

West Bath SAU

**COVID-19 RETURN TO SCHOOL GUIDELINES
FOR STUDENTS & FAMILIES**

Addendum to the Student Handbook



Last Updated 8/28/20 based on Current Maine CDC Guidelines

This document is subject to change as emerging legal or health guidance changes.

In response to COVID-19, the West Bath School 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 WBS Guidelines will be in effect from the date of approval by the West Bath School Board of Directors 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 WBS 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 dropping-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 the school nurse to discuss symptoms and next steps. The self-screening will be available in an online app and needs to be completed each morning. ***Please note, the assessment questions will be updated as CDC guidance changes.***
- *Daily self-assessment questions:*
 - *Within the past 24 hours have you had a fever (100.4 and above) or used any fever reducing medicine?*
 - *Do you feel sick with any of the most common symptoms:*
 - *Most common symptoms: cough, shortness of breath, difficulty breathing, fever (100.4 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*
 - *Have you been in close contact with a person who has COVID-19?*
 - *Have you been out of the state in the past 14 days?*
- **Stay home** with any one 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. Call the school nurse between 8:15-9 AM with any questions that you may have.
- If a student arrives at school without having conducted the self-assessment, a call home to the child’s parent will be made to complete it.
- Upon completion of the daily assessment, the application will provide you guidance with what your next steps should be.

FACE COVERINGS/MASKS:

- Upon entering school property, all students and staff are required to wear a face covering/mask that covers their nose and mouth and fits snugly against the sides of the face.
- Cloth face coverings must have ear or head straps, should have multiple layers of cloth, and may not contain a vent or openings. All students will be provided with one face covering, but are encouraged to bring face coverings that are most comfortable to each individual child, provided it meets the criteria.
- Maintaining at least three (3) feet of distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements from the [Maine DOE](#).
- Face coverings must be worn at all times except:
 - While eating or drinking (students will be spaced 6 feet apart)
 - When a student or class is outside on a supervised and controlled mask break
 - When participating in physical education or music activity that meets the DOE guidelines (outside and 14 feet apart)
- All students will need to bring their own face coverings daily. Carrying a spare 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 will be permitted as an alternative to face masks for students or adults or who have medical or behavioral challenges that prevent them from wearing a mask. A note from a medical provider must be presented to the school for an alternative to be considered. Face shields worn in place of a cloth face mask must extend below the chin and back to the ears and have a drape to collect droplets.
- The West Bath School has face coverings for any students who are not able to provide one from home. Please contact the school nurse.
- Education and training will be provided to students and staff on all mitigation strategies that help to reduce transmission.
- For more information about appropriate mask selection, usage, and care, please [click here](#).

HAND HYGIENE:

- All students and staff must practice [proper handwashing guidelines](#). 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 mask, before and after using the restroom, before and after use of playgrounds and shared equipment, upon entering and exiting a school bus, and throughout the day. In addition to classroom sinks, sanitizer stations have been placed at the entrance of the building, at the entrance of each classroom setting, in any group areas, on the playground, and on the bus.
- 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.
- Students should not bring hand sanitizer from home without approval from the school nurse.

MEDICATION ADMINISTRATION:

- If possible, all medications should be administered at home. Parents/guardians are encouraged to consult with a student's medical provider to consider switching to suspended or extended release versions of medications, when possible. If medication needs to be administered at school, the following guidelines should be considered:
 - Parent will call and schedule medication drop-offs. This can not be done on the first day of school while students are arriving.
 - Parents/guardians should discuss metered-dose inhalers (MDIs) with spacer for at school. No nebulizer treatments will be given at school.
 - Student medication administration times will be scheduled to avoid congestion in the school health office.
 - A plan will be in place for students to report to the Well Room of the nurse office for daily scheduled medication administration.

TRAVEL:

- 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. Students will transition to remote instruction during the quarantine period.
- Please help keep our school as safe as possible by following the out of state quarantine rules for visitors.

FOOD DISTRIBUTION/MEALS:

- Students will remain in classrooms, or will be brought outside, for all snacks and 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 not be available for use. Bottles may be refilled throughout the day as needed from the sink in the classroom. Bottles will be sent home daily for cleaning with the student.
- Shared food is prohibited. Parents are asked only to send food for their child and not class consumption (i.e. birthdays; holiday celebrations) as it can not be shared.
- Students will be required to practice [proper handwashing](#)/sanitizing prior to eating.
- School Nutrition - We will be encouraging an on-line order and payment process for school meals, so that the correct quantity and variety of meals can be made by nutrition staff and we minimize the handling of money. All food served to students through the school nutrition program will be covered and/or individually wrapped, including utensils.
 - **Breakfast** - Breakfast will be available as a grab and go model. Breakfast will be pre-ordered and delivered to classrooms. Students will be able to eat it in their classroom once the crew has settled in for the morning.
 - **Snack** - Students bring their own snacks to school each day. Milk may be ordered in advance and purchased from the cafeteria. As classes will be set up with 6 feet of distance between children, students will be permitted to eat snacks at their desk. Alternatively, the classroom teacher may take students outside to their designated space for snack and a mask break, provided students maintain physical distancing rules of being 6 feet apart while eating. Food may not be shared with others.
 - **Lunch** - All classrooms will have the capacity for student seating to be 6 feet apart from one another, to allow for students to each lunch at their seats. Alternatively, the classroom teacher may choose to take students outside to their designated space for lunch and a mask break, provided students maintain physical distancing rules of being 6 feet apart while eating. Students may bring their lunch from home, or purchase school meals. Food may not be shared with others. Lunch will be delivered to classrooms by staff.
 - **Meals for Remote Students** - Breakfast and lunch will be available for students who are electing to attend school remotely. The details of this model are to be determined once it is known if students will be at home and whether they would like meals provided.

PLAYGROUND USE:

- During recess, the outdoor spaces will be divided into 4 spaces with suggested activities, so that crew cohorts remain intact and there are a variety of options for children to experience. Each day the assigned recess space for crews will rotate. Proper hand sanitizing and physical distancing procedures will be followed, and masks will be worn.

- Use of designated playground equipment and supplies will be allowed under close monitoring.
- Limits will be placed on the number of students on equipment at one time.
- Students will wash their hands/use sanitizer before and after using playground equipment.
- Playground supplies (e.g. balls, jump ropes, hula hoops, etc.) will be stored in special bins that are labeled specifically for each group's use. These supplies will be sanitized after each use.

SCHOOLWIDE EVENTS:

- We are required to adhere to the Governor's restrictions on gathering size, in addition to following all safety requirements. Therefore, we will create schedules and structures to ensure that we meet this gathering size expectation in all settings.
- All groups will maintain appropriate social distancing, and there will be no crossing of crews.
- The structure of schoolwide/community events such as open-houses, student-led conferences, celebrations of learning, and concerts will be considered as time progresses and current requirements and expectations are known.
- Until further notice, no in-person events will take place.

TRANSPORTATION

- Families who are able to commit to bringing their children to and from school each day will be encouraged to do so, allowing for space on the bus for those who do not have flexibility with transportation.
- The bus will be thoroughly disinfected and sanitized between each run.
- 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.

The following procedures will be utilized on the bus:

- All students and adults must wear a face covering at all times.
- Students must sanitize as they get on and off the bus.
- Students will have assigned seats on the bus, 1 student per seat, and must sit in the seat assigned to them
- The bus will load students from the back to the front. Therefore, the first student to be picked up sits in the last seat on the bus.
- Siblings, or students who live in the same household, will be seated together.
- Students who are not able to follow bus rules safely will not be permitted to ride the bus, as unsafe behavior puts others at risk.
- The number of students and adults on the bus may not exceed the rules for the number of people permitted for indoor gathering, per executive order.

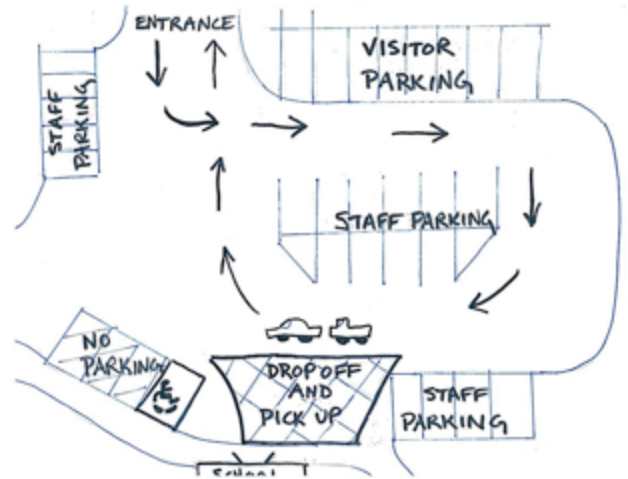
- Students will need to practice social distancing when exiting the bus. The bus driver will dismiss by rows.
- Several windows should be slightly opened to improve air ventilation.
- If you have questions about the bus schedule, please call Bath Bus Service directly at 443-1006.

PICK UP/DROP OFF PROCEDURES

Students may be dropped off at school between 8:20 and 8:40. Students will be considered to be tardy at 8:40 AM.

Student drop-off procedures:

1. When you pull into the school parking lot, please turn left and follow the arrows to the drop off/pick up spot labeled (see map). When you reach that space at the front of the building, there will be one lane of cars, with room for two cars at a time to drop children off with the adult on duty, beginning at 8:20.
2. The adult on duty will verify that the child's health assessment has been completed, and will wait for the student to exit the car and walk him/her safely to the sidewalk, while maintaining physical distance.
3. Students will go directly to his/her classroom upon arrival. Please note, if your child is tardy and no adult is present outside, then the door to the building is locked. Please park in the designated visitor parking area, ensure you are wearing a mask, walk your child to the building, buzz the office so that your child is able to enter. Please do not park in *no-parking* areas to ensure that our students are safely able to walk from buses to the playground and that the traffic in the parking lot can continue to move safely. If your child is unable to unbuckle from his or her safety restraints by himself/herself and needs parent assistance, please park your car in the visitor parking spaces and walk your child to the drop off/pick up area. Children should not be in the parking lot unattended. When you leave the visitor parking area, please follow the traffic flow of the drop off route to exit the lot, which may require waiting for others to drop off their children.
4. Because there will be an increase in the number of students who are being dropped off in the morning from prior years, please allow for extra time and be patient of others.



End of Day Dismissal Procedures:

1. With an increase in the number of students who are being picked up at the end of the day, dismissal will be staggered:
 - a. Students with the last names beginning from A-M will be dismissed from 2:35-2:45.

- b. Students with the last names beginning from N-Z will be dismissed from 2:45-2:55.
 - c. Students who are riding the bus will load the bus at 2:55 with a 3 PM departure time.
2. For dismissal, we create two lanes of car lines. The car lines will begin at the drop off/pick up location indicated on the map. When you come into the parking lot, turn left and follow the traffic pattern arrows. The first cars to enter the line will park at the student drop off/pick up location. All other cars will queue in line behind the first cars along the traffic circle. Students who are being picked up will be brought to cars by a staff member, two cars at a time. To help to keep students safe and ensure our car line moves efficiently, please be mindful of the following:
 - a. Parents/Adults should remain in their cars. Please do not leave cars in the pick-up queue unattended.
 - b. Please do not pass the car in front of you.
 - c. Children will not be released to the cars of adults who are not listed on their pick-up or emergency form. If an alternative adult will be picking your child up from school, please inform the school of the change in writing and inform that adult of the dismissal procedures. Adults who are not known by the dismissal monitor will be asked to show identification.
 - d. If you need to change the end of day plans for your child, please send in a written note or call the office by 2 PM. E-mail is not always seen prior to dismissal and should not be depended upon.
 - e. Cars must yield to the buses.

PARENTS/GUARDIANS/VOLUNTEERS

- External visitors to the school will not be permitted at this time, unless there are emergency circumstances. In the event of an emergency requiring entry, 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.
- Parents who are wishing to pick their child up early are encouraged to call the school ahead of time. School staff will have their child prepared for pick up and will bring the child to the pick up line as if it was the end of the day. In the event a visitor is not able to call ahead, he or she will be instructed to sanitize and then ring the bell in the main foyer to speak to the office receptionist, and will need to wait until their child can be prepared for an early dismissal.
- As a rule, all parents and visitors who are on school grounds will need to wear a mask and maintain 6 foot physical distancing from others.
- While on school grounds, parents/guardians should attend to their specific business, and then leave immediately following.
- 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).

- While access to the building may be limited, we will ensure that the faculty is accessible to you. Parents may email teachers directly and expect to receive a response within the next 24 hours, Monday through Friday. Additionally, teachers are available for Google meetings with parents as needed to discuss any concerns that parents may have. Parents may also reach out at any time to administration, the school nurse, the technology director, and school counselor with any needs.
- 30 day reviews, annual, triennial, and transition IEP meetings will take place with parents remotely, through Google Meets. With parental approval, IEP documentation and written notices will be delivered electronically.

TECHNOLOGY

- 1:1 devices will be provided to each K-12 student. Rules around transport of devices between home and school will be shared separately.
- Sharing of devices between students will not be permitted.

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

- We will be using the state recommended cohort model for the in-person organizational structure of the school day, although our cohorts will be referred to as classroom crews. Each classroom crew will remain together and will not physically overlap with other crews. In addition to the child's classroom teacher, one additional ed tech and/or an additional teacher will be assigned as part of the classroom crew. These staff members will help to assist with all aspects of the day, including special education classroom support, and will help to support or instruct students in the event that a teacher needs to be absent from school and will help to support remote learners as well.
- Specialists (art, music, guidance, physical education, and library) will rotate to the classrooms each day, or will provide instruction outside.
- Students should only bring to school what is absolutely essential for each day. Any items brought to school should fit into a single backpack.
- Students will have assigned, individual desks in their classroom spaces, set up to meet the physical distancing requirements, with all desks facing the same direction.
- Students will be provided with their own sets of materials, supplies, manipulatives, and technology devices to reduce the need for sharing of materials. Students will maintain their materials and belongings at their individual desks. Cubbies and coat racks will not be utilized.
- Schedules will be developed in a way that will limit student movement and/or interactions between student groups throughout the day.
- 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 throughout the day.
- In situations where materials must be shared over the course of the day, materials will be disinfected between use. Library books will be placed in a week-long hold between student and staff usage. Wind instruments will not be shared.
- Students in the K-2 wing will use the bathroom that is in their individual classroom space. Students in the 3-5 wing will have 1 bathroom assigned to them. One child may leave the classroom at a time to use the bathroom to ensure physical distancing takes place. Bathrooms will have a regular cleaning schedule throughout the day.

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

- Parents may elect to have their child attend school remotely rather than in-person for the first trimester. This decision is a full trimester commitment and needs to be made by 8/21/20. However, if a family opts to begin instruction in-person, and then chooses to move to remote learning, we will support that move.
- The remote option will include the ability to participate virtually in crew meetings and all direct instruction synchronously (at the same time) with the classroom crew, and specials asynchronously (on your own time).
- Attendance will be taken as if the child was in-person, and the student will complete and turn in assignments as if the child was in-person.
- Once the classroom schedule has been determined, adult support will be needed at home to ensure that the student is on-line and ready for direct instruction.
- Remote students will be provided with a Chromebook from school to ensure each child at home has a device and so that technology and support is streamlined for all students. Additionally, support for internet service can be provided as needed.
- Students who receive direct instruction through special education or a 504 plan will continue to receive direct instruction remotely.

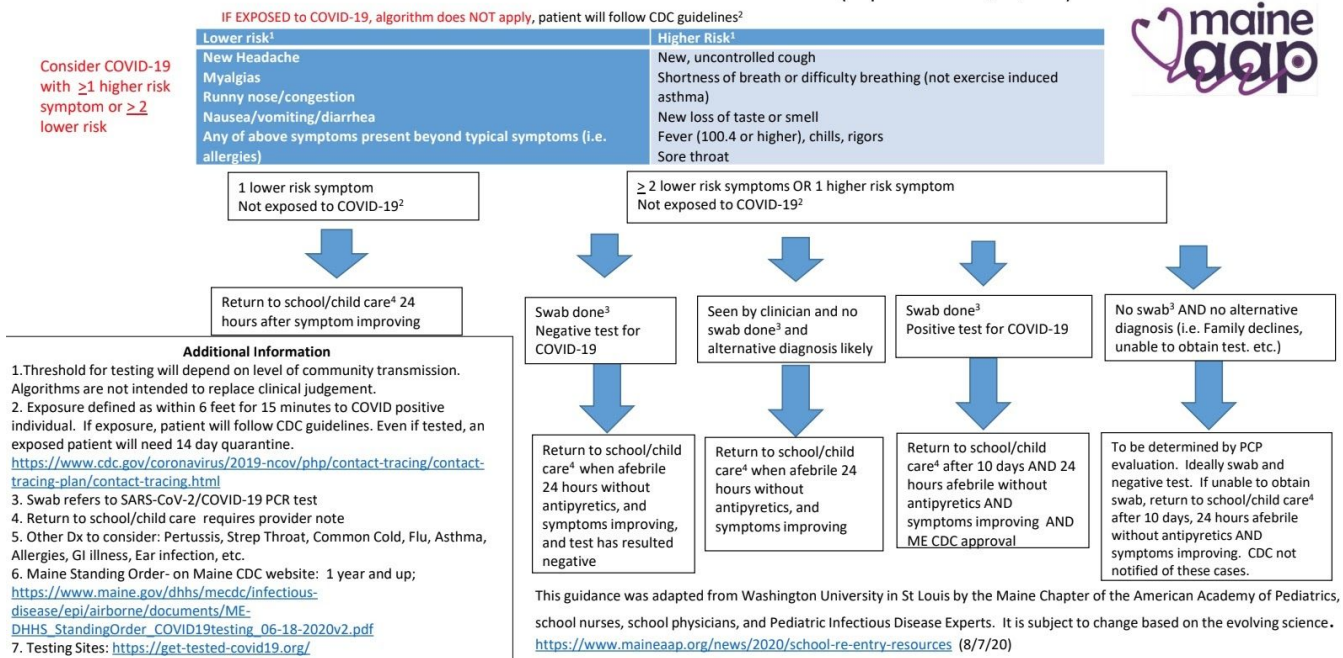
WHEN SOMEONE IS SICK

- Parents/Guardians will avoid exposing others by ensuring their child remains home if they cannot positively pass the health self-check.
- 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 and staff 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 unless suspected of covid 19 and then the school would seek guidance from local health authorities and Maine CDC.

- Students and staff who have not been exposed to COVID-19, but have one “lower risk” symptom (new headache, muscle pain, runny nose/congestion, nausea/vomiting/diarrhea, symptoms that are atypical (beyond allergies)) may return to school 24 hours after symptoms improve.
- Students and staff who have not been exposed to COVID-19, but have two or more lower risk symptoms or 1 higher risk symptom (new, uncontrolled cough, shortness of breath or difficulty breathing (not exercise induced asthma), new loss of taste or smell, fever (100.4 or higher), chills, rigors, sore throat) may return to school after:
 - receiving a negative COVID test **and** be symptom free for 24 hours
 - or**
 - be seen by a doctor, given an alternative diagnosis **and** be symptom free for 24 hours
- Students will be required to see the school nurse upon return to school after an illness for a post illness evaluation immediately upon arrival to school and before going to class.
- Any area used by a sick person will be closed until proper disinfection has been completed.

MAAP: For Medical Providers: Assessing for COVID-19 in children with symptoms and NO KNOWN EXPOSURE to COVID-19¹ (Updated 8/7/20)



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 close 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) without exhibiting symptoms of COVID-19, and at least ten days have passed since the student's symptoms first appeared;
AND
 - The Maine CDC approves a return to school
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 for the person's last symptom. Close contact is defined as "any individual who has been closer than six (6) feet for more than 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated."
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>
- Depending upon circumstances, quarantine could include an entire classroom or bus route.
- 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.

EXPECTATIONS IF REQUIRED TO QUARANTINE:

- If an individual student is required to quarantine, they will be provided the option to transition into remote instruction.
- 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.
- 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. Students will transition to remote instruction during the quarantine period.

TRAINING VIDEOS FROM THE CDC

- [Cloth Face Coverings Do's and Dont's](#)
- [Handwashing](#)
- [Social Distancing](#)
- [Taking Care of Your Daily Health During COVID-19](#)

