

# Safe Reopening of Schools Handbook for All Small Group Programs

## Readiness Checklist

- Transportation (including specialized transportation is in place)
- Health Services Staff able to work
- School space(s) for learning identified and set up appropriately
- Isolation room identified
- Initial communication with families in place, including information about monitoring for COVID
- Additional staff identified for emergency coverage in case a staff member is unable to report to school for a scheduled support day

## Monitoring for Symptoms and Sharing COVID Information

- Parents, guardians or older children and school staff practice daily temperature checks and monitoring for symptoms prior to coming to school
- Staff and students must NOT come to school with any of the following symptoms:
  - New onset cough or shortness of breath
  - Fever over 100.4 or chills within the past 24 hours
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - Close contact (within < 6 feet for a cumulative of >15 minutes over the past 24 hours with or without a mask) with anyone who tested positive for COVID-19
- Parents and staff should report fever or signs of illness to school.
- Families or staff who travel out of state should review the most recent travel advisories in Maryland and may consult with the school health room staff regarding testing and quarantine.
- Families and staff are to report positive cases to the school administrator, who will then report this information to the school nurse or health room staff.
- The health room staff will then begin to determine close contacts within the school building and make those phone calls advising of the need to quarantine and/or get tested. The same process holds true for any COVID-Like Infection (CLI) symptoms.

## Facial Coverings

- Face coverings are not considered personal protective equipment (PPE); however the face covering does offer protection to others from expelled, viral droplets. To prevent the spread of the COVID-19 virus, the CDC recommends the use of cloth face coverings in schools.
- HCPSS staff must wear a cloth face covering over their nose and mouth while approaching and inside school and office facilities.
- Face coverings may be removed while an employee is alone in an enclosed office or classroom.
- Surfaces exposed while not wearing a face covering must be disinfected.
- The face covering must immediately be put back on whenever another individual enters the space.

- The face covering should not be worn if a person is experiencing difficulty breathing. Staff who are unable to wear a mask will need to cover their coughs and sneezes.
- When close interactions are required or when working with students who are unable to wear a face covering, additional staff PPE will be required. For example, it may be necessary for a staff member to wear eye protection or gloves.
- HCPSS students over the age of 2 will wear face coverings while receiving services in the buildings.
- Some students will be unable to wear face coverings due to developmental or medical complications. In these cases, HCPSS staff will emphasize social distancing between individuals. All students will be reminded of proper hand washing techniques and social distancing practices from other students and staff members.
- School should have some masks for students and staff on hand in case masks get damaged or other needs arise (currently Logistic Center has masks that can be requested, please email Kenneth Porter with requests).

### **Social Distancing Entering and Exiting**

- Students should come off the bus in a line, 6 feet apart.
- Students should line up outside 6 feet apart.
- No parents or guardians should be allowed near the front of the school. Parents should stay in their cars or more than 6 feet away from all students and staff when dropping off students.
- Parents and visitors are limited in their entry unless essential.
- Anyone entering the school must wear a facial covering.

### **Social Distancing Outside**

- Students should have recess/outside break time in full-day programs when weather allows.
- A specific recess plan should be created to encourage children to be 6 feet apart.
- Playground use is restricted to 1 cohort at a time with children and staff maintaining 6 feet apart and limiting shared use of items when possible (e.g. Rec and Park cannot be outside at the same time as HCPSS SBLC).
- Students should wash hands or use sanitizer after using any equipment.

### **Social Distancing within the Building**

- Student desks/tables/learning spaces must be placed six feet apart.
- Masks must be worn throughout the day.
- Halls may be marked one way, if helpful.
- Furniture may be moved to create barriers and encourage social distancing.
- Students should not be sent to the same bathroom at the same time.
- A school-specific plan should be designed to maintain social distancing and avoid co-mingling of students and staff throughout the school and grounds. Details should include how learning spaces, cafeteria, bathrooms, gymnasiums, staff workrooms, conference rooms etc. will be re-configured and what steps were taken to encourage and enforce social distancing (e.g. signage, floor marking, monitoring, etc.)

### **Cohorting**

- In schools with other programs, detailed plans should be created for restricting the co-mingling of students and staff including limiting movement to different areas in the school and use of bathrooms, playgrounds, lunch and conference rooms (e.g., teacher confined

to one classroom with one group of children, block schedule for middle and high school students, directional signs for foot traffic).

### **Hand Hygiene**

- Multiple handwashing areas or hand sanitizing must be available, especially in high-touch areas and in classrooms.
- Handwashing/sanitizing times must be scheduled before and after breakfast/lunch.

### **Cleaning and Disinfecting**

- Access to high touch areas (pencil sharpener, book shelves, supply cabinets, etc.) should be limited to one student at a time and those areas should be cleaned between use.
- Frequent cleaning of high touch areas is needed.
- Disinfectant wipes issued to all schools should be distributed for this purpose.
- A labeled bottle of disinfectant and paper towels or sanitizing wipes can be made available as needed. Custodial staff currently properly label and store chemicals and equipment.
- Classrooms should also have cleaning supplies with plans for safe storage and use.

### **HVAC Improvements**

- Replaced existing air filters in all HVAC units with air filters having a minimum efficiency reporting value (MERV) rating of MERV 13 in accordance with American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidance
- Verified proper operation of outdoor air dampers and airside economizers so that the maximum outdoor air ventilation allowed by the heating, ventilating, and air-conditioning (HVAC) system design is being delivered to the areas served by the HVAC units.
- Verified proper operation of all exhaust fans to ensure that areas such as restrooms and the health suite in schools are properly exhausted to remove potentially infectious aerosols.
- Will increase the run times of HVAC systems by two hours before school occupancy to two hours after school occupancy. This will provide additional “flushing” of schools with outdoor air ventilation prior to the students’ arrival and after their departure.
- Will disable demand-controlled ventilation (an energy saving measure which reduces outdoor air ventilation to spaces within school buildings during periods of low occupancy) to ensure that 100% of the outdoor airflow designed for each space will be continuously delivered while the schools are occupied.
- Will disable energy recover units in HVAC systems during times of non-extreme summer and winter conditions to eliminate the small percentage of exhaust air that can be re-entrained into the outdoor air ventilation provided by these units.

### **Dining:**

- School staff will communicate the daily attendance to food service staff at the beginning of the day.
- Breakfast will be placed on a food cart, which will be collected by school staff and provided to children.
- After breakfast, the cart will be returned to the cafeteria with the teacher indicating on a sheet what children prefer for lunch, based on a menu provided by food service staff.
- All carts will be sanitized once they are returned to the cafeteria after breakfast.
- School staff will come to the designated meal serving location at the designated lunch time(s) to collect boxed lunches on carts for students.

- After lunch, carts will be returned to the cafeteria to be sanitized for next-day use.
- Meals for evenings, Wednesdays and weekends will be pre-packed and provided and families are able to pick them up midday as there is no way to distribute the food at the end of the day at this time.
- Tables should be disinfected after use.
- Water fountains should not be used or must be disinfected after each use.
- Close proximity to the hand sanitizer dispenser or hand washing area should be available during eating.
- Parents may choose to provide meals for their children.

### **Food Allergies:**

The following guidelines have been adapted from the “CDC 2019 Operating Schools During COVID 19”, relative to Food Allergy Management in the Classroom:

- Space should be created between students while eating to help mitigate the spread of COVID-19.
- If breakfast or lunch is served in classrooms, measures must be taken to ensure the safety of individuals with food allergies.
- Risk of cross-contact of allergenic proteins must be minimized in the classroom by reinforcing strict guidelines, including hand washing with soap and water after food contact, disinfecting surfaces after food contact is made, and implementing “do not share” food practices.
- Moving furniture, using signage or floor markings, and/or staggering meal times should be considered to help make physical distancing intuitive.
- Seats should be closed off so that students cannot sit opposite of each other and must sit in a zig-zag pattern, leaving space between seats.
- Areas should be designated for students with underlying health conditions to limit exposure to other students.
- An epinephrine auto-injector must be obtained and must be rapidly available to designated and trained staff members to respond to a child’s food allergy emergency.

Please note: It is the responsibility of parents to notify the school of any food allergy, disability or special dietary need of their student. Food and Nutrition Services will provide food substitutions for students according to medical statements. If parents choose to provide meals for their student, such meals may or may not contain ingredients that may affect individuals with specific food related allergies.

### **Bus Transportation**

- The seat behind the driver will be restricted to provide the driver with additional distance from passengers. If two seats can be achieved on both sides, the driver should assign students accordingly.
- Students will be staggered to allow for the maximum distance possible. Depending on how many students opt to ride the bus, greater distances may be achieved. Students riding the bus from the same household will be permitted to sit together to allow for additional distancing elsewhere.
- All students will have assigned seats and if possible, the seat will be based on the route, so students are loading in the rear and working forward, and vice versa on the return trip. While waiting to exit the bus, students will remain seated and not congregate in the aisle. School administrators can assist drivers with the seating chart.
- A copy of all seating charts should be kept at each school.
- Bus attendance will be taken to assist in contact tracing.

- Six feet of social distance will not be provided on the bus.
- Students and bus staff must wear face coverings.
- If a student does not have a face covering, the driver will provide one to the student.
- Weather-permitting bus windows will stay open throughout the trip.
- School administrators should inform parents to have their children appropriately dressed with windows open during cooler temperatures.
- The bus driver and attendant will be cleaning the school bus after the morning, noon, and afternoon bus routes.
- Occupants will not be permitted to eat on the bus.

### **Health Room**

- Health Room must be covered by a staff member at all times.
- Parents should call from outside when they bring medication in with a prescriber order. Health staff will go outside and pick up medication. If this is not possible, families may send medication to school with their student (however, this should not be the first choice).
- Health Services staff will have N95 or P100 masks and fit tests with Concentra. Health Room staff should have gowns, surgical masks, gloves, and face shields for HR staff.
- Consultation with family/physician must occur to determine alternate treatment or method to substitute for an aerosolized treatment. If no other alternative, nebulizer treatments will be given in a separate room.
- Health Room staff will track student and staff absenteeism related to quarantine and isolation.

### **Separate Isolation Space:**

- Isolation space for children or staff with symptoms or who have been identified as a contact or positive case must be identified.
- The best long-term solution is for a completely different space near the health room. Options include:
  - If your school's health room has a separate room or "nook" with a door, that is ideal.
  - If your health room has a separate room or "nook" without a door, that would be the next choice. We will have a plastic "curtain/door" installed in the opening to prevent respiratory droplets from leaving that space.
  - If your health room has neither of the above, but is large enough to keep a distance between an ill student and other students/staff of 8-10 feet, a plastic curtain can be installed around a cot or chair in the far area.
  - If your health room cannot accommodate any of the above, a separate space in the school will need to be located for isolating symptomatic students. Ideally, that space would have windows, but that is not required. With this option, if a student is brought to that room to wait, a member of the health room staff or any other staff member with appropriate PPE will be required to go with them to supervise/monitor. An additional staff member will be needed to staff the health room during this time.
- Custodial staff are contacted once a student leaves the isolation room for cleaning. Areas deemed impacted will be cleaned using the CDC's guidance on cleaning and disinfection if someone is sick. This includes closing off the area, leaving it unoccupied for at least 24-hours (if feasible), and cleaning and disinfection of the space(s). Custodial staff are to perform the cleaning with gloves and gowns.
- All school nurses have a spreadsheet for tracking symptoms, positive tests, contacts, and quarantine/isolation days.

### **Quarantine/Return:**

- Quarantine (due to contact with a person with verified Covid-19) is for fourteen days. Staff/students in quarantine will be out of school for 14 days regardless of a negative test result.
- Students or staff who have tested positive for COVID should isolate and not return to school until they have been out at least ten days and fever-free for 24 hours and a consistent improvement of symptoms.

### **Crisis Intervention**

- If a student is experiencing a behavioral challenge, safety is the priority.
- Immediately, focus on de-escalating the situation.
- If school-based learning center staff are unable to de-escalate seek support from administration.
- If needed, contact student services staff virtually for consultation.
- Do not make physical contact with students unless the situation requires it for student safety.

### **Communication/Reporting**

- [Initial welcome letter must be sent to selected families](#)
- [Correspondence about a person having COVID-19 virus in an HCPSS building](#)
- Message templates for schools that [will run small group support programs, to send to parents of interested students who won't be participating](#) -AND- [for schools that will not be running small group supports, to send to parents who had expressed interest in participating](#).
- Circular 9 for staff cases

### **Band, Music and Orchestra Guidelines**

- Students may play instruments that do not require the mouth to play.
  - Students must play in a space that is separate from the rest of the group. (more for noise and distraction than for health)
  - Students must wear a mask.
  - Students should wipe down their instrument and music stand after playing.
  - Students should wash their hands before returning to the classroom
- Students may not play instruments that require the mouth to play OR sing along in chorus...
  - Students should participate without playing
  - Instruction should include fingerings and air playing but not blowing in a wind instrument
  - Counting and clapping are appropriate
  - Students may be able to engage with their teacher on Wednesdays during synchronous support time AND/OIR practice at home.

### Small Group Meeting Schedules

<b>Secondary AM: Arrival at 8:15 AM, Dismissal at 11:15 AM</b>	
	<b>All Grades</b>
<b>8:15 - 8:30 AM</b>	Arrival
<b>8:30 - 10:45 AM</b>	Instruction *
<b>10:45 - 11:15 AM</b>	Lunch
<b>11:15 AM</b>	Dismissal

<b>Secondary PM: Arrival at 12:25 PM, Dismissal at 3:15 PM</b>	
	<b>All Grades</b>
<b>12:25 - 12:40 PM</b>	Arrival
<b>12:40 - 1:10 PM</b>	Lunch
<b>1:10 - 3:15 PM</b>	Instruction *
<b>3:15 PM</b>	Dismissal

<b>Secondary Full Day: Arrival at 8:15 AM, Dismissal at 3:15 PM</b>	
	<b>All Grades</b>
<b>8:15 - 8:30 AM</b>	Arrival
<b>8:30 - 10:45 AM</b>	Instruction *
<b>10:45 - 11:30 AM</b>	Asynchronous work; provide a break (outside when possible)
<b>11:30 AM - 12 PM</b>	Lunch
<b>12 - 1:10 PM</b>	Asynchronous work**
<b>1:10 - 3:15 PM</b>	Instruction *
<b>3:15 PM</b>	Dismissal

\* ESP staff should take one 15 minute break during this block.

\*\* ESP staff should have lunch during this block.

<b>Elementary AM: Arrival at 8:15 AM, Dismissal at 11:30 AM</b>			
	<b>Grades K, 3</b>	<b>Grades 1, 4</b>	<b>Grades 2, 5</b>
<b>8:15 - 8:30 AM</b>	Arrival	Arrival	Arrival
<b>8:30 - 9:00 AM</b>	Breakfast	Breakfast	Breakfast
<b>9:00 - 11:15 AM*</b>	Instruction	Instruction/ Asynchronous	Instruction
<b>11:15 - 11:30 AM</b>	Grab & Go Lunch	Grab & Go Lunch	Grab & Go Lunch
<b>11:30 AM</b>	Dismissal	Dismissal	Dismissal

<b>Elementary PM: Arrival at 12:15 PM, Dismissal at 3:50 PM</b>			
	<b>Grades K, 3</b>	<b>Grades 1, 4</b>	<b>Grades 2, 5</b>
<b>12:15 - 12:30 PM</b>	Arrival	Arrival	Arrival
<b>12:30 - 12:45 PM</b>	Lunch	Lunch	Lunch
<b>12:45 - 2:50 PM*</b>	Instruction	Instruction	Instruction/ Asynchronous
<b>2:40 - 3:50 PM</b>	Asynchronous	Instruction	Instruction
<b>3:50 PM</b>	Dismissal	Dismissal	Dismissal

<b>Elementary Full Day: Arrival at 8:15 AM, Dismissal at 3:50 PM</b>			
	<b>Grades K, 3</b>	<b>Grades 1, 4</b>	<b>Grades 2, 5</b>
<b>8:15 - 8:30 AM</b>	Arrival	Arrival	Arrival
<b>8:30 - 9:00 AM</b>	Breakfast	Breakfast	Breakfast
<b>9:00 - 11:15 AM*</b>	Instruction	Instruction/Asynchronous	Instruction/Asynchronous
<b>11:15 AM - 12:15 PM</b>	Lunch/Recess	Lunch/Recess	Lunch/Recess
<b>11:45 AM - 12:45 PM**</b>	Asynchronous	Asynchronous	Asynchronous
<b>12:45 - 3:50 PM*</b>	Instruction/Asynchronous	Instruction	Instruction/Asynchronous
<b>3:50 PM</b>	Dismissal	Dismissal	Dismissal

\* ESP staff should take one 15 minute break during this block.

\*\* ESP elementary staff should have lunch during this block (may extend to the next block).



## **School-based Learning Centers/Small Group Programs**

### **Visitation Checklist**

#### **Checklist**

##### Transportation

Routes established (including specialized transportation is in place)

Maintains a daily roster of who rides which bus (am and pm rosters maintained) – name, grade and address and

##### Health Services

Staff able to work

School space(s) for learning identified and set up appropriately

Isolation room identified

Initial communication with families in place, including information about monitoring for COVID

##### Instructional

Additional staff identified for emergency coverage in case a staff member is unable to report to school for a scheduled support day

Frequent movement break plan

Personalized supply bins/area

##### Safety

Drill schedule created and maintain (*See Alan Moss, if you have questions*)

Cleaning plan for learning space

Cleaning plan for restrooms

Attendance maintained at various points in the day

HCPSS safe sign-out sheet

No parents/guardians allowed in the building

All staff observed socially distancing (unless needed to adhere to a student's IEP)

All students observed socially distancing

All staff observed wearing masks

All students observed wearing masks (unless needed to adhere to a student's IEP)