol style="list-style-type: none"> 1. Parents can one of two on-line Maine Charter Schools – Maine Virtual Academy (grades 7-12) or Maine Connections Academy (grades 7-12) 2. HOnline Public Charter School options are overseen by the Maine Department of Education 3. Online Charter School curriculum is provided by an on-line provider contracted by the parent or guardian 4. Online Charter School students' technology needs are provided by the student's parent or guardian or may be eligible to borrow technology from the Charter School. 5. The educational needs of Homeschooling On Line Options students remain the responsibility of the Parent or guardian, following expectations identified by the Maine Department of Education

Re-entry

Students at the elementary level will be allowed to re-enter in-person instruction from Complete Distance Learning/remote learning at the end of each trimester. Students at the middle school and high school level may re-enter at the end of the semester.

Student & Staff Start Dates

***The following dates are subject to change due to school construction and safety procedure implementation.**

Staff	Pre-K/K	Grades 1-4	Grades 5-8	Grades 9-12
*New Staff Arrive on Tuesday, August 25th	*Screening August 31, September 1st, 2nd, & 3rd	*First Student Day Tuesday, September 8th Grades 1 & 3 Only	*First Student Day Group A, Grades 5/7 Tuesday, September 8th Only	*First Student Day Group A, Grades 9/11 Tuesday, September 8th Only
*All Staff Return on Wednesday, August 26th	*First Student Day Thursday, September 10th Pre-K/K Only All K-4 students attend	*First Student Day Wednesday, September 9th Grades 2 & 4 Only All K-4 students attend	*First Student Day Group A, Grades 6/8 Wednesday, September 9th Only *First Student Day Group B,	*First Student Day Group A, Grades 10/12 Wednesday, September 9th Only *First Student Day Group B,

	Friday, September 11th	Friday, September 11th	Grades 5/7 Thursday September 10th Only *First Student Day Group B, Grades 6/8 Friday September 11th Only	Grades 9/11 Thursday September 10th Only *First Student Day Group B, Grades 10/12 Friday September 11th Only
First Early Release Day for K-4 Students Wednesday, September 16, 2020 ~ 2:00 pm dismissal				

Domain #2: Operations

We will need to establish and and reinforce a culture of health, safety and shared responsibility

- Provide training to teachers, staff, students, and parents/guardians prior to school opening
- Start each day with a morning message school-wide reinforce proper health messaging
- Hold weekly and monthly all-staff meetings on COVID-19 to evaluate control strategies
- Send out weekly reports and reminders to parents and students of their respective roles
- Reward good behavior

In order to prepare and maintain our facilities to meet Covid-19 universal safety precautions, we will be:

- Cleaning and disinfecting buildings and classrooms following COVID-19 guidelines;
- Disinfecting high-touch areas (door knobs, desk tops, faucets, etc);
- Removing any furniture, toys, rugs, and other items that cannot be easily cleaned each day;
- Marking 3-6' standing spaces on the floor near doors, bathrooms, sinks and other places where students may congregate and/or line up;
- Marking one-way directions if possible; marking hallways to keep traffic flow to the right side in situations where one-way passage is not possible;
- Posting signs to remind students to keep hands to themselves; examples of 3-6' distance; face coverings; handwashing protocols; etc;
- Planning vehicle traffic flow, drop-off, and pick-up logistics and placing signage as needed;
- Installing plexiglass shields for high traffic staff;
- Setting up additional hand washing and sanitizing stations at school entrances and at convenient locations outside classrooms and common areas;
- Setting up tents outside of schools to provide outside space for learning and mask breaks.

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- Prioritize staying home when sick. Ask students and school staff to stay home when not feeling well. We will request a daily self-declaration that people heading into school that day are free of symptoms.
- Identify a comfortable space where individuals who become ill can isolate if necessary.

Staff Return to Work Guidelines

In response to COVID-19, the Sanford School Department will comply with the guidelines set forth by the Federal Centers for Disease Control (CDC), as well as the State of Maine, which are incorporated herein. These guidelines will be in effect from August 1, 2020 to December 31, 2020 and will be updated continuously with the latest CDC and State of Maine guidelines. Our goal is to continue to minimize the risk of possible transmission of COVID-19 between people.

These [SSD COVID-19 GUIDELINES](#) are mandatory for all employees.

Professional Development

Many teachers and staff have participated in ongoing professional development over the summer to prepare for the reopening of school. Teachers will continue to receive professional development leading up to the school year in August/September and on-going professional development throughout the school year during Early Release Wednesdays.

Prevention Measures:

- Restroom procedures will be established at each school to limit the number of students in hallways and restrooms at one time.
- Students should only bring to school what is absolutely essential each day. All items brought to school should fit into a single backpack.
- Classrooms will be reconfigured to manage appropriate physical distancing.
- Each child's belongings will be separated from others' and stored in individually labeled containers, cubbies, or areas.
- Curriculum nights, open houses and back-to-school events will be conducted differently and most likely facilitated virtually.
- Field trips, assemblies, and other large gatherings will not be allowed.
- Stagger school arrival and departure times, class transitions and locker access
- Set up separate entrances and exits for different groups of students when possible.
- See CDC's informational video on how to [Stop the spread of germs](#)

Transportation:

The Sanford School Department encourages families to drop off and pick up their child(ren) at school if possible. This will assist the department in decreasing the number of students on each bus. To address the safety procedures for transportation, we will be:

- Assigning students to consistent seats;
- Assigning one student per seat, distanced according to guidelines. The seat directly behind the driver will remain open. Families will sit together;
- Loading the bus from back to front;
- Emptying the bus from front to back;
- Requiring face coverings on drivers and monitors;
- Requiring face coverings on students while riding the bus;
- Requiring students to sanitize their hands upon entering the bus;
- Opening windows and hatches when the weather allows.

Potential bus schedules will be heavily dependent on available buses and the number of students requiring transportation. Students will enter schools from buses through designated entrances six feet apart. Supervision will be provided to assist in maintaining social distancing as students exit buses.

Food Service:

Food service staff will maintain all Maine CDC standards for food service, including the use of masks/face shields, physical distancing, and hygiene. To address safety procedures in the cafeteria, we will be:

- Increasing the frequency of cleaning;
- Improving ventilation through increased use of exhaust fans;
- Reducing the number of students in the cafeteria by using alternate spaces;
- Minimizing handling of cash, credit cards, and mobile devices, whenever possible;
- Eliminating all self-serve options including salad bars, milk coolers and extras;
- Serving individually packaged meals and dining utensils to students;
- Using disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, we will ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.

On-line Free & Reduced Lunch Application can be completed at anytime by visiting [My School Apps](#)

To address safety procedures while eating:

- Students will maintain six (6) feet of physical distance while eating breakfast and lunch
- Students will be prohibited from sharing food. Parents are asked not to send food for class consumption (i.e. birthdays; holiday celebrations).
- Students will be required to practice [proper hand washing](#)/sanitizing prior to eating.
- 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 (for those schools that have them available). Water filling stations will be sanitized throughout the day along with all other “common touch” surfaces.

Shared Objects:

In a school setting it is challenging to limit sharing objects like books, pencils, electronics and art supplies. Frequent hand-washing, including before and after use of shared materials, is an important control strategy that should be emphasized. In addition to requiring frequent hand washing/sanitizing, staff will:

- Discourage sharing items that are difficult to clean or disinfect when feasibly possible;
- Keep each child’s belongings separated from others and in individually labeled containers, cubbies, or areas;
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit use of supplies (ie. pencils, art materials, dice for games, etc.) and equipment by one group of students at a time and clean and disinfect between use;
- Clean and disinfect frequently touched surfaces (e.g. keyboards) at least daily or between uses as much as possible;
- Ensure hand washing before and after use when the use of shared materials is necessary
- Try to select lessons and activities that do not require shared equipment or close contact.

Playground Use:

- Use of designated playground equipment and supplies will be allowed under supervision.
- Use of face coverings/shields will NOT be required on the playground as long as physical distancing is maintained.
- Limits will be placed on the number of students on equipment at one time.
- No more than 100 students may be allowed on the play area at a time.

- Students will wash their hands/use hand sanitizer before and after using playground equipment.

Athletics/Co-Curricular Activities:

Specific information and determinations regarding athletics are unknown at this time; for the latest information please visit [Updated Athletics Information](#)

Strategies that are being considered include:

- Continue sports with enhanced controls
- Play outdoors as much as possible
- Limit time spent in close contact and in big groups
- Limit shared equipment, shared spaces and the number of contacts of the team
- Modify the season schedule and restrict game attendance if feasible
- Analyze each element of practices and games to identify ways to reduce risk
- Wear masks / face coverings whenever possible

Extra curricular activities will be limited (more information to follow).

- During category red time frames, students may meet remotely via Google Meets or zoom with their clubs. These meetings may occur before or after school or on Wednesday's as the advisor's schedule allows.
- During category yellow time frames, students may meet in small groups or remotely via Google Meets or zoom with their clubs. These meetings may occur before or after school or on Wednesday's as the advisor's schedule allows. **The same safety protocols used during the school day will apply.**

Parents/Volunteers:

- Parents/Guardians will minimize face-to-face meetings by utilizing alternative methods (i.e. email, conference call, phone call, web-based meetings).
- Any Parent/Guardian needing to enter the building for an IEP meeting or other important business will need to be screened and should utilize reception windows. Main office spaces are restricted to administrative and office staff only.
- 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 in the building. While in a school building, parents/guardians:
 - Must wear a face covering.
 - 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, volunteers must follow the same guidelines as parents/guardians listed above.
- Parents/Guardians/Volunteers without valid business in the building will be prohibited unless absolutely necessary. Please be sure that students have what they need for each day before leaving home as exceptions to building access will be extremely limited. (ex: lunch, proper footwear, sports equipment, etc.)

School Nurse Clinics

- Nurses will wear the following PPE regularly:
 - Face Mask
 - Gloves
 - Face shields
 - Gowns
- Each clinic should have access to at least five complete sets of PPE, to include face shield, face masks, booties, and gown.
- Students and staff will complete a symptoms screening tool before reporting to school each day.
- Students and staff who are displaying symptoms of infection will be separated from healthy students and staff in a location that is separate from the nurses’ clinic.
- Staff/students who are waiting to be sent home will do so in a designated quarantine area.
- Durable medical surfaces such as cots will be sanitized between each student use.
- Commonly touched surfaces, such as counters and cots, will be cleaned with appropriate disinfectant after each student/staff interaction in that area and no less than every 2 hours.
- Thorough sanitization of all surfaces in the nurses clinic will be done by custodial staff daily including the floors.

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- Nurses will assist in monitoring results of symptoms screening tool.
- Nurses will work closely with Maine CDC to ensure that appropriate contact tracing is occurring.

Domain #3: Facilities

In order to prepare and maintain our facilities to meet Covid-19 universal safety precautions, we will be:

- Cleaning and disinfecting buildings and classrooms according to COVID-19 guidelines;
- Disinfecting high-touch areas (door knobs, desk tops, faucets, etc);
- Removing any furniture, toys, rugs, and other items that cannot be easily cleaned each day;
- Marking 6' standing spaces on the floor near doors, bathrooms, sinks and other places where students may congregate and/or line up;
- Marking one-way directions if possible; marking hallways to keep traffic flow to the right side if two-way traffic is necessary;
- Posting signs to remind students to keep hands to selves; examples of 3-6' distance; face coverings; handwashing protocols; etc;
- Planning vehicle traffic flow, drop-off, and pick-up logistics and placing signage as needed;
- Installing plexiglass shields in high traffic areas where fixed interactions take place (e.g., reception desk, cafeteria checkout);
- Upgrading ventilation systems in the district's buildings to improve indoor air quality; prioritizing control strategies - ventilation, filtration, supplemental air cleaning - and verifying system performance regularly.
- Installing tents to provide additional outdoor classroom space;
- Setting up additional hand washing and sanitizing stations at school entrances and at convenient locations outside classrooms and common areas.

Domain #4: Student Supports

Sanford School Department's Student Supports will continue to identify and provide services to students whether the learning model is in-person, distance/remote learning, or hybrid. Parents and guardians who have questions or concerns are encouraged to reach out to their child's school.

Special Education

The Sanford School Department will plan for special education students and students with disabilities under section 504 to ensure they receive necessary services and accommodations.

- Determination of additional PPE requirements will be made by the Special Education Director based upon the unique needs of each student/situation. Additional PPE may be provided for staff working with young children, students with IEPs or students with specialized health plans such as, but not limited to:
 - Clear face coverings and/or
 - Face shields
 - Kevlar sleeves/arm protectors
 - Gloves
 - Gowns
 - Plexiglass barriers for student desks

- The intent of each student's IEP will be followed and staff will work to deliver as much of the IEP ordered services as possible following all safety and social distancing protocols.
- K- 4 students will follow regular schedules and their IEP will be implemented as written.
- 5-12 students who receive instruction in a self contained setting(i.e. students identified with handicapping conditions of Autism, Intellectual Delay and/or Emotional disturbance) will attend their program all days that school is open.
- 5-12 students who receive specialized instruction in content areas (Math and Reading) in Resource Room programs will attend all days that school is open. The in-person option may be limited due to staffing and transportation.
- 5-12 students, whose parents opt for distance learning, will need an IEP meeting to review their current IEP and the feasibility of implementing distance learning.
- Some programs/students require work that is not conducive to the 6 foot social distancing requirement; in these cases, face coverings must be worn with gloves

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and face shields optional. Portable plexiglass table top screens that can be used between staff members and students who need to sit close (such as speech articulation, evaluators, etc.) should be used as well as face shields.

- IEP Meetings / 504 meetings may take place via an online platform (i.e. Zoom), phone calls or in person if safety guidelines from CDC can be followed.

English Language Learners (ELL) Support

ELL students spend the majority of their school day engaged in regular education classes and will follow the established grade level structure. Regular education classroom teachers will administer and monitor assignments for their students during distance learning. The district's ELL staff will support academics in the regular education setting, monitor student work and provide consultation services to teachers. The ELL staff will communicate with families regarding student's needs.

Gifted and Talented Support

Students in the Gifted and Talented Program will continue to work with their Gifted/Talented teacher. Gifted/Talented teachers will work with classroom teachers to provide additional support and resources to maximize access to academic content. The gifted and talented staff will communicate with families regarding student's needs.

Title I Reading and Math Support

Title I instruction will follow the traditional small group lesson format for students engaged in in-person learning. Students engaging in distance learning will have access to an online reading instructional program (Lexi*Core5) and an online math instruction program (MobyMax). Title 1 teachers will monitor and support students accessing these programs.

Domain #5: Technology

Technology Devices

All students will receive a school-issued device programmed to access sites and applications according to grade level. These devices will be issued during the first weeks of school. If issues arise with a device, assistance will be available as follows:

- Grades K – 4: remotesupport@sanford.org or by calling the school
- Grade 5 – 7: ireport@sanford.org or by calling the school
- Grades 8 – 12: hstech@sanford.org or by calling the school

Learning Platforms

Pk-Grade 3	Grades 4 - 12
<p>Learning Platforms: PK-Teaching Strategies K-3 SeeSaw</p> <p>Video Conferencing Platform: Zoom/Google Meets ?</p>	<p>Learning Platform: Google Classroom</p> <p>Video Conferencing Platform: Zoom/Google Meets ?</p>

Internet Access for Families

Special arrangements are available for students without internet access. Families who may have limited online access are asked to communicate directly with their child’s classroom teacher and/or building principal for assistance. In the event that a student does not have internet access, the Sanford School Department will provide a wireless hotspot.

Domain #6: Social Emotional Support

School Counselors & Social Workers

In these uncertain times, children may experience a wide range of emotions. Adjusting to a new schedule, social distancing, and staying at home may increase anxiety and stress in students. Staff will continue to provide resources for students to support our district-wide focus on social-emotional learning. School counselors and social workers will reach out to families of students they regularly work with and will remain available to all students. If a student is in need of support, please contact the student's school counselor by email. Should a student experience a mental health crisis while schools are closed, we encourage parents/guardians to utilize the following community resources.

For mental health emergencies:

- Crisis Hotline (1-888-568-1112)
- For learning how to access resources: 211 Maine (211)
- For domestic violence-related support: Caring Unlimited (1-800-239-7298)
- For emergencies: Call 911

Resource Links, Student Handbooks & Training Videos from the CDC

- [How to Wear a Cloth Face Covering](#)
- [Cloth Face Coverings Do's and Don'ts](#)
- [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](#)
- [Student Handbook Draft](#)
- **MDOE Framework for Returning to Classroom Instruction**

Movement Between Levels (Red, Yellow and Green)

At their meeting on August ____, 2020, the Sanford School Committee will vote to determine under which level (Red, Yellow or Green), we will open school beginning September 8, 2020 for students in grades _____ and then on September 9, 2020 for students in grades _____ and on September 10, 2020 for _____. Once schools are open, it will become the responsibility of the Superintendent of Schools to determine how individual classes / grades, individual schools and/or the district may move between the levels as conditions change throughout the course of the year.

There will be no single metric used by the Superintendent to guide these decisions; circumstances will be evaluated individually and in conjunction with conditions existing both inside and outside of the school(s) to determine the safest operational level for students and staff. The following information will assist in decision-making by the Superintendent:

- DHHS/CDC Maine's Counties Risk of COVID-19 Spread for Schools Designation (updated every two weeks by CDC beginning July 31, 2020).
- Number of active cases within the Sanford community.
- Number of possible cases (individuals with symptoms but no positive test) within classrooms and/or schools.

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- Number of positive cases of COVID-19 within a classroom and/or school.
- Number of staff able to report to work
- Guidance provided directly by Maine CDC regarding active cases in a classroom, school or across the district.

When moving between the Red and Yellow designations, and/or when moving from a Green designation directly to a Red designation, very little time will be required to reset classrooms and/or learning experiences so these moves can occur relatively quickly throughout the course of the year. However, when moving between the Yellow to Green or from Green to Yellow designations, a period of up to three days may be required to add or remove classroom furnishings.

The Superintendent of Schools will be in close communication with our school physician, school nurses, Maine Department of Education, CDC and York County Superintendents to make informed decisions regarding the ability of our schools to operate within any model. If a change in instructional model is required, the Superintendent will communicate this information to staff and parents as soon as possible through our school messenger communication system / app.

Questions?

Please contact Superintendent of Schools Matt Nelson at mnelson@sanford.org or Assistant Superintendent Steve Bussiere at sbussiere@sanford.org