

# Sheepscot Valley RSU 12 Plan for the Reopening Schools Fall 2020



Approved by the RSU 12 Board of Directors

*Approved: August 13, 2020*

*This plan will be updated as conditions change.*

*This plan will be reapproved by the RSU 12 Board of Directors  
if significant changes are made.*

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## INTRODUCTION

In the fall of 2020, RSU 12 will begin a school year in the midst of the COVID-19 pandemic.

In order to ensure the safety and well-being of all students, staff, and visitors to the schools, this RSU 12 Reopening Plan provides decision-making guidance for RSU 12.

There are still many uncertainties, but the plan will follow the basic summary below:

### **Plan Summary**

The Maine Department of Education, with the help of the Maine CDC, will categorize risk levels by county. These risk levels are updated every two weeks as necessary. These risk levels determine how RSU 12 educates students. Plans A, B, and C below describe how RSU 12 will educate students depending on the risk level. RSU 12 is in multiple counties, so we will refer to whichever county has the highest risk level.

**PLAN A:** A categorization of “green” from the Maine CDC means that all counties in RSU 12 have a very low COVID-19 risk and that in-person instruction can be adopted.

**RSU 12 Response:** RSU 12 students will attend in-person instruction. An *OPTION 2: Fully Remote Online Instruction* option will be offered to students/caregivers that are interested. All staff will report to buildings. Robust Safety Precautions will be in place.

**PLAN B:** A categorization of “yellow” from the Maine CDC means that a county in RSU 12 has an elevated risk of COVID-19 spread and that a hybrid instructional model should be adopted in order to have fewer students in the building at one time.

**RSU 12 Response:** All RSU 12 students will be split into two groups and follow an alternating model of instruction. Group 1 - Monday, Tuesday. Group 2 - Thursday, Friday. All students will learn remotely on Wednesday. An *OPTION 2: Fully Remote Online Instruction* option will be offered to students/caregivers that are interested. All staff will report to their buildings. Robust Safety Precautions will be in place.

**PLAN C:** A categorization of “red” means that a county in RSU 12 has a high risk of COVID-19 spread and that in-person instruction should not be conducted.

**RSU 12 Response:** All RSU 12 students will be doing remote distance-learning. All staff will report to their buildings. Robust Safety Precautions will be in place.

RSU 12's plan for Returning to Classroom Instruction will be subject to ongoing development and will evolve as additional information and guidance is provided about the pandemic.

### **Goals of Reopening Schools for 2020-2021 Schools**

- Maximize in-person teaching and learning while minimizing risk or harm.
- Ensure that our schools are safe for our students, staff, and community to the fullest extent possible.
- Address the social-emotional wellness of students and staff.
- Mitigate potential learning gaps and loss of engagement from the closure period.

### **Interests That Guided the Planning**

- Student learning and social-emotional health is a priority.
- A commitment to the safety of students, staff, and community.
- Support the overall wellness of our students, staff, and community due to the consequences of the pandemic.
- Rapidly and efficiently change between scenarios depending on the virus.
- Increase consistency between schools and best practices in the District.

## PHYSICAL HEALTH AND SAFETY

### Health Screening (9/15/20)

Staff and students should determine their health status before coming to work each day. The following Health Screening from the Maine Department of Education will be used:

## COVID-19

### Pre-Screening Tool for School Attendance

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

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

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

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

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

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

Updated 9.3.20 

#### Most Common Symptoms of Covid 19:

Cough  
Shortness of  
breath  
or difficulty  
breathing  
Fever (100.4°F/  
38 °C or greater)\*  
Chills  
Sore throat  
New loss of taste  
or smell

#### Less Common Symptoms:

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

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



Parents will be asked to screen their children before each school day and not send their child to school if they do not pass the health screening. An additional health screening confined to cough and fever may be done at the bus stop, on the bus, or at school.

## **Entering the Buildings**

### **Staff**

Staff will complete their own health screening before entering the building each day. If the screening indicates that they should not enter the building, they will enter their absence in the district absence management system and contact their supervisor.

### **Students**

Students entering the building will be greeted outside and will participate in a health screening by a trained staff member before entering the building. Cohort teachers will take attendance and lunch count in Powerschool.

### **Visitors**

Visitors to the building such as parents or vendors may only visit the building by scheduling an appointment. Visitors must participate in a health screening, wear a face covering, and use hand sanitizer. Visitors will have limited access to the building.

## **Masks/Face Coverings Required (9/15/20)**

- 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.
- Masks are recommended for children ages two to four, when developmentally appropriate.
- Masks/face coverings must be worn by all students on the bus.
- Face shields may be an alternative for those students with documented medical or behavioral 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.
- An exception for wearing a mask or face shield applies only to an individual participating in voluntary school sports during vigorous physical exercise.
- Nothing in this framework's mask/face covering requirements should be interpreted as preventing a school from making accommodations on an individualized basis as required by state or federal disabilities laws.

### **Social Distancing (Updated 8/26/20)**

- Practice social distancing which means avoiding large gatherings and maintaining a distance of 6 feet whenever possible from others.
- Adults must maintain 6 feet of distance from other adults 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.

### **Common Areas and Equipment**

When employees use the copier, carts, or other pieces of equipment, please wash your hands for 20 seconds or use hand sanitizer before and after touching these items. There will be a cleaning solution and paper towels located near each photocopier. Please avoid using other employees' phones, desks, offices, or other supplies and equipment, when possible. Staff members should not enter the office area unless absolutely necessary. Do not congregate in the school's office. Adults should not congregate anywhere in the building unnecessarily.

### **Medical Isolation Room**

Each school will identify a room for students/staff who exhibit COVID-19 symptoms during the school day.

### **Handwashing**

- 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 covering, after using the restroom, before and after use of playgrounds and shared equipment, and upon entering and exiting a school bus.

### **Personal Protective Equipment for Special Populations**

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.



(This includes ABLES staff and secretaries.) These precautions must at a minimum include eye protection (e.g., face shield or goggles) and a mask/face covering.

## Decision-making rubric for Personal Protective Equipment

### **Personal Protective Equipment (PPE) Use Chart**

The following has been developed to assist Maine school staff in determining their needs for Personal Protective Equipment (PPE). This chart is not intended to be an inflexible one; some unique situations may require nursing or other clinical judgement. Cloth face covering for everyone are included in this chart for clarity.

#### **Video Demonstrations for Use of these Items**

How to Wear a Cloth Face Covering: <https://www.youtube.com/watch?v=dy9TzRwVWoA>

How to Safely Put on (don) PPE: <https://www.youtube.com/watch?v=H4jQUBAIBrI>

How to Safely Remove (doff) PPE: <https://www.youtube.com/watch?v=PQxOc13DxyQ&t=15s>

<b>Personal Protective Equipment</b>	<b>N95 Mask</b>	<b>Face Coverings (cloth mask, disposable mask)</b>	<b>Disposable (medical) Mask</b>	<b>Face Shield</b>	<b>Disposable Gloves</b>	<b>Gowns/ Coveralls/ Other Body Covering</b>
For all persons aged five and up in schools, except when eating, during a "mask break", or other time when physical distancing of at least 6 feet can be maintained and preferably outdoors.		X				
For staff providing personal care to students who may potentially be exposed to bodily fluids (gloves) or transportation assistance buckling/unbuckling or performing wheelchair safety services.			X	X	X (if necessary due to bodily fluids)	
Providing hand over hand instruction, serving as a bus monitor and/or unable to maintain 6 foot distancing. Providing OT and PT or where physical proximity is required.			X	X		
For staff performing or present during aerosol generating procedures such as nebulizer treatments, chest PT, suctioning, trach care.	X			X	X	X
For staff performing emergency restraint or seclusion.			X	X	X	
For staff caring for a student identified at school with COVID-19 symptoms.	X		X (if N95 not available)	X	X	X

#### **Resources**

National Association of School Nurses and National Association of State School Nurse Consultants. *Guidance for Healthcare Personnel on the Use of Personal Protective Equipment (PPE) in Schools During COVID-19*. Accessed from: <https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/Guidance-for-Healthcare-Personnel-on-PPE-Use-in-Schools.pdf>

U.S. CDC. *Optimize PPE Supply* <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html>

### **Responding to Illness and/or COVID-19 Diagnosis (Updated 9/15/20)**

- Classrooms and/or areas that have been used by an individual diagnosed with COVID-19 must be closed off until thorough cleaning and sanitization take place.
- Sick staff members and students must use home isolation until they meet the criteria for returning to school (See RSU 12 Health Screening).
- Schools will notify staff and families of any positive COVID-19 diagnosis in the school, maintaining the confidentiality of the individual with the diagnosis.

- Anyone who had close contact with a person diagnosed with COVID-19 will be expected to stay home and self-monitor for symptoms for 14 days, or they meet other criteria for returning to school.
- RSU 12 will follow the [Standard Operating Procedures \(SOP\) for Responding to a Positive Case in Schools](#) as applicable. Also, see Appendix A for this document.

### **Student Nutrition Services (Updated 8/26/20)**

School meals play an important role in addressing food security for students. COVID-19 has not been shown to be a food-borne disease. However, eating together is a higher risk time for COVID-19 transmission because people must remove their face coverings to eat and drink. Standard food preparation guidelines should be followed, with special consideration for masking and physical distancing between food service staff in the kitchen and when in contact with students/staff.

- It is difficult to wear masks/face coverings during meals. In order to achieve six feet of physical distance between individuals, consider ways to conduct breakfast and lunch that support physical distancing of at least 6 feet between/among students (e.g., stagger time, build in other breaks, etc.).
- Prepare to hold breakfast and/or lunch in classrooms or outdoors, instead of the cafeteria or common areas.
- If serving food in the cafeteria, develop staggered schedules that minimize mixing of cohorts and enforce physical distancing protocols.
- Adjust food preparation and service procedures to minimize shared items (i.e. serving utensils), maintain physical distance, and support compliance with health and safety protocols.
- In the event students continue with, or transition to, remote learning, provide school meals as needed for days they are not in the school building.

### **Facilities (Updated 8/26/20)**

- Floors marked with directional tape to indicate entrance, exit, and flow of traffic. Also, in places where students will likely be in line, stickers/signs will be used to mark social distancing.
- Hand sanitizers made available in each classroom.
- Increased cleaning of the ventilation systems. MERV filters, UV filters, and ionization filters installed/upgraded in ventilation systems installed in ventilation systems where applicable and safe.
- Increase airflow in the ventilation system as appropriate.

- All changes to the ventilation system will be made in accordance with Maine CDC, Maine DOE, and ASHRAE recommendations.
- The district will follow increased cleaning and sanitation practices recommended by the Maine DOE.
- Identify and procure necessary equipment, materials, and supplies for supporting the public health requirements (e.g., hand washing stations, hand sanitizer, appropriate cleaning and disinfecting supplies).
- 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.
- Using drinking fountains for refill only is recommended. Staff and students should bring water bottles, and cups should be provided for drinking fountain use for those who do not have a water bottle. Drinking fountains should be cleaned and disinfected and have signage/instruction for individuals to wash hands after use. RSU 12 drinking fountains will be replaced with water bottle fillers as soon as applicable.
- Thoroughly clean and disinfect buildings and classrooms prior to the resumption of in-person classes.
- Clean and disinfect high-touch areas frequently (doorknobs, desktops, faucets, etc.). See the cleaning and disinfecting section for additional information.
- Eliminate lines to the greatest extent practicable. Where lines are unavoidable (e.g. near doors, sinks, bathrooms, or other places where students may line up), ensure three to six feet of distance between individuals. This can be accomplished by demarcating three- to six-foot distances on floors or walls. Three feet is the minimum amount of distance recommended in the school setting; six feet of physical distance is preferred.
- Modify building traffic flow to minimize contact between individuals. Consider one-way entrances, exits, and hallways, if possible. Mark hallways to keep traffic flow to the right side where one-way passage is not possible. Use floor decals and/or signage to establish travel patterns.
- Minimize traffic in enclosed spaces, such as elevators and stairwells. Consider limiting the number of individuals in an elevator at one time and designating one-directional stairwells, if possible.
- Consider installing non-porous physical barriers such as partitions or plexiglass barriers to protect staff in high traffic areas. Barriers should be placed in front office areas, service counters, and other similar locations where it is not possible to maintain a minimum of six feet of physical distance.
- Limit activities that require staff and/or visitors to enter within six feet of another person, regardless of whether physical barriers are installed.

- Place signage at entrances and throughout buildings (particularly high traffic areas), alerting staff and students to physical distancing requirements, face-covering policies, and hand hygiene protocols.
- Plan vehicle traffic flow, drop-off, and pick-up logistics and place signage as needed.
- If needed, consider setting up additional hand washing or sanitizing stations outside school entrances and at convenient locations outside classrooms and common areas.
- School libraries are not expected to pose a significant transmission risk. Nevertheless, students should wash or sanitize their hands upon entering and leaving libraries. School libraries should post reminders to maintain physical distance and arrange seating areas to allow for the appropriate distance. Shared surfaces such as counters and computers should be regularly cleaned and disinfected.

### **Cleaning and Disinfecting (Updated 8/26/20)**

Cleaning and disinfection of frequently touched surfaces is recommended as the virus can be spread if someone touches a surface contaminated with the virus and then touches their eyes, nose, or mouth. However, as COVID-19 is primarily spread through respiratory droplets, preventing person-to-person transmission is more important than frequent cleaning and disinfection.

The following strategies and protocols are implemented:

- Clean and disinfect frequently touched surfaces within the school and on school buses at least daily or between uses as practicable.
- Develop a schedule for increased, routine cleaning, and disinfection.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet EPA disinfection criteria.
- Have users wash their hands before and after using shared objects. Focus increased cleaning and disinfecting on high-touch items.
- Use only routine maintenance for outdoor playgrounds and other natural play areas, as hand hygiene will be emphasized before and after use of these spaces. Outdoor play equipment with high-touch surfaces such as railings and handles should be cleaned and disinfected regularly as applicable.
- Install signage and equipment to enable effective health and safety procedures.
- Ensure organizations that share or use the school facilities follow the health and safety guidelines established in this guidance.



### Detailed cleaning requirements for RSU 12 custodial staff

(Print and post this one pager for custodians)

All custodial employees must do the following at least daily (in addition to daily routine cleaning):

#### Items That Need To Be Specifically Disinfected During A Pandemic:

- Restrooms/Bathrooms: (Bathrooms need to be cleaned every two hours while students are present - 10am and 12pm. Then, cleaned again at night)
  - Door knobs or handles
  - Light switches and cover plates
  - Paper towel dispenser knobs or handles
  - Faucet handles
  - Toilet and urinal flush levers
  - Toilet and urinal partitions, doors (including knobs, levers or slides)
  - Other items identified by building principal/supervisor
  - Floors cleaned and disinfected
  - Walls cleaned and disinfected
  - All surfaces cleaned and disinfected
- Locker rooms:
  - Door knobs or handles
  - Light switches and cover plates
  - Other items as identified on the checklist provided
  - Floors cleaned and disinfected
  - Walls cleaned and disinfected
  - All surfaces cleaned and disinfected
- Classrooms and Office Spaces:
  - Door knobs or handles
  - Photocopier buttons
  - Light switches and cover plates
  - Floors cleaned and disinfected
  - Walls cleaned and disinfected
  - All surfaces cleaned and disinfected
- Other locations:
  - Nurse's Office
  - Elevator call and operating buttons
  - Stairway handrails, doorknobs, light switches
  - Hallway door knobs, handles, drinking fountain faucets
  - Vending machines
  - Other items identified
  - Floors cleaned and disinfected
  - Walls cleaned and disinfected
  - All surfaces cleaned and disinfected

- Monitor hand sanitizer throughout the building and refill as necessary.

Always follow label directions on cleaning products and disinfectants. Be sure to read the label directions carefully. The use of gloves will be required for all cleaning and disinfecting procedures. For spray application of disinfectants a face shield must be worn. Dwell time (wet time on surface) for the application of disinfectants shall be observed as outlined in application instructions.

Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Sharing of personal tools shall not be allowed. District provided tools shall be cleaned/ disinfected prior to use.

### **Transportation**

- Masks/face coverings must be worn at all times by students and adults on the bus. Face shields may be worn if there are approved medical or behavioral challenges.
- Students will spread out on the bus as much as possible.
- Assigned seating is required.
- Bus routes will be configured in order to maximize as much bus space as possible.
- Encourage alternative modes of transportation for students who have other options. Families are encouraged to drive their students to school if at all possible to reduce the population on buses.
- Open bus windows and maximize outdoor air circulation.
- For students riding the bus, symptom screening should be performed by families prior to being dropped off at the bus.
- Physical distancing at bus stops and during pick-up and drop-off is recommended.
- Masks/face coverings should be worn at bus stops and prior to entering the bus.
- Hand sanitizer should be available and used when entering and exiting the bus.
- Assign seating. Students from the same household should sit together if possible in order to maximize space.
- Use tape marks and signage to show students where to sit.
- To the extent possible and to minimize contact between passengers, seat students as they enter the bus from the back to the front if possible and unload the bus from front to back if applicable. This may be difficult in some circumstances if there is also assigned seating.
- Drivers should maintain a minimum of six feet from students to the extent possible once the students are seated;
- Drivers must wear a mask/face covering at all times.
- Adults who do not need to be on the bus should not be on the bus.
- Clean and disinfect buses or other transport vehicles after every run.
- To the extent possible, maximize the distance between children in the vehicle. Since vehicles have different sizes and capacities, there is no single recommendation for spacing.
- Filling a vehicle to its maximum capacity is inadvisable.



### **Building Use by Outside Organizations**

- No outside organizations will be allowed to use the buildings after hours.
- Potential exceptions may be made for Municipal requirements and requests. Some school buildings may be used for voting. If this occurs, all students at that school will have a remote learning day as necessary.
- Boys and Girls Club is not considered an outside organization. This organization will serve RSU 12 students after school for daycare or Community Learning Center tutoring.

### **SOCIAL, EMOTIONAL, BEHAVIORAL, AND MENTAL HEALTH**

- Encourage vigilance by all concerning student and staff mental health.
- Staff will be provided professional development to increase awareness of the signs of anxiety and depression.
- Utilize our Response to Intervention system to provide intervention and support for students' social/emotional needs.
- A list of resources to support children and/or adults experiencing distress will be maintained.
- The [Restorative Practices](#) approach will begin to be used districtwide. This approach puts a priority on helping students to feel comfortable in their learning environment with their peers. This instructional approach is part of the RSU 12 [Positive Behaviors, Interventions, and Supports Framework](#).

### **ACADEMIC PROGRAMS, STUDENT LEARNING CONSIDERATIONS, LEARNING SCENARIOS, AND ATHLETICS**

Whenever safe and practical, RSU 12 will seek to provide in-person instruction to as many students as possible and on as many days of the week as possible. Regardless of the mode of delivery of instruction, the design will be consistent with RSU 12's vision for and beliefs about learning and will seek to integrate habits of mind, content, and complex reasoning.

### **Communication for all In-Person and/or Remote Learning**

- Teachers will use *Teacher Pages* to post learning schedules, expectations, and links to content on a daily basis as needed.
- RSU 12 will use consistent Learner Management systems throughout the district in order to make it easier for students and parents to participate in remote learning and in-person learning.

### **In-Person Instruction (Updated 9/10/20)**

- *School Day Schedule*
  - The RSU 12 School Day for all schools will be Monday, Tuesday, Thursday, and Friday from **8:00 am - 2:00 pm**
  - Wednesdays will be 8:00-1:30 pm
  - The schedule has been altered in order for educators to prepare and communicate with remote learners.
  - No early arrivals allowed. No congregating outside the school before school. Students must stay in their car until school begins.
- *Student Cohorts*
  - RSU 12 schools will design instruction and adapt schedules to allow learning to occur in *student cohorts* to minimize exposure and facilitate contact tracing if necessary. This may include adjustments to specials schedules to minimize the number of students and staff exposed to each other. After entering the building, most students will spend the day in the same learning space with the same students. Lunch and specials will happen in the classroom.
- *Certified Educators*
  - Students will receive in-person instruction by certified educators.
- If necessary, students may receive synchronous remote instruction from a teacher who is housed somewhere else in the building. Whenever this occurs, a staff member will be in the room to supervise and assist the students in-person.
- *Social Distancing*
  - Students will be encouraged to maintain to the extent possible a distance of 3-6 feet or more from other people when moving about the classroom.
  - Teachers will explicitly teach students expectations for in-class instruction and safety precautions related to COVID19 including keeping appropriate distance, washing hands frequently, proper wearing of face coverings, etc.
- *Desk Shields*

- Optional desk shields may be utilized. However, Maine CDC still requires students to wear masks unless they are 6 feet apart even with desk shields.
- *Recess*
  - Students will have recess in their cohort group only. Staff and students will sanitize their hands before going out to recess and upon returning from recess.
- *Breakfast and Lunch*
  - Students will eat breakfast and lunch with their cohort group in their classrooms.
- *Students who choose OPTION 2: Fully Remote Instruction instead of in-school instruction*
  - Teachers will familiarize students with the district online learning management system.
  - Teachers will record their mini-lessons as necessary and make these recordings available in the district online learning management system. These are not live recordings.
  - Teachers will record mini-lessons as necessary to supplement the assignment that is provided. Not all assignments will require a mini-lesson video.
  - Assignments can be accessed remotely by remote learners in the district online learning management system. Recorded video mini-lessons can be accessed by remote learners.
  - No recording of synchronous and asynchronous learning sessions is permitted by anyone other than the teacher providing the session.
  - Multiple video mini-lessons may be provided as necessary to accommodate the varied needs of your learners.
  - Students without reliable internet access may possibly be able to sync with the district online learning management system in a school parking lot and still work from home. Devices and hotspots may be provided if necessary.
  - Please note that RSU 12 will do their best to provide work, instruction, and feedback to students who choose OPTION 2 in a manner consistent with RSU 12's vision for learning, but do not expect the instructional design and schedule to look the same as OPTION 1. It is highly recommended that students who choose OPTION 2 have high-speed internet, a computer, and support from adults at home. For students in grades 6-8, a school-assigned device is available to borrow. It is possible that students in other grades may be able to borrow a device. This depends on need and availability.
  - Homeroom teachers will serve as a point of communication with the student / student's family. This point of contact will ensure weekly two-way contact through email and/or phone. The purposes of this point of contact are to:

- Ensure consistent communication between families and the school
  - Identify students and families experiencing significant challenges to learning so that supports may be put into place (i.e. lack of Internet, food scarcity, etc.)
  - Reinforce and/or encourage student engagement with remote learning.
- Teachers will track student participation in synchronous/asynchronous learning sessions. If students fail to participate more than once in a given week, teachers will communicate with the family to determine what supports might be necessary to improve engagement. If the lack of engagement continues, teachers will communicate their concerns to the school's Response to Intervention Team for additional discussion and intervention.
- Teachers will submit attendance in Powerschool based on student attendance at synchronous/asynchronous learning sessions. If more than one synchronous/asynchronous learning session is scheduled on a given day for a student and the student attends at least one, the child will be considered present for the day. Attendance in synchronous/asynchronous learning sessions with teachers other than the homeroom teacher (i.e. specials and/or middle school content areas) will be communicated daily to the homeroom teacher so that he/she may record attendance.
- School office personnel will communicate with families of students who have been marked absent and who have not already contacted the school to excuse the absence.
- Teachers will provide all families with information about support in the event of inadequate Internet connection including:
  - Notice that school wifi is available and open to the public from school parking areas
  - Notice that wifi hotspots are available at no cost upon request to the school.

### **Hybrid Remote Instruction (Updated 9/10/20)**

- Hybrid instruction will occur if RSU 12 is in the "yellow zone."
- *Alternating Groups*
  - All RSU 12 students will be split into two groups and follow an alternating model of instruction. Group 1 - Monday, Tuesday. Group 2 - Thursday, Friday. All students will learn remotely on Wednesday.
  - It is possible some students will attend more than two days depending on need.
  - Every effort will be made to group students according to family needs around daycare, etc.

- *Long-term absence due to illness*
  - Teachers will support students experiencing long-term absences by maintaining instructional materials in the district online learning management system. Instructional materials may also be sent via e-mail or left as paper packets available for pick-up from the office. Paper packets are not preferred and will only be used if necessary.
- Teachers will use recorded video to make mini-lessons available synchronously and/or asynchronously to students in the district online learning management system. These lessons will be recorded and housed in the learner management system to allow for asynchronous viewing by remote learners and in-person learners who may benefit from rehearsing the lesson.
- No recording of synchronous and asynchronous learning sessions is permitted by anyone other than the teacher providing the session.

### **Fully Remote Instruction (Updated 9/10/20)**

- Remote instruction will occur if RSU 12 is in the “red zone.”
- Educators will be stationed at their school. Students will be remote learners.
- Teachers and administration at each school will work together to design a schedule for synchronous/asynchronous remote learning sessions across grade levels to avoid conflicts for families with children at multiple grade levels. All sessions will be recorded and made available asynchronously in the district online learning management system.
- Teachers will provide opportunities for a minimum of 10 hours of synchronous/asynchronous learning each week. Grade-level teams at each school will work to develop consistent guidelines for how this time will be split between whole group learning and individual or small group conferencing. (For example, one school’s preK-2 team may decide that the expectation will be 2 30-minute whole group sessions each day coupled with 3 20-minute individual conferences daily.) Teachers will consider students’ developmental and instructional needs when defining guidelines.
- Synchronous/Asynchronous learning sessions will center on the mini-lesson and typically be 10-15 minutes in length.
- Multiple mini-lessons may be necessary to accommodate the varied needs of learners.
- All synchronous/asynchronous learning sessions will be recorded and posted in the district online learning management system and Teacher Pages for students and families to access.
- No recording of synchronous and asynchronous learning sessions is permitted by anyone other than the teacher providing the session.

- Teachers and administration will develop a system for identifying for each student a single staff member to serve as a point of communication with the student's family. An attempt will be made to identify one staff member to serve as a point of communication for a single-family even where multiple students reside therein. This point of contact will ensure weekly two-way contact through email and/or phone. The purposes of this point of contact are to:
  - Ensure consistent communication between families and the school
  - Identify students and families experiencing significant challenges to learning so that supports may be put into place (i.e. lack of Internet, food scarcity, etc.)
  - Reinforce and/or encourage student engagement with remote learning.
- Teachers will track student participation in synchronous/asynchronous learning sessions. If students fail to participate more than once in a given week, teachers will communicate with the family to determine what supports might be necessary to improve engagement. If the lack of engagement continues, teachers will communicate their concerns to the school's Response to Intervention Team for additional discussion and intervention.
- Teachers will submit attendance in Powerschool based on student attendance at synchronous/asynchronous learning sessions. If more than one synchronous/asynchronous learning session is scheduled on a given day for a student and the student attends at least one, the child will be considered present for the day. Attendance in synchronous/asynchronous learning sessions with teachers other than the homeroom teacher (i.e. specials and/or middle school content areas) will be communicated daily to the homeroom teacher so that he/she may record attendance.
- School office personnel will communicate with families of students who have been marked absent and who have not already contacted the school to excuse the absence.
- Teachers will provide all families with information about support in the event of inadequate Internet connection including:
  - Notice that school wifi is available and open to the public from school parking areas
  - Notice that wifi hotspots are available at no cost upon request to the school.
  - Low or no-tech options for learning can be made available upon request to the teacher.

### **Grading, Assessment, and Feedback**

- Students will receive grading and feedback in all instructional situations. Local standardized assessments will be postponed for the first three weeks of school in order to

focus on students' social-emotional needs and clarify expectations given the changes in the learning environment that students have experienced over the past few months.

- Grading and feedback will focus on celebrating learning progress and on clarifying how to make progress towards learning goals. Concerns about a lack of engagement will be addressed primarily through outreach to parents and referral to the school's Response to Intervention Team where appropriate. Teachers will avoid relying on grading scores of 1 or X to communicate concerns about engagement.

### **Special education Services**

Students will receive special education services according to their Individualized Education Plan. A student's placement in an instructional model will be determined by the IEP team. If parents have chosen a remote model, or the district has moved to Hybrid or Fully Remote, then an Individualized Remote Learning Plan will be added as an accommodation to the student's IEP to articulate how services will be provided during that time.

### **Athletics (9/15/20)**

Middle School Athletics will follow safety and scheduling guidelines from the Maine Principal's Association that have been approved in consultation with the Maine CDC.

Fall Season -Soccer and Cross Country - RSU 12 will have a shortened athletic season

Winter Season - No Decision Yet

Spring Season - No Decision Yet

Return to Participation Safety Guidelines for Athletics:

We are being afforded the opportunity and privilege to participate in interscholastic athletics at this time and we hope to continue, with the cooperation of all participants; this includes but is not limited to athletes, coaches, officials and spectators. Failure to abide by these guidelines could result in forfeiture of the season, either on an individual basis or as a team/school.

- Space players at least 6 feet apart whenever possible (e.g., during warmup, skill building activities, simulation drills, when explaining drills or the rules of the game).
- Organizers of community sports activities are responsible for limiting the number of individuals that can gather in a shared space, in accordance with the Governor's Executive Order on gathering size limits, currently set at 50 people indoors and 100 people outdoors, or fewer if distancing rules cannot be accommodated.

- Face coverings must always be worn by coaches, staff, and spectators.
  - Any spectator, on school grounds, and outside the confines of their vehicle, will be expected to wear a face covering. If you cannot abide by this expectation, you may be asked to leave.
  - Spectators, if allowed, must maintain 6 feet of physical distance between themselves and others.
  - Players must wear face coverings when not engaged in active play (e.g. during coaching strategy sessions, in the bench area, or any indoor activity).
  - Home teams shall provide hand sanitizer/sanitizing stations at the scorer's table and each team bench.
  - All students-athletes must bring their own water vessel clearly labeled with their name.
  - It should be the understanding of both teams involved in the contest that student-athletes have completed a self-screening for signs and symptoms of COVID-19 prior to participation or entrance into an opposing school's facilities.
  - Student-athletes who attend school during the day will not be screened again. Remote learners and home-schooled athletes will need to be screened by their guardians and by their coaches prior to competing.
- Team areas may be expanded for players to promote social distancing.
- All participants and coaches shall always wear face covering while on, or in, the bench area.
  - Mask may be removed while hydrating so long as the person hydrating is 6 feet from anyone else in/on the bench area.
  - Student-athletes should keep their mouth guards in their mouth throughout the competition. If the mouth guard is taken out a player's hands it should be washed or disinfected before continuing to play.
  - Prohibit unnecessary physical contact, such as high fives, handshakes, fist bumps, or hugs.
  - The student/athlete must wear a face mask while being transported to the contest via bus. Each student/athlete will be assigned a seat alone near the front of the bus. The only exception would be if there is a sibling, if so, they should sit together.

### **Use of fields by Recreational Athletics Organizations**

RSU 12 will collaborate with local recreational organizations to allow recreational sports outside only. Safety guidelines for recreational athletics must be followed by local organizations.



## APPENDIX A: STANDARD OPERATING PROCEDURE FOR INVESTIGATION AND RESPONSE OF COVID-19 IN PRE-K-12 SCHOOLS

This document can be found on the Maine Department of Education website at

<https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/SOP%20-%20Investigating%20COVID-19%20in%20Pre-K-12%20Schools%20Revised%209-30-2020.pdf>

Standard Operating Procedure (SOP)	
<b>Issued:</b> 8/26/2020	<b>Revised:</b> <b>9/9/2020:</b> To reflect designation of close contacts from school sports <b>9/15/2020:</b> To clarify conditions under which an outbreak investigation is opened <b>9/23/2020:</b> To clarify the definition of close contacts in an outbreak <b>9/28/2020:</b> To clarify case investigation process, AHOC, and bus windows
<b>SUBJECT:</b> Investigation of COVID-19 in Pre-K-12 Schools	
Maine Center for Disease Control and Prevention Division of Disease Surveillance	

### I. BACKGROUND AND RATIONALE

SARS-CoV-2, the virus that causes COVID-19, has become widespread globally and in the United States. Emerging evidence indicates that children of all ages are susceptible to COVID-19 although their clinical presentation is often less severe than that seen in adults. However, severe disease is possible, including rare fatalities and a multisystem inflammatory syndrome in children that can lead to a severe and life-threatening illness in rare cases.

Less clear is the role that children play in transmission of SARS-CoV-2, both to other children and to their adult family members, who could be at increased risk of severe illness. Reports from international settings suggest the possibility of secondary transmission from young children; however, due to school closures across the United States, little U.S.-based evidence is available to confirm these findings. As Pre-K-12 schools reopen in the fall of 2020, clusters of COVID-19 cases linked to school settings are a possibility. The number of COVID-19 cases will likely vary by community, depending on intensity of transmission in the community, adoption and access to prevention and control strategies, and timeliness of identification of index cases in schools.

### II. PURPOSE

This SOP provides a framework for response to case(s) of COVID-19 among students, teachers, or staff within a school. It will be updated frequently as more is learned about transmission and mitigation of COVID-19. The guidance in this SOP is not exhaustive, nor does it replace direct engagement with Maine CDC. This SOP assumes that students, teachers, and staff comply with the Six Requirements for Safely Opening Schools in the Fall, which are found in the Maine Department of Education's Framework for Reopening Schools and Returning to In-Person Instruction.

### **III. OBJECTIVES**

The primary reason to investigate cases or outbreaks of COVID-19 in schools is to control the outbreak and, with lessons learned from that investigation, help prevent future outbreaks. Specific objectives of investigations may include, but are not limited to:

1. Implementing measures to prevent or mitigate transmission of COVID-19 within a school setting.
2. Determining the magnitude of the outbreak and characterizing chain(s) of transmission (*e.g.*, secondary transmission among children, school staff members, and household members).
3. Describing characteristics of school populations, including demographic, health status, clinical characteristics (for cases), and exposures, stratified by COVID-19 case status.

### **IV. METHODS**

#### **A. Case Definitions**

Maine CDC will follow CSTE case definitions for COVID-19. These case definitions are subject to change. COVID-19 interim case definitions can be found at <https://www.cdc.gov/nndss/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/>

#### **B. Investigation Approaches**

Interviews with school staff are useful to assess the school environment and strategies adopted by the school to prevent or mitigate COVID-19 spread. Gathering detailed information on school operations, space layout, number of staff members, teachers and students, class sizes (density), and daily schedule (pick up, drop off, rotation through different classrooms and other school spaces) will help with understanding the daily routine and potential mixing among students from different classes.

Maine CDC will initiate an investigation when it learns of a confirmed case (or cases) associated with a school. In the event that the school is informed of a confirmed case (or cases) of COVID-19 prior to Maine CDC, the school or school administrative unit (SAU) will alert the Maine DOE School Nurse Consultant, who is the primary point of contact for

schools to Maine CDC. The DOE School Nurse Consultant will contact Maine CDC's school liaison during business hours. During off hours, the Maine CDC case investigator will call the school nurse at the school for an individual case. If the school nurse is unavailable the case investigator will leave a message. If there is an additional contact on the voicemail, the case investigator will reach out to that individual. If an outbreak investigation is opened during off hours, the outbreak investigator will call the superintendent. In addition, the outbreak investigator will notify DOE's school nurse consultant and Deputy Commissioner in such circumstances.

Recommended public health actions will depend on the number of cases, the location of the cases, and the degree of contact those cases may have had with other students, teachers, or staff. Table 1 below summarizes the various stages of public health recommendations based on these factors. It is important to note that the circumstances of a specific outbreak may result in a deviation from these recommendations.

### C. School Nurse Responsibilities

The school nurse (or other official designated) affiliated with the school where a positive case is identified will be an essential part of the public health investigation. The school nurse will serve as the primary point of contact for public health investigators. The school nurse or designee should also contact the applicable designated school administrators, school health advisors/school physicians, and, where possible, the primary care provider of the student who has tested positive.

As noted in Section V (Notification and Communication) below, the school nurse shall serve as the primary point of contact with families of confirmed cases. When the school nurse communicates with the family of a confirmed case, the school nurse should share [isolation](#) information as well as [quarantine](#) information for family members living in the same household. Doing so will save time prior to Maine CDC contacting the family and may reduce the likelihood of further transmission. The school nurse should communicate that any school-aged siblings that live in the same household should be sent home from school and placed into quarantine. The school nurse can make social service referrals with family's permission to [covidsocialsupport@maine.gov](mailto:covidsocialsupport@maine.gov).

The school nurse should recommend that the parent/guardian monitor other family members for symptoms of COVID-19. These include: fever ( $>100.4^{\circ}\text{F}$ ) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. The school nurse should also advise families to ensure that the COVID-19-positive student remain in proper isolation, especially from people who are at higher risk for getting sick from COVID-19. Families where a member has tested positive for COVID-19 should alert their health care provider, especially if symptoms worsen. In addition, the school nurse can provide a brief overview of the case investigation process, [contact tracing, and Sara Alert](#)

[system for the family](#).

The school nurse can also then begin the process of determining who within the school may constitute a close contact (*see* Sections F and G below). Although this process can be started by the school nurse, Maine CDC case investigators will assume primary responsibility for contact tracing efforts.

In general, a close contact is defined as someone with exposure to the confirmed case within 6 feet for 15 minutes or more regardless of if individuals were wearing face coverings. To help protect students in the school and out of an abundance of caution, Maine CDC considers everyone within a classroom to be close contacts. In addition to close contacts from the classroom setting, the school nurse can begin to compile information on close contacts from transportation and during extracurricular activities.

#### E. Laboratory Testing

Maine CDC recommends testing for [all close contacts](#) of persons with SARS-CoV-2 infection 5-7 days after exposure. Because of the potential for asymptomatic and pre-symptomatic transmission, it is important that close contacts of individuals with SARS-CoV-2 infection be quickly identified and tested in the appropriate time frame, even though close contacts must remain in quarantine for 14 days irrespective of the test result. Testing of close contacts also helps identify additional cases, which in turn allows identification of further close contacts who should be in quarantine. Though antigen-based methods are available, Maine CDC recommends that testing of asymptomatic close contacts be performed using PCR-based methods at this time. Completeness of reporting for all individuals testing positive or negative can optimize investigation efforts for case classification and provide an initial assessment of attack rates when combined with line lists provided by the school.

Maine CDC will work with School Administrative Units (SAU) to identify potential locations where students, faculty, or staff could obtain COVID-19 testing. Maine CDC cannot guarantee the availability of on-site testing for every school experiencing an outbreak. State-sponsored sample collection sites can be found on Governor Mills' COVID-19 [site](#); additional options can be found at [Get-Tested-COVID19.org](#).

Maine CDC also recommends that SAUs begin assessing testing options within their communities. For example, a SAU may wish to convene a meeting with local health care providers to determine their ability to conduct swabbing for COVID-19 for a classroom or even an entire school, if needed. As part of this planning process, SAUs should ask area health care providers to evaluate, among other things, the availability of: (1) supplies needed to conduct testing (swabs, viral transport media, etc.), (2) qualified medical personnel who can conduct or observe COVID-19 swabbing among students/teachers/staff, and (3) where such testing could be conducted.

#### F. Isolation and Quarantine

With respect to isolation and quarantine recommendations, Maine CDC follows the same guidelines for school-related cases as it does for other outbreaks. Students, teachers, or staff who test positive for COVID- 19 will be isolated until they meet the U.S. CDC criteria for release for isolation. Maine CDC case investigators release COVID-19 cases from isolation.

All student close contacts of positive cases must remain in quarantine for at least 14 days following their last exposure to the confirmed case. In a school setting, close contacts may range from an entire classroom to the entire school, depending on the number and location of confirmed cases (*see* Table 1 below).

It is important to note that a close contact who receives a negative test result must remain in quarantine for the balance of the 14-day period. Close contacts will be identified using the exposure and infectious periods outlined in the 2019 Novel Coronavirus protocol.

School staff (teachers, nurses, bus drivers, etc.), however, are considered essential workers.<sup>1</sup> For school staff who are close contacts of confirmed cases in a school, the school staff may return to work while in quarantine so long as (1) there are no substitute school staff members available, (2) the school staff members take appropriate infection control precautions, including the use of PPE, and (3) the staff remain in quarantine outside of work.

Maine CDC will use the following criteria when making recommendations around isolation and quarantine for exposed contacts of confirmed cases.

- (1) For one or two confirmed or probable case(s) in a student/staff/teacher who has/have been within a single classroom/pod for the entire day:
  - All other students/staff/teachers in that classroom/pod are considered close contacts regardless of the setup of the classroom or face covering use.
  - Art, library, recess, and cafeteria exposures for student/staff/teacher will be reviewed on a case-by- case basis.
  - The classroom where the confirmed case is located should be cleaned according to federal CDC guidelines found here:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>.
- (2) For one or two confirmed or probable case(s) in a student/staff/teacher who has/have been in multiple classrooms/pods:
  - All students/staff/teachers of any classroom where the student/staff/teacher attended a class are considered close contacts regardless of the setup of the classroom/pod or face covering use.
    - Art, library, recess, and cafeteria exposures for the student/staff/teacher will be reviewed on a case-by-case basis.
  - The classrooms where the confirmed case is located should be cleaned according to federal CDC guidelines found here:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- (3) Bus exposures:
  - In general, if a COVID-19 case is on a bus for fewer than 15 minutes, no one

else on the bus is considered a close contact.

- In general, if a COVID-19 case is present on a bus for greater than 15 minutes, without any assigned seating, and with closed windows, all riders will be considered close contacts.
- Bus rides that fall between these two scenarios will be assessed on a case-by-case basis by Maine CDC.
- An “open window” is defined as at least two windows fully opened (one in front and one in back) on each side of the bus.
- Any bus that carried a confirmed or probable case should be cleaned according to federal CDC guidelines  
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

(4) After school activities:

- Anyone with more than 15 minutes of cumulative contact will be considered a close contact.
- Indoor extracurricular activities will have to be assessed independently depending on the nature of the activity, the setup of the activity, and the mitigation strategies in place.

(5) Evaluation of sports-related activities

- If a COVID-19 case plays a sport in the “Higher Risk” or “Moderate Risk” category while infectious, the entire sports team is considered a close contact.<sup>2</sup>
  - If, during the period of infectiousness, a COVID-19 positive case plays against another team, the other team will be reviewed on a case-by-case basis for close contacts
- If a COVID-19 case plays a sport in the “Lower Risk” category while infectious, contacts are evaluated on a case-by-case basis for close contacts.
- Those deemed to be close contacts may not play sports during their period of quarantine.
- Sections of The Maine Community -Sport Guidance; including a table of the Higher, Moderate and Lower Risk category are now in Appendix B.

Maine CDC recommends that school community members be notified when a confirmed or probable case has been detected that is associated with the school.

## G. Outbreak Response

Once a school reaches outbreak status (3 or more confirmed cases from different households within 14 days):

- All individuals associated with the school should be notified by the school of the outbreak (*see* Section V below). School officials should make such notifications in writing, using a template provided by Maine CDC (*see* Appendix A).
- A Maine CDC outbreak investigator will coordinate with the school, and each case will still be assigned a case investigator who will follow the standard investigation protocol.

- If all three cases are within a single classroom, the entire classroom shall be considered a close contact for purposes of quarantine and testing.
- If three cases are spread across multiple classrooms:
  - o There will be a presumption that all students, teachers, and staff within the school are close contacts and should be tested.
  - o The school will follow cleaning guidance from U.S. CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
  - o Students, teachers, and staff who test negative must complete a 14-day quarantine from the last day of exposure in the school.
  - o Essential workers may return so long as they follow the guidelines outlined in Section F.
- Maine CDC will recommend suspending all in person extra-curricular activities during the 14-day quarantine.
- In situations where students are cohorted in a single classroom and teachers rotate through the classroom, where there is a single case, all the teachers who rotated through the classroom will be considered close contacts.
- A student, teacher, or staff member may return to the classroom after release from isolation or quarantine.
- Outbreaks are closed 28 days after the last positive test or symptom onset, whichever is later.

The following table summarizes the public health actions that will be taken in response to cases detected within schools.

**Table 1: Recommended Public Health Actions for COVID-19 in Schools**

Number of Cases	Location	Testing Recommendation	Quarantine Recommendation	Cleaning/Closure Recommendation	Notes
1 or 2	Single classroom/cohorts/pod	All students/staff within the classroom	All students in the classroom	Clean or leave classroom dormant for 7 days	Additional potential locations for close contacts include busses, after-school activities, etc.
1 or 2	Two or more classrooms/cohorts/pod	All students/staff within both classrooms	All students in the classrooms	Clean or leave classroom dormant for 7 days	Additional potential locations for close contacts include busses, after-school activities, etc.
3+ (outbreak*)	Single classroom/cohort/pod	All students/staff within the classroom	All students in the classroom	Clean or leave classroom dormant for 7 days	Additional potential locations for close contacts include busses, after-school activities, etc.
3+ (outbreak*)	Multiple classrooms/cohorts/pods	<p>All students/staff in the same classrooms, cohorts, pods, busses, and extracurricular activities are considered close contacts and are recommended to be tested.</p> <p>Close contacts may expand to include the entire school depending on the epidemiological investigation, considering factors such as adherence with public health guidelines and the age of the students.</p>	<p>All students in the same classrooms, cohorts, pods, busses, and extracurricular activities are considered close contacts and will need to quarantine for 14 days, regardless of test results</p> <p>Close contacts may expand to include the entire school depending on the epidemiological investigation, considering factors such as adherence with public health guidelines and the age of the students.</p> <p><b>Non-close contacts</b> may return to school with no testing after cleaning or the period of dormancy is complete.</p>	Clean or leave classroom dormant for 7 days	<p>Additional potential locations for close contacts include busses, after-school activities, etc.</p> <p>If and only if students are cohorted in one classroom, it is possible that only affected classrooms will be closed.</p>

\*An outbreak is defined as 3 or more confirmed cases from different households within 14 days in a school.



## **V. NOTIFICATION AND COMMUNICATION**

### **A. Notification of a Confirmed or Probable Case to Schools**

The Maine CDC case investigator will alert school nurses of a confirmed or probable COVID-19 case in the schools and begin an investigation. Maine CDC will have a designated liaison who will work closely with the Maine Department of Education (DOE) on COVID-related matters in schools. Maine CDC's school liaison and Maine DOE School Nurse Consultant will monitor new cases..

### **B. Notification of a Confirmed or Probable Case to Maine CDC**

School officials may be notified of a confirmed or probable case among a student, teacher, or staff member by the individual or parents (if the case is a student). If school staff are notified by a parent/guardian that their child received notice from their health care provider that their COVID-19 test was positive, school staff should contact the school nurse. The school nurse will notify Maine DOE's School Nurse Consultant, who will notify Maine CDC's school liaison of the suspect case. Once Maine CDC receives the positive lab report a case investigator will begin the COVID-19 investigation. The school nurse will be the communication link among the family, the Maine DOE School Nurse Consultant, and the Maine CDC school liaison.

### **C. Communication with Family Members**

Maine CDC recommends that the school nurse communicate with the family of a confirmed or probable case (when that case is a student). The school nurse will be best suited to provide information to the family and reassure the family that Maine CDC investigators will be in contact with them. The school nurse should also reach out to the DOE School Nurse Consultant to inform DOE of the case. DOE's School Nurse Consultant will coordinate with Maine CDC's school liaison. The school should notify family members of students that will be in quarantine. A sample letter is available in Appendix A.

### **D. Communication with School Community**

Maine CDC recommends that school community members be notified when a confirmed or probable case has been detected that is associated with the school. The school is best able to notify parents, staff, teachers, and other community stakeholders (*e.g.*, Board of Education, Superintendent, etc.) of the confirmed or probable case(s). Template letters for such communication are available in the appendices. Maine CDC strongly recommends confirming COVID-19 cases and outbreaks prior to schools sending public communications.

### **E. Public Reporting**

Maine CDC will report publicly when an epidemiological investigation has been opened into a potential outbreak of COVID-19 associated with a school, as it does in other settings. In general, such investigations are opened after three or more epidemiologically linked cases are identified within a 14-day period.

### **F. After Hours**

Maine CDC investigates COVID-19 cases seven days a week until 5 P.M. A Maine CDC case investigator will reach out to a school nurse when a confirmed or probable case identifies a school exposure. If the

school nurse is unavailable the case investigator will leave a message. If there is an additional contact on the voicemail, the case investigator will reach out to that individual prior to 5 PM. If Maine CDC opens an outbreak investigation after hours, the outbreak investigator will contact the superintendent of the school district as well as DOE's on-call contact.

## **VI. CONTACT TRACING PROTOCOLS IN SCHOOLS**

Maine CDC will work with school officials to conduct contact tracing and symptom monitoring for close contacts of confirmed COVID-19 cases within schools.

Maine CDC uses a platform called Sara Alert to conduct symptom checks and monitoring on close contacts of confirmed cases. Maine CDC will enroll asymptomatic close contacts of confirmed cases—whether teachers, students, or staff—into Sara Alert for daily monitoring during the quarantine period. Maine CDC will monitor those close contacts during their quarantine period and, if any of those individuals becomes symptomatic, will provide guidance on testing and other clinical evaluation. The DOE school nurse consultant and the Maine CDC school liaison will have access to the Sara Alert system.

Note that school contacts will be enrolled into a dedicated jurisdiction within Sara Alert.

## VII. GLOSSARY

<b>Term</b>	<b>Definition</b>
Close contact	In general, being within 6 feet of an infected person (with or without a face mask) for at least 15 minutes (in aggregate for certain situations like extracurriculars or athletics), or having unprotected direct contact with secretions or excretions of a person with confirmed COVID-19 during the infectious period
Community transmission	Occurs when individuals acquire COVID-19 through contact with someone in their local community, rather than through travel to an affected location.
Confirmed case	A person who has tested positive for SARS-CoV-2 infection (the virus that causes COVID-19)
Contact tracing	Process of identifying individuals who have had close contact (see definition above) with someone infected with COVID-19
Cohort	A consistent group of students and staff who interacts with each other but not with members of other groups on a regular basis. Groups should be as small as possible, with maximum numbers outlined in the different reopening scenarios. When in a cohort, each group must physically distance themselves from each other and from other cohorts.
COVID-19	Abbreviation for the disease caused by the novel coronavirus SARS CoV-2
Incubation period	The time between exposure to an infection and the appearance of first symptoms. The virus that causes COVID-19 has an incubation period of 2-14 days.
Infectious period (asymptomatic cases)	2 days prior to testing (the date of the swabbing was conducted) until CDC criteria to discontinue isolation are met
Infectious period (symptomatic cases)	2 days before symptom onset until CDC criteria to discontinue isolation are met
Isolation	Process of separating individuals who are infected with COVID-19 from others. Isolation lasts a minimum of 10 days from symptom onset if symptomatic. If a person infected with COVID-19 has no symptoms, isolation lasts a minimum of 10 days from the date of test specimen collection (test). For individuals with severely immunocompromising conditions, isolation is at least 20 days.
Outbreak	3 or more confirmed cases from different households within 14 days in a school
Protocol	Recommended actions to follow in the event of a probable or confirmed case of COVID-19 occurs
Probable case	Individual who has at least two of the following symptoms: fever (measured > 100.4 degrees Fahrenheit or subjective), chills (rigors), body aches(myalgia), headache, sore throat, nausea or vomiting, diarrhea, fatigue, or congestion or runny nose OR at least one of the following symptoms: cough, shortness of breath, or difficulty breathing, new loss of smell or new loss of taste AND is epidemiologically linked to another case or has a positive antigen test.

Quarantine	Process of separating and restricting the movement of individuals who were in close contact with someone who tested positive or had symptoms of COVID-19. Anyone who has been in close contact with someone who has COVID-19 must stay home for a minimum of 14 days since the last day of contact with the person with COVID-19 and watch for symptoms of COVID-19. Persons in quarantine should self-monitor for symptoms and seek medical advice and test if recommended by Maine CDC or healthcare provider.
Screening	Assessing individuals for symptoms of COVID-19 verbally or via self/parent attestation. Temperature checks may be performed by the school if desired.

Symptomatic individual	A person who is experiencing one or more of the symptoms of COVID-19 as defined in CDC guidelines
Testing	Three types of tests are available for COVID-19: molecular, antigen, and antibody tests. Molecular and antigen tests indicate if you have a current infection while antibody tests indicate a previous infection. Throughout this document, 'testing' refers to either molecular or antigen-based tests to diagnose a person with current COVID-19 infection.