



COVID-19 RETURN TO SCHOOL GUIDELINES FOR STUDENTS & FAMILIES



Addendum to the Student Handbook

Please note: this handbook is created with the best information available as of August 7, 2020. It will be updated as new information and guidance becomes available.

MESSAGE FROM SUPERINTENDENT JOHN SUTTIE

In response to COVID-19, the Old Orchard Beach School District (RSU 23) will comply with the guidelines set forth by the Maine Centers for Disease Control (CDC), as well as the State of Maine, which are incorporated herein. These RSU 23 Guidelines will be in effect from August 1, 2020 to December 31, 2020 and will be updated with the latest CDC and State of Maine guidelines. 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 RSU 23 COVID GUIDELINES are mandatory for all students and their families.

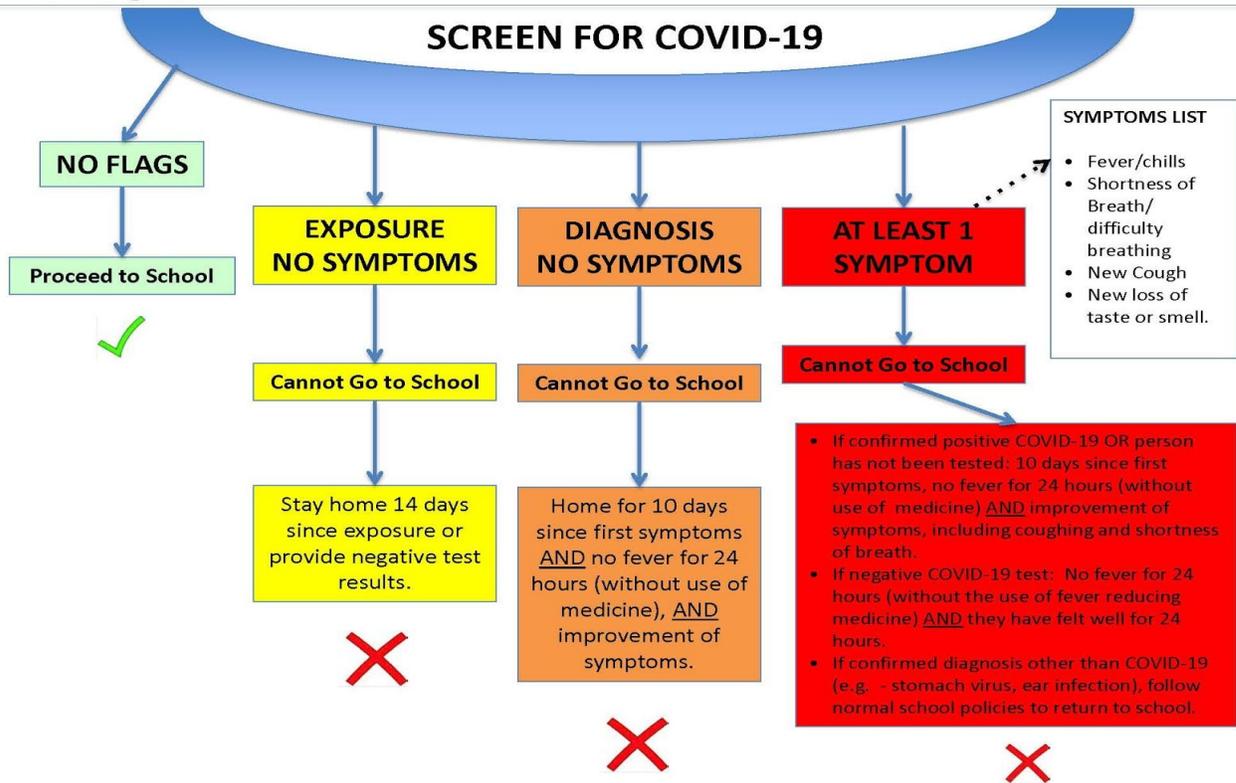
The year we are about to embark upon will be a difficult one for students, parents/guardians, and staff. We consider the safety of your children as our collective responsibility and staff will be flexible as we undergo processes that were not present in previous school experiences. With a continued focus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

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 self-screening will be available in paper form or an online app.
- *Daily self-assessment questions:*
 - *Have I been out of the state in the last 14 days?*
 - *Do I or have I been living with anyone who is sick or quarantined?*
 - *Do I or have I been around anyone exhibiting these symptoms within the last 14 days:*
 - *Do I or have I had a loss of taste or smell?*
 - *Do I or have I had shortness of breath?*
 - *Do I have a fever or feel feverish?*
 - *Do I have a cough or sore throat?*
 - *Do I feel unwell today?*
- Parents/guardians should follow the flow chart if ANY COVID-19 symptoms are identified:

Screening Flow Chart



FACE COVERINGS/MASKS:

- All students are required to wear a face covering/mask that covers their nose and mouth when in the presence of others and maintain three (3) feet of distance-about one arm's length-- at all times throughout the day. [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 will be provided with two [face coverings](#) (age appropriate design and size). If disposable, 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. Face shields worn in place of a face covering must extend below the chin and back to the ears.

- Face covering breaks should occur throughout the day with adult supervision. Breaks should occur in settings where students can be at least six feet apart and outside or indoors with the windows open.

PREVENTION MEASURES:

- All students upon entering the school, their classroom, before and after donning or removing a face covering, and throughout the day. All students and staff must exercise [proper handwashing guidelines](#) and use [hand sanitizer](#) upon arrival to school, before and after eating, after using the restroom, before and after using shared or playground equipment, before putting on and taking off masks, and before dismissal. After eating, the mask is put back on, and then hand hygiene should be done.
- 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 each school 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.
- The use of lockers will be suspended. Students will be allowed to carry a backpack with them.
- Sharing of items (electronic devices, toys, books, and other games or learning aids) will be discouraged and minimized as much as possible.
- 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.
- In-person field trips and assemblies will not be allowed.
- See CDC's informational video on how to [Stop the spread of germs](#)

FOOD DISTRIBUTION/MEALS:

- 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 (for those schools that have them available). 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 (ELEMENTARY):

- 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.
- Students will be required to practice [proper handwashing](#)/sanitizing before and after recess.

SPECIAL EDUCATION/504

- RSU 23 will plan for students with an IEP and students with a 504 plan to ensure they receive appropriate services and accommodations.
- Determination of additional PPE requirements will be made by the Special Education Director based upon the unique needs of each student/situation. Additional PPE may be provided for staff working with young children, students with IEPs or students with specialized health plans such as, but not limited to:
 - Clear face coverings and/or
 - Face shields
 - Gloves
 - Plexiglass barriers for student desks
- IEP and 504 meetings will continue to be held virtually, until further notice.

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.
- Prohibited seats will be marked with tape.
- Students living within the same household will be required to sit together and maintain proper face coverings.

- Director of Transportation will use the most up to date guidelines to create the safest traffic flow and seating plan which may include, but are not limited to;
 - assigned seating
 - entrance and exit procedures
 - clear traffic flow and signage
 - use of the bus radio to dismiss by rows
- Prior to bus runs, transportation staff will open windows to improve air ventilation.
- Students will need to practice social distancing when entering and exiting the bus.
- Bus drivers will clean and disinfect frequently-touched surfaces between uses as much as possible.
- To the greatest extent possible, students get picked up and dropped off at the same stop each day.

PARENTS/GUARDIANS/VOLUNTEERS

- Any nonessential visitors, volunteers, and activities involving external groups or organizations, including parents and guardians, will be limited as much as possible—especially with individuals who are not from the local geographic area (e.g., community, town, city, and county).

TECHNOLOGY

- In an In-person or hybrid instruction model, 1:1 devices will be provided to each K-12 student. Devices will be transported by the student between school and home, when required.
- In a remote instruction model, 1:1 devices will be provided to each K-12 student. Parents/Guardians agree to return the borrowed devices at the end of the school year, or when requested, to be inspected, cleaned and disinfected.
- Sharing of devices between students will not be allowed.

CLASSROOM SETTING *(If In-Person Instruction Occurring)*

- Classroom seating will be configured with maximum allowable space between students
- Employees 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 regularly.

REMOTE INSTRUCTION *(If In-Person Instruction Occurring)*

- Any RSU 23 student across grades Pre-K-12 will have the option of participating in remote instruction. Remote instruction is available for any student with health and safety concerns, elevated health risks or a family member with elevated health risks.
- RSU 23 Instructional Staff (Teacher or Ed. Tech. III) will lead these classes.
- Students who elect to participate in this remote instruction program to begin the 2020-21 school year must remain in the program at least for a trimester (K-8) or until the end of the first quarter (9-12).
- Assigned instructional staff will also coordinate to ensure programs such as Special Education, 504, RTI, or ELL 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 any [signs or symptoms of Respiratory Illness](#) or a fever of 100.4°F or higher. *Please refer to the reporting student illness flow chart above.*
- Students will not be penalized for missing school when required to stay home under these guidelines. School nurses will ask about symptoms when absences are reported.
- If a student develops a fever during school hours, a medical isolation room is designated in all schools 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 closed until proper disinfection has been completed.

EXPECTATIONS IF TESTED POSITIVE FOR COVID-19:

- 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.
- 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) fever free without fever reducing medications and at least ten days have passed since the student's symptoms first appeared;
 - OR***
 - the student has received two negative COVID-19 test results from specimens taken more than 24 hours apart.
 - 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, or is diagnosed with, COVID-19 must isolate at home and monitor symptoms for 14 days. Close contact is defined as “any individual who has been closer than six (6) feet for more than 15 minutes.”
- Depending upon circumstances, this could include entire classrooms, clubs, bus routes, playground groupings, or cafeteria groupings.
- Students returning from illness related to COVID-19 will be required to check in with the school nurse and school administrator.
- The school will work closely with Maine CDC on all contact tracing and other related protocols.
- 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).

EXPECTATIONS IF REQUIRED TO QUARANTINE:

- If an individual student is required to quarantine, they will be provided work by their classroom teacher. If a student participates, 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 provided by their classroom teacher(s) during the quarantine period. If a student participates, those days will not be counted as absences.
- If a family travels outside of the state of Maine to one of the states NOT on the Governor's approved list for travel, the student must receive a negative COVID-19 test (or adults traveling with the student must receive a negative COVID-19 test) result OR quarantine for 14 days before being allowed back into school. If a student participates in work provided by their classroom teacher, those days will not be counted as absences.

- RSU23 adheres to all CDC guidelines regarding travel (insert link).

TRAINING VIDEOS FROM THE CDC / RESOURCES

- [How to Wear a Cloth Face Covering](#)
- [Cloth Face Coverings Do's and Don'ts](#)
- [Handwashing](#)
- [Social Distancing](#)
- [Stop the Spread of Germs](#)
- [Know the Symptoms of COVID-19](#)
- [Taking Care of Your Daily Health During COVID-19](#)