



FMS Fall COVID-19 Reopening Plan & Guidelines for In-Person Learning Families

Last Update: September 3, 2020

Rationale and State Guidance

The guidelines outlined in this document are an attempt to streamline and simplify for staff and families the guidance provided by the state of Maine, the plan presented to the school board, and how they are being applied at FMS.

All of the information and steps presented here are based upon, and meet, the guidelines and requirements put forward by the Maine Dept. of Education, Maine CDC, and our own RSU 1 district guidelines. If you would like to review those documents in their entirety please find them linked below. The links should download a document or open in your internet browser.

- [Maine DOE Framework for Returning to Classroom Instruction](#)
- [Final PK-Adult Ed School Reopening Public Health Guidance](#)
- [RSU 1 District Health and Safety Expectations](#)

FMS General Plan for 2020-2021

We will begin the school year at 50% capacity two days/week so that we can explicitly teach the school routines and procedures we normally do, as well as the safety protocols and hygiene practices necessary to keep germs at bay.

9/8/20 - 9/25/20: During this time students will only be attending school 2 days a week in person. There will be no remote learning component. There will be one normal bus run. Drop off begins at 8:15am and dismissals will begin at 3:00pm. Students will be divided between Group A and Group B. Group assignments have already been communicated.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week of 9/7	No School	Group A	Group B	Group A	Group B
Week of 9/14	Group A	Group B	No Students	Group A	Group B
Week of 9/21	Group A	Group B	No Students	Group A	Group B
Week of 9/28	All Students	All Students	All Students	All Students	All Students

Starting on 9/28/20: All students will attend school daily. Group A will attend 8:15am - 2:15pm. Group B will attend 9:15am- 3:00pm. Students may not arrive before their start time. Late Start Wednesdays (LSW) will begin the week of 9/28/20. LSW times are as follows: Group A 9:15am and Group B 10:15am.

No school visitors are allowed in the building at this time.

- Office staff will be available by phone and/or email, and through the buzzer system at the front entrance.
- Parents and visitors will be able to speak with office staff (to sign students in/out, or exchange paperwork/materials) by using the walk up window.

Table of Contents

Click a link to skip to a specific section or continue to scroll through the pages.

Arrival and Dismissal	Lunches/Snack/Recess
Classroom Set Up and Expectations	Specials: PE, Art, Music, Library, Guidance
Hallways	In Case of Suspected Illness
Restrooms	Self Check Documents
Water & Fountains	Masks/Discipline
Main Office	Emergency / Safety Drills
Nurse's Office	Questions & Answers

Arrival and Dismissal

[Return to Table of](#)

[Contents](#)

- Symptom Screening Before Coming to School
 - Students (parents/caregivers) and staff members must conduct the [at home screening tool](#) prior to boarding buses or entering school buildings each day.
 - Any person showing symptoms of illness must report their symptoms and must not be present at school.
 - Please call (207)443-8265 to let us know if your child will not be in school.
 - Leave a detailed message of the symptoms your student is experiencing. The school nurse may contact you for further information. Specify the reason when calling out your student for non illness absence.
- Staff will be outside to greet students, to help/monitor students to sanitize their hands, ensure that masks are being worn and direct students to enter the building through their designated entry door.
- Parents dropping students off should pull up past the building on the right, loop

to the left and drop their student off at the sidewalk that runs along the front of the building. Do not park in the parking lot to drop off students; stay in your vehicle and wait until it is your turn at the sidewalk.

- Students walking or biking to school are encouraged to maintain social distancing and wear masks while traveling. Masks and social distancing are required upon entering school grounds.
- If a student's parent drops them off without a mask, the parent will be asked to get a mask before the student comes into the building. Students are required to have masks on before boarding and while riding the bus, no student should get off the bus without a mask.
- Parents picking up students off should pull up past the building on the right, loop to the left and drop their student off at the sidewalk that runs along the front of the building. Do not park in the parking lot to pick up students; stay in your vehicle and wait until it is your turn at the sidewalk.
- Parents will need to notify the office by 12:00pm if a student's dismissal plan for the day is different. Please note that students will not be able to ride buses that are not a part of their typical plan.

Classroom Set Up and Expectations

[Return to Table of Contents](#)

- All classrooms will have individual student desks facing the same direction and separated at a minimum of 3 feet and farther apart when possible.
- The teachers' areas will be at least 6 feet from student desks
- Classroom libraries may be used. Books being returned may be wiped down and when dry may be redistributed. Books may also be kept in a box for 3 days and then redistributed.
- Windows will be opened to improve ventilation. Each classroom will also have at least one fan to improve air circulation. Our school ventilation system is also being improved.

- Classes may take place outside with appropriate spacing still being observed.
- Only 1 student is allowed out of the classroom at a time for bathroom use.
- Students will keep all of their belongings with them at their desk. Students should only bring to school what is absolutely essential for each day. Any items brought to school should fit into a single backpack whenever possible.
- Materials will not be shared between students if possible. If materials must be shared, students will wash and/or sanitize hands before and after their use and the materials will be sanitized.
- Snack breaks and water breaks will be outside. Extra water will be available in case a student needs more than they brought.
- Masks will be worn at all times by both students and staff. Opportunities to remove masks and have movement breaks will be built into the day and will occur outside. A safe “mask break” means 6’ between students and being outside OR 6’ between students and having windows open and proper ventilation in the building.
- Handwashing/sanitizing will occur upon entering/exiting the building and several times during the day. Students will wash their hands prior to eating. Classroom sinks will be used when possible.

Hallways

[Contents](#)

[Return to Table of](#)

- Masks will be worn at all times when in the hallways.
- Travel in the hallways will only take place as necessary.
- Floor stickers to help flow of walking traffic will be used -- when traveling keep to the right side of the hallway in whichever direction is being travelled. Additionally, socially distanced markers will be placed in the hallways to serve as visual reminders.

- Student motor breaks in the hallway will not be an option at this time.
- Students walking in the hallways will be accompanied by staff except when going to the restroom.
- Groups travelling in the halls will have at least 3' between each person.
- If crossing paths with someone in the hallway, everyone should move as far to their side as they can to create as much physical distance as possible.
- Different classes/groups should remain at least 14 ft apart when in the hallway. For example, if 2 classes are going outside at the same time, they should try to keep a 14ft. distance between classes.

Restrooms

[Return to Table of Contents](#)

- Maximum of one student in the restrooms at a time. This will be monitored by staff.
- All student bathrooms will be unisex since they are being monitored from the hallway to guarantee one student is in the bathroom at a time.
- There will be markings on the floor for students to stand and wait when needed.
- Masks should continue to be worn while in restrooms.
- Students will be expected to wash their hands after using the bathroom.
- During lunch and outside time, bathroom use will be for emergencies only.

Water & Fountains

[Return to Table of Contents](#)

- Students and staff are expected to bring their own water bottles if desired. Additionally, water bottles should be sent home daily for cleaning.

- Water fountains in the building will be disabled.
- Extra water will be available in case a student needs more than they brought.

Main Office

[Return to Table of Contents](#)

- **No school visitors are allowed in the building at this time.**
 - Office staff will be available by phone and/or email.
 - Parents and visitors will be able to speak with office staff in person (to sign students in/out, or exchange paperwork/materials) by using the walk up window.

Nurse's Office

[Return to Table of Contents](#)

- Unlike previous years, access to the nurse's office will be controlled and triaged.
- If a student isn't feeling well, staff will contact the school nurse and she will determine if the student should be sent down or if she will come to the room.
- Masks must be worn unless it needs to be removed as part of examination.
- As required, a medical isolation room for staff or students who exhibit COVID-19 symptoms has been designated. There will be a nearby bathroom dedicated solely to those students who are in the isolation room awaiting pickup.

Lunches/ Snacks / Recess

[Return to Table of Contents](#)

- Students will be walked to lunch by a classroom teacher(s).
- Teachers will provide enough space between classes in the hallway on the way to lunch and stagger arrival time to the cafeteria by a few minutes to limit the intermingling of classes while waiting in the lunch line.
- Students will use the restroom and wash hands before coming to the cafeteria.
- Travel will be one way to avoid crossing paths with others as much as possible.

- All students will enter through the kitchen door.
- Students will stand on yellow dots to maintain 4 feet distance while in line.
- This year, students will not punch in their own ID numbers for lunch. Staff will do it for them.
- Students will have only a grab and go lunch.
- There will be designated sections for each class. Each class will be at least 14 feet apart. Each student in the class will be spaced 6' apart when masks are off for eating.
- Only one class at a time will enter the kitchen.
- Masks must remain on until students are seated to eat. Masks must be placed back on before they stand up.
- Students who have a need during lunch, will remain seated, put on their mask and raise their hand so that staff can assist them.
- Students are to remain seated until it is time to empty trays. Masks must be placed back on before they stand up. Each class will have their own trash can placed near their area.
- Students will be walked back to their classrooms via the outside.
- Staff will wash/sanitize tables and chairs to prepare for the next lunch group.
- Snacks must be eaten with appropriate social distancing (six feet). This will require snacks to be outside.
- Recess is not being provided at this time, as teachers are encouraged to bring students outside for breaks during the course of the school day. When outside, proper physical distancing should be observed, and masks should be worn unless students can be a minimum of 6' apart.

- PE activities are limited to those that do not involve close contact or shared equipment, until advised otherwise by local public health officials. Equipment used by just one student per class is allowed, and must be cleaned prior to being used again.
- PE class will take place outside as much as possible. If indoors, PE will be in the classroom and will follow all general classroom protocols.
- Art will take place in the classroom following all general classroom protocols.
- Music will take place in classrooms. Per Maine DOE and CDC guidance, singing and playing instruments other than percussion is not an option for music class (or other classes) at this time.
- Library will take place in classrooms following all general classroom protocols.
- Students can safely check out books. These books will be “quarantined” for 72 hours before redistributed to students when they are returned to the library.
- Guidance will take place in classrooms following all general classroom protocols.

In Case of Suspected Illness

[Return to Table of](#)

[Contents](#)

- Please review this link: [RSU 1 Covid-19 Guidelines for Illness](#) for information regarding the steps to take if your child is not feeling well and/or may have been exposed to someone that is sick.
- Staff will call the school nurse to let her know about the situation. The school nurse will determine the next steps, conduct a brief exam, and determine if the staff/student needs to go home, or can remain at school.
- If necessary, the student will be placed in the designated isolation room while waiting for pickup from a parent. Once placed in the isolation room, bathroom access will be restricted to the private restroom near the isolation room.

- Upon entry into the isolation room, the cloth mask will be replaced with a medical mask. A face shield may also be applied.
- A medical mask must be worn at all times and 6ft spacing will be maintained while in the isolation room.
- There will be specific wait times and cleaning procedures for this particular room.
- Staff, if able, will go home and seek medical care/counsel. If unable, staff will be placed in the designated isolation room while awaiting pickup.
- **It is imperative that we have a way to contact parents/guardians or emergency contacts. Please be sure to contact our main office at 443-9739 to provide updated contact information or to provide an emergency contact in case you cannot be reached.**

Self Check Documents

[Return to Table of](#)

[Contents](#)

- [At Home Health Screening Tool/ Self-Check](#)

Masks/Discipline

[Return to Table of Contents](#)

- All students and staff are required to wear a face covering/mask that covers their nose and mouth at all times throughout the day when in the presence of others.
 - The face covering needs to have no vents/valves and must have an ear or head straps. Please make sure your student's mask fits snugly, but comfortably against the side of the face, completely covers the nose and mouth, is secured with ties or ear loops, includes multiple layers (at least 2) of fabric, and allows for breathing without restriction.
- Face coverings must be worn at all times except:
 - While eating and drinking
 - During mask breaks (which will only happen with certain precautions in place - more than 6 feet apart, windows open, or outside, for 3-5 minutes max)
 - When the student's face cannot safely be covered due to a medical condition in which case a Dr.'s note must be provided and a student will wear a face shield
 - If using a face shield and drape the student must have 6' of physical distancing between themselves and other students.

- Recess when students are spaced 6 feet or more apart
- Face coverings must be worn by all students utilizing transportation by bus or van.
- All students will need to bring their own face coverings daily. Bringing extra face coverings in one's school bag is recommended. We will be providing face coverings if a student forgets their masks or the ear/head straps break. If using a disposable face covering, these should be replaced daily. If cloth, these should be washed daily. Face coverings are subject to meeting current dress code standards in regards to the appropriateness of language/images, etc.
- Face shields may be an alternative for those students with a medical, behavioral, or other challenges who are unable to wear masks/face coverings. A doctor's note is required. Face shields worn in place of a face covering must extend below the chin and back to the ears with a cloth drape. Face shields are to be cleaned daily with soap and water.
- One lanyard will be provided to students to keep masks on their person during the day. When masks are removed they will hang from the lanyard and not be left on desks.
- Education and training will be provided to students and staff on all mitigation strategies that help to reduce transmission.
- **Refusal of a student to follow mask wearing expectations:**
 - If a student is not following the expectation of proper mask wearing, they will be gently reminded by a staff member to do so. If a student continues to not comply, they will be referred to school administration immediately.
 - School administration will meet with the student to determine why the mask is not being worn properly and to ask for compliance. If there is a legitimate medical or behavioral reason, a face shield may be provided.
 - Administration will work with the student and family to develop a strategy for correctly wearing the mask
 - If a legitimate medical or behavioral reason is not given, and a student still does not comply, they will be sent home and it will be counted as a suspension
 - A second occurrence of refusing to properly wear a mask may result in the student being moved to distance learning model

Emergency / Safety Drills

[Return to Table of](#)

[Contents](#)

- Fire drills: To begin the year fire drill practices will be discussed and shared with students, but we will not leave the building as part of the practice. There will be at least two of these “drills” in September.
- Evacuations: Due to restrictions on large gatherings we will not conduct an evacuation drill to begin the year. Staff know the procedures and expectations.
- Lockdown drills: Similar to fire drills these will be discussed, but not actively practiced to begin the year.

Questions & Answers

[Return to Table of Contents](#)

This will be updated as general questions that apply to all/most come in.

[Link to RSU 1 Family FAQ](#)