

Asa Adams School



COVID-19 RETURN TO SCHOOL GUIDELINES FOR STUDENTS & FAMILIES

*Addendum to the Student/Parent Handbook
8/6/2020 based on current Maine CDC & DOE Guidelines*

10/17/20 UPDATE: EXPECTATIONS/PROCEDURES IF POSITIVE COVID-19 CASE IN SCHOOL (PAGES 8-10)

This handbook was developed by Superintendents Jeremy Ray (Biddeford) and Heather Perry (Gorham) and provided to all school districts to use/adapt for their own needs by Maine School Management Association. We wish to thank these individuals and MSMA for sharing this resource.

Our adaptation of this handbook was also informed by the recommendations made by the RSU26 Reopening Committee over the summer of 2020. Many thanks to the hard work and time put in by this committee. During these unprecedented times, in light of how the COVID-19 pandemic influences our public health scenario, changes to this document may be necessary as new information emerges.

MESSAGE FROM THE PRINCIPAL

In response to COVID-19, the Asa Adams School will follow health and safety guidelines set forth by the Maine Centers for Disease Control (CDC), the Maine Department of Education (DOE), and the recommendations developed by the RSU26 Reopening Committee. Our goal is to continue to minimize the risk of possible transmission of COVID-19 and safely bring back as many students as possible to an in-person school setting to maximize learning. Therefore, these COVID GUIDELINES are mandatory for all students and their families.

The year we are about to embark upon will be a difficult one for students, parents/guardians, and staff. We consider the safety of your children as our collective responsibility and staff will be flexible as we undergo processes that were not present in previous school experiences. With a continued focus on positive relationships, meeting our students' social/emotional needs and the overall wellbeing of the students, we strive to successfully meet this challenge.

Kristin L. Briggs
Principal
Asa Adams School

HEALTH & SAFETY

DAILY SELF-ASSESSMENT:

- **Prior to boarding the bus or drop-off**, Parents/Guardians will need to complete a self-screening assessment **daily** for their child to check for symptoms of COVID-19. Certain responses will require that a child remain home. In this event, Parents/Guardians should contact their child's School Nurse. The RSU26 self-screening protocol is below.

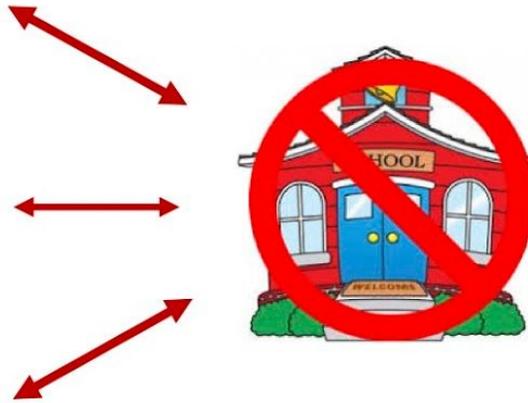
**RSU 26
COVID-19 PRE-SCREENING TOOL
FOR SCHOOL ATTENDANCE**

Section 1:

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms.

Yes or No	Temperature 100.4 degrees Fahrenheit or higher within past 24 hours or used any fever reducing medicine
Yes or No	Sore Throat
Yes or No	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
Yes or No	Diarrhea, vomiting, or abdominal pain
Yes or No	New onset of severe headache, especially with a fever
Yes or No	Any two or more of these less common symptoms: chills, muscle pain, new loss of taste or smell, fatigue, rash, swelling/redness in hands or feet, red eyes/eye drainage, runny nose.

Yes to any of these questions **contact your health care provider & stay home** until you are **symptom free for 24 hours without fever reducing medication.**



Section 2:

Yes or No	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with a confirmed Covid-19
Yes or No	Traveled out of state in the past 14 days (except those covered under Maine Executive Order)

If you answer **YES** to any question from **Section 2**, you must quarantine for 14 days.

If **YES** to any question in **both Section 1 and Section 2**, in addition to the 14-day quarantine, you should also contact your health care provider.



Return to school with a note from your physician or once criteria for home isolation/self-quarantine has been met.

****CONTACT YOUR CHILD'S SCHOOL OFFICE TO REPORT ANY SCHOOL ABSENCE AND SYMPTOMS****

Updated 8/17/2020

FACE COVERINGS/MASKS:

- All students are required to wear a face covering/mask that covers their nose and mouth. Students should strive to maintain six (6) feet of distance--about two arm's length--throughout the day. During transition times (hallways), the minimum distance shall be 3 ft for students [See CDC guidance on social distancing](#).
- Face coverings must be worn when entering or exiting buildings, while traveling in hallways, and generally when moving about the school. Exceptions may include, but are not limited to:
 - While eating
 - While on the playground, if social distancing allows
 - When the student's face cannot safely be covered due to a medical condition in which case a doctor's note must be provided and the student would wear a face shield.
- Face coverings must be worn by all students utilizing transportation by bus or van.
- All students should plan to provide their own [face coverings](#) (age appropriate design and size). Face coverings will be provided to any student if necessary.
- Disposable face coverings should be replaced daily. If cloth, these should be [washed daily](#). Face coverings are subject to meeting current dress code standards in regard 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. Face shields worn in place of a face covering must extend below the chin and back to the ears. Requests for approval to wear a face shield in lieu of a face covering should be made to the building principal.

PREVENTION MEASURES:

- All students must practice [proper handwashing guidelines](#) or use hand sanitizer upon entering the school, their classroom, before and after donning or removing a face covering, and throughout the day. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before and after eating, and after coughing/sneezing and using the restroom.
- All students must practice proper [CDC infection control measures](#):
 - If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.
 - Avoid touching their eyes, nose, or mouth.
 - Avoid touching any surfaces unnecessarily.
 - Refrain from physical contact, including hugs and hand-shakes.
- Restroom procedures will be established at Asa Adams to limit the number of students in the hallway and restrooms at one time.
- Students should only bring to school what is absolutely essential for each day. Any items brought to school should fit into a single backpack.
- Classrooms will be reconfigured to allow physical distance with students facing one direction.
- Sharing of items (electronic devices, toys, books, and other games or learning aids) will be discouraged and restricted.
- Each child's belongings will be separated from others' and in individually labeled containers, cubbies, or areas.
- Curriculum nights, open houses and back-to-school events will be facilitated virtually.
- Field trips, assemblies, and other large gatherings will not be allowed.
- See CDC's informational video on how to [Stop the spread of germs](#)

FOOD DISTRIBUTION/MEALS:

- Students will remain in classrooms for all snacks and meals, unless able to arrange for outside space under a designated tent.
- Students will maintain six (6) feet of physical distance while eating breakfast and lunch as students will be unable to wear face coverings during these times.
- 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. Water filling stations will be sanitized along with all other “common touch” surfaces.
- Shared food is prohibited. Parents are asked only to send food for their child and not class consumption (i.e. birthdays; holiday celebrations).
- Students will be required to practice [proper handwashing](#)/sanitizing prior to eating.

PLAYGROUND USE:

- Use of designated playground equipment and supplies will be allowed under close monitoring.
- Use of face coverings/shields will NOT be required during this time as long as physical distancing is maintained
- Limits will be placed on the number of students on equipment at one time.
- No more than 50 students may congregate in one section of a play area at a time.
- Multiple outdoor recess areas will be established and student groups will be assigned to remain in each area each day. These areas will rotate so that students are able to use all areas over the course of time.
- Students will wash their hands/use sanitizer before and after using playground equipment.
- The use of routine maintenance for outdoor playgrounds and other natural play areas is recommended by the CDC, 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 if used continuously.

OUTDOOR ACTIVITIES and CLASSROOMS:

- Use of designated outside classroom areas will be allowed under close monitoring.
- Use of face coverings/shields will not be required during this time as long as physical distancing (6ft) is maintained. For outdoor physical activity *where students are breathing more heavily*, 14 ft of distance should be maintained without masks/6 ft of distance with a mask.
- Limits will be placed on the number of students allowed outside at one time, based on distancing requirements.
- No more than 50 students may congregate in one area at a time.

SPECIAL EDUCATION

- At Asa Adams, we will have an individualized plan for special education students, including students with disabilities and English Learners, 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 student's with specialized health plans such as, but not limited to:
 - Clear face coverings and/or
 - Face shields
 - Gloves
 - Gowns
 - Plexiglass barriers for student desks

TRANSPORTATION

- Parents/Guardians are encouraged to transport their child to and from school, if able.
- Students are required to wear a face covering at all times while on the bus/van, including upon entry/exit.
- Students must use hand sanitizer when they enter the bus/van.
- Families should be vigilant to limit contact between other parents/students at bus stops and direct contact with the bus driver as much as possible by maintaining a six (6) foot distance.
- Students will be seated one student per row and distanced according to guidelines with the seat directly behind the driver remaining open. Prohibited seats will be marked with tape. Families will be allowed to sit together.
- Students will be assigned seats and must sit in the seats assigned to them.
- Seats in the back of the bus must be loaded first and then move forward. The bus should be emptied from the front and then the back.
- Students will need to practice social distancing when exiting the bus.
- Several windows should be slightly opened to improve air ventilation.
- Bus drivers will clean and disinfect frequently-touched surfaces between uses as much as possible. High-touch areas in buses such as seat backs, handrails, stability poles, windows and window ledges.

PARENTS/GUARDIANS/VOLUNTEERS

- Parents/Guardians will minimize face-to-face meetings by utilizing alternative methods to receive updates (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 as main office spaces are restricted to administrative and office staff.
- 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 into the building. If allowed into the building, parents/guardians:
 - Must wear a face covering while in the buildings.
 - Must use the sanitizing station upon entry, 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 visitors listed above.

TECHNOLOGY

- In a hybrid or remote instruction model, 1:1 devices will be provided to each student. These devices will be transported by the student between school and home.
- Parents/Guardians agree to follow guidelines in the RSU26 Acceptable Use Policy.
- Sharing of devices between students will be discouraged. If it is required devices will be sanitized after each shared use.

IN-PERSON SCHOOL Safety Measures

- Classroom seating will be configured with maximum allowable space between students and all desks facing the same direction.
- Schedules are being developed in a way that will limit student movement and/or interactions between student groups throughout the day.
- Asa Adams staff will modify instructional plans to reduce student contact, sharing of materials or equipment and maintain appropriate physical distancing to the greatest extent possible.
- Common touch surfaces will be sanitized throughout the day.

FULL-TIME REMOTE INSTRUCTION

- Any Asa Adams student across grades K-5 will have the option of participating in remote instruction.
- Asa Adams Staff (Teacher or Ed. Tech. III) will lead these classes.
- These remote learning programs will be fully graded.
- Students who elect to participate in this remote instruction program to begin the 2020-21 School year must remain in the program at least through the end of the first trimester.
- Assigned instructional staff will also coordinate to ensure programs such as Special Education, 504, RTI, or ELL programs are provided to students remotely as needed.

WHEN SOMEONE IS SICK

- Parents/Guardians will avoid exposing others by ensuring their child remains home if they experience the symptoms as shown on the Symptom Check form above.
- Students will not be penalized for missing school when required to stay home under these guidelines. Asa Adams office staff will ask about symptoms when absences are reported and share with the school nurse.
- If a student develops a fever during school hours, a medical isolation room is designated at Asa for students to wait for their parents to pick up their child immediately.
- Students should not return to school unless 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 immediately cleaned.

EXPECTATIONS IF TESTED POSITIVE FOR COVID-19:

(updated 10/17/20)

- Parents/Guardians will notify the School Nurse if their child, or anyone in their household, has been confirmed to have COVID-19. As a response to protect the health and safety of our students and staff, areas will be sanitized and CDC guidelines followed to notify all families and employees that have come in contact with and/or have been exposed to the student in the most confidential manner possible.
- All school community members will be notified when a confirmed or probable case has been detected within the school.
- Under the current Maine CDC guidance, a student who has tested positive for COVID-19 will NOT be able to return to school until:
 - the student has gone 24 hours (1 day) without exhibiting symptoms of COVID-19, and at least ten days have passed since the student's symptoms first appeared;**AND**

- Documentation of medical clearance will be required to return to school and must be submitted to the School Nurse.
- Students who have had close contact with someone who tests positive for 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.” 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 I 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.
- Maine CDC developed procedures for schools to follow in the event of a positive COVID case in the school community. These procedures will be followed, based on guidance from the CDC. The school will work closely with Maine CDC on all contact tracing and other related protocols. A summary of the CDC guidance is shown on Table 1 below.

Table 1: Recommended Public Health Actions for COVID-19 in Schools (from CDC Standard Operating Procedure for Investigation of COVID-19 in PreK-12 Schools)

Number of Cases	Location	Testing Recommendation	Quarantine Recommendation	Cleaning/Closure Recommendation	Notes
1 or 2	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.
1 or 2	Two or more classrooms/ cohorts/ pod	All students/staff within both classrooms	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*)	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	All students/staff in the same classrooms, cohorts, pods, busses, and extracurricular activities are considered close contacts and are recommended to be	All students/staff 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.	Clean or leave classroom dormant for 7 days	Additional potential locations for close contacts include busses, after-school activities, etc. If and only if students are

		<p>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>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>Non-close contacts may return to school with no testing after cleaning or the period of dormancy is complete.</p>		<p>cohorted in one classroom, it is possible that only affected classrooms will be closed.</p>
<p>*An outbreak is defined as 3 or more confirmed cases from different households within 14 days in a school.</p>					

- During this any classroom or school-wide closure, the classroom/school would shift to full-remote instruction as soon as feasible.
- During the time students are out of school, arrangements will be made to ensure they do not fall behind in their learning (i.e. remote instruction or make-up work following a healthy return).
- Students returning from illness related to COVID-19 will be required to check in with the school nurse and school administrator.

EXPECTATIONS IF REQUIRED TO QUARANTINE:

- If an individual student is required to quarantine, they will be provided the option to transition into remote instruction and, if they participate, those days will not be counted as absences.
- If a classroom or multiple classrooms are required to quarantine due to a positive test, impacted students will transition to remote instruction during the quarantine period. If a student participates, those days will not be counted as absences.
- Students who have traveled out of state to those states not listed in the most up-to-date Governor’s orders, must isolate at home and monitor for symptoms for 14 days before being able to return to school. If students participate in remote learning during the quarantine, those days will not be counted as absences.

TRAINING VIDEOS FROM THE CDC

- [How to Wear a Cloth Face Covering](#)
- [Cloth Face Coverings Do’s and Dont’s](#)
- [Handwashing](#)
- [Social Distancing](#)
- [Stop the Spread of Germs](#)
- [Know the Symptoms of COVID-19](#)

