

HELP PREVENT THE SPREAD OF THE  
**CORONA VIRUS: COVID-19**



Wash Your Hands Often  
With Soap And Water



Avoid touching your eyes,  
nose, and mouth.



Cover your cough or  
sneeze with a tissue



Disinfect frequently touched  
objects and surfaces.



Avoid close contact with  
people who are sick.



Stay home if you are sick,  
except to get medical care.

**COVID 19 RE-ENTRY PLAN**  
**Fall 2020**

**GREENBUSH PUBLIC SCHOOLS**

Helen S. Dunn School  
129 Military Road  
Greenbush, Maine 04418

## A Message from the Superintendent:

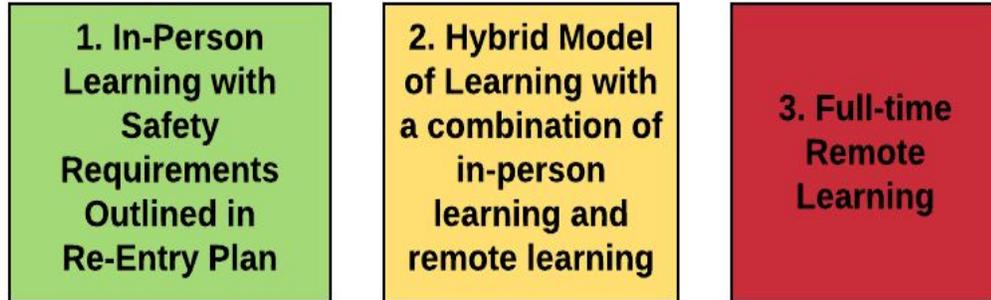
Our primary goal for this plan and for this upcoming school year is the safe return of our students to their classrooms and the flexibility to allow a hybrid model of learning to those students who require a combination of in-person and remote learning opportunities. We recognize that some of our most vulnerable students may require a full immersion in remote learning and our plan is to work with every student to maximize learning while remaining sensitive to our students' holistic needs. We will be vigilant in monitoring our region's health metrics and if they continue to hold steady, we can fastidiously resume in-person classroom instruction.

As outlined in a Portland Press article found at <https://www.pressherald.com/2020/07/17/mills-administration-to-discuss-maines-approach-to-reopening-schools/>, Governor Mills stated on July 17, 2020 that, "The three-tiered system released Friday will designate counties as green, yellow or red based on the risk of COVID-19 spread. A red county suggests a high risk of COVID-19 spread and means in-person instruction should not be conducted. Yellow suggests the county has an elevated risk of COVID-19 spread and that hybrid models of instruction should be adopted. A green county would have relatively low risk of COVID-19 spread and indicates in-person instruction can resume." Governor Mills stated, "The county designations will be posted on the Maine Department of Education's website July 31 and will be updated regularly after that."

The Helen S. Dunn School will follow the guidance issued from the Maine CDC, the Governor's Office, and the Commissioner of Education in determining what model of instruction we will follow in providing instruction, including the three-tiered system.

The three learning models represented in this plan includes in-person learning with new safety requirements, a combination of in-person and remote learning, and full-time remote learning. While current metrics support re-entry with students being physically present in our school, we acknowledge that some students may require the hybrid model or even full-time remote learning. Special consideration

will be given to our population of students with disabilities to create individual plans that best meet each child's needs.



As more information is provided, this plan will be amended to address updated guidance. The safety, instruction, and best interests of our students remain our top priority and we will work to provide the best education possible to each child in our school and district.

Gwen Smith, Superintendent

# REQUIRED HEALTH AND SAFETY MEASURES FOR ALL MAINE SCHOOLS

<https://www.pressherald.com/2020/07/17/mills-administration-to-discuss-maines-approach-to-reopening-schools/>

- Students and staff must conduct daily self-checks for symptoms prior to boarding buses or entering schools.
- Adults must maintain six feet of distance from others to the extent possible and students must maintain three feet of distance between and among each other. Six feet of distance is required between students eating breakfast and lunch.
- Groups in any one area of the classroom cannot exceed the governor's gathering size limits.
- Adults and students above the age of two are required to wear masks or face coverings, including on the school bus. Face shields can be used as an alternative for students or staff with health reasons or other challenges that would prohibit them from wearing masks.
- All students and staff must receive training on proper hand hygiene and wash hands or use sanitizing gel throughout the day.
- Additional personal protective equipment is required for school nurses or staff who work in close proximity with students where social distancing is not possible.
- Sick staff members and students must isolate at home until they meet criteria for returning to school

## TABLE OF CONTENTS

Athletics	6
Bathroom Guidelines	6
Classroom Guidelines	7
Cleaning Kits/COVID Supplies	9
Computer Lab	10
COVID Outbreak Response	10
Facilities/Sanitation	12
Food Service/Cafeteria	12
Library	13
Nursing	13
Playground Guidelines	14
School Scheduling For Hybrid Model	15
Screening	15
Security/Visitation	16
Transportation/Arrival and Departure	17
References	19

## **ATHLETICS**

- Students participating in athletics will be required to wear masks when 6ft distancing cannot be utilized.
- Before practices, students and staff are required to complete a temperature check and the health self-assessment.
- Locker Rooms will be closed unless sanitized between uses.
- PE classes will be held outside, whenever feasible, and equipment should not be shared.
- Individualized conditioning and skills training is encouraged.
- Athletic equipment will be sanitized before and after practices.
- The gymnasium will be limited-use only.
- Helen Dunn School's participation in athletic activities with other schools has yet to be determined.

## **BATHROOM GUIDANCE**

- Masks need to be worn to and from the restrooms and while in bathrooms.
- Bathrooms will be checked throughout the day to maintain cleanliness, stock supplies, and disinfect surfaces. Bathrooms will be cleaned and sanitized by custodians nightly.
- Bathroom sign-outs are required to help maintain social distancing and provide data for contact tracing. A 3 ring binder will be in each classroom for bathroom sign out; daily sheets will be removed each afternoon and turned in to the office.

- Students and staff are encouraged to wash hands with soap for 20 seconds; training and signage will be provided.
- Open no-touch trash cans will be made available in every bathroom.

## **CLASSROOM GUIDANCE**

- When social distancing is not possible within the classroom, a mask/shield will be required.
- Art, Music, Library and Technology will take place in a regular classroom with teachers rotating, not students.
- Students will remain in the homeroom classroom for all core subjects with the teachers rotating, not the students.
- Social distancing will be monitored by teachers who will arrange classrooms to provide a safe distance from peers.
- Depending on academic content and weather, teachers may provide instruction to students outdoors.
- Teachers and students are encouraged to use the Classroom cleaning Kit to clean and sanitize throughout the day.
- Sharing of books, toys, materials and supplies is not permitted in the classroom, on the bus, or on the playground.
- Students will be responsible for drinking from water bottles rather than the water fountains. The bottles must have a spill-proof lid.
- Hand sanitizer will be available in every classroom and teachers are encouraged to have students sanitize their hands after activities and before/after eating.

- Regardless of remote learning, hybrid or in person, instruction will follow a set schedule and will allinge to state standards. Attendance will be required for all students and teachers.
- Teachers will utilize NWEA for data collection. Students doing remote learning will still be expected to complete NWEA testing.
- Intervention time and morning meeting time will be utilized in regular classrooms for recovery of learning loss. This will be termed “COVID Impact Recovery Services.” Students will also have access to homework help after school on Mondays through Thursdays.
- PLC teams will meet weekly once a week after school from 2:15-3:00.
- Live daily contact between students and teachers is required so that the school day will look the same no matter what model is followed. For example, if the 7th grade class is scheduled for math at 8:00 a.m., all remote learners in 7th grade will be expected to join a zoom meeting with the math teacher at 8:00 am.
- Students will be provided with necessary digital resources.
- Students will be required to attend school in person or remotely and attendance will be taken every day in each class.
- All regular grading procedures rather than a pass/fail grading system will apply regardless of learning model.
- IEPs will remain in place for the in-person, hybrid, and remote learning models. A contingency plan will be developed for needs that cannot be addressed remotely. Related services will be delivered through teletherapy for remote learning.
- Breakfast and lunch will be made available for all students in every model of learning.
- Communication will be provided to students and families via the school website (<http://hsdgreenbush.org>), Robo calls, individual teacher emails, the Remind App, and the school phone.

- All pillows, couches, fabric chairs, stuffed animals, fabric chair back holders will be removed from the classroom.
- Classrooms may use foam mats that can be disinfected with a wipe or spray.
- Provide families with community mental health resources
- School staff will provide frequent check-ins with all students. Staff will communicate any concerns with the school counselor.
- School counselor will work with school staff to provide services for students either one-on-one or in the classroom.
- Students needing mental breaks will be able to access sensory items.

## **CLEANING KITS/COVID SUPPLIES**

- Classroom Cleaning Kits will be assembled in plastic buckets. The kits will be located in all instructional and common areas. The kit will contain disinfectant spray, disinfecting wipes, gloves, Sick Call absorbent (similar product), hand sanitizer, paper towels, garbage bags and disposable masks.
- Masks/Shields for Staff and Students: While the school will provide washable masks, students and/or staff may purchase their own masks.
- Hand Sanitizer
- No-touch thermometers
- Disinfectant & wipes
- Signage/floor markings
- Plexi-glass shields or barriers for office spaces
- PPE for Nurse, Secretaries, Isolation Room attendees

## **COMPUTER LAB**

- The Computer Lab is closed until further notice for the purpose of teaching technology classes. It may, however, be re-classed as classroom space if needed for social distancing. The computers in the lab will not be used for regular classes and may be stored away if the lab is used for a general purpose classroom.
- Standardized testing will be completed by students on their assigned devices.

## **COVID OUTBREAK RESPONSE**

- An Isolation Room will be designated for anyone who becomes symptomatic and is waiting for pick-up.
- Symptomatic staff/students will seek medical attention and testing, if ordered by a Physician.
- If a COVID 19 case is identified, we will inform staff, parents and students. The school will be shut-down until spaces are sanitized according to CDC regulations. The risk will be assessed and Contact Tracing will begin with local and state health officials.
- Students and staff will move to #3 - Remote Learning during the closure.
- After the school is cleaned and sanitized, school will reopen after 2-5 days.
- Before a student or staff member who has contracted and recovered from COVID 19, a physician's note for re-entry is required.

**Testing Guidance is as follows:**

[https://www.cdc.gov/coronavirus/2019-ncov/hcp/testing-overview.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Fclinical-criteria.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/testing-overview.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Fclinical-criteria.html)

### **Recommended testing for individuals with signs or symptoms consistent with COVID-19**

CDC recommends using [authorized nucleic acid or antigen detection assays external icon](#) that have received an FDA EUA to test persons with symptoms when there is a concern of potential COVID-19. Tests should be used in accordance with the authorized labeling; providers should be familiar with the tests' performance characteristics and limitations.

Clinicians should use their judgment to determine if a patient has signs or [symptoms](#) compatible with COVID-19 and whether the patient should be tested. Most patients with confirmed COVID-19 have developed fever and/or symptoms of acute respiratory illness (e.g., cough) but some infected patients may present with [other symptoms \(e.g., altered smell or taste\) as well](#). Clinicians are encouraged to consider testing for other causes of respiratory illness, for example influenza, in addition to testing for SARS-CoV-2 depending on patient age, season, or clinical setting; detection of one respiratory pathogen (e.g., influenza) does not exclude the potential for co-infection with SARS-CoV-2. Because symptoms and presentations may be different in children, consider referencing the CDC guidelines for COVID-19 in [neonates](#) and for [Multisystem Inflammatory Syndrome in Children \(MIS-C\)](#).

The severity of symptomatic illness due to infection with SARS-CoV-2 may vary from person to person. Among persons with extensive and close contact to [vulnerable populations](#) (e.g., healthcare personnel [HCP]), even mild signs and symptoms (e.g., sore throat) of a possible SARS-CoV-2 infection should prompt consideration for testing. Additional information is available in [CDC's Interim Guidance on Testing Healthcare Personnel for SARS-CoV-2](#).

## **FACILITIES/SANITATION**

- CDC and EPA cleaning and sanitation procedures will be utilized.
- Staff and students will restrict personal belongings in classrooms and workspaces to facilitate sanitation efforts.
- COVID-19 signage will be posted to promote hygiene and help stop the spread of the virus.
- High-touch areas will be cleaned and sanitized daily.
- Sanitizing stations will be made available to classrooms that do not have sinks.
- In the event of a positive COVID case, the school will move fully to remote learning until cleaning and sanitation is complete and complies with regulations.

## **FOOD SERVICE/CAFETERIA**

- Breakfast and lunch will be made available to all students in every learning model, including in-person, hybrid, or remote learning.
- Use of individual trays or bag lunches or disposable plates and utensils are mandatory.
- Students will sit only in designated seating areas, with the same group whenever possible.
- Outside and other areas (classrooms) will be designated for eating.
- If any students are assigned to eat in the cafeteria, the cafeteria will be sanitized throughout lunch time for high touch areas by both duty or custodial staff.
- Disposable masks and gloves will be required for meal prep and distribution.

- Signage will be posted regarding social distancing and hygiene.
- Students will wash hands before and after eating.
- Plexiglass barriers will be provided on the lunch line.

## **LIBRARY**

- The Library may be used for instruction to promote social distancing.
- Cleaned and disinfected books may be checked out from the Library. Upon return, books cannot be checked out by other students until 24 hours after being re-cleaned and disinfected.
- A Cleaning Kit will be provided to clean the area after students complete check-ins and check-outs.

## **NURSING**

- Nurses and trained staff will assess all sick students for COVID 19 symptoms.
- If a student has any COVID symptoms, they will be placed in a designated isolated area in PPE until they are picked up. The Isolation room must be cleaned after every use.
- The Nurse will communicate all COVID 19 cases to school officials, the PCP (primary care provider), and local and state health departments for appropriate action.
- Nursing services will provide factual updates, as needed, regarding flu rates in the area, COVID-19 and tips to help decrease fears.
- Any medication assessment or respiratory treatments in the COVID Isolation Room must be completed by staff who are wearing PPE.

## **PLAYGROUND GUIDELINES**

- Masks may be removed on the playground if students maintain social distancing.
- Social distancing on the playground requires that students do not share balls, toys, or equipment.
- Students will wash their hands or use hand sanitizer before and after lunch/recess.
- Recess staff will have a Cleaning kit at the playground door.
- Recess staff will sanitize all door handles and high touch areas of the door and entrance after students are inside.
- Student line up will be staggered; one class will line and enter the building before the next class is called.
- Teachers will be at the doorway to meet their class and walk with them to the classroom.
- Every class must use all time order, which is alphabetically by last name.

# SCHOOL SCHEDULING FOR HYBRID MODEL

## #2 Hybrid Model

Gwen Smith | July 18, 2020

Month 20XX						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Group A attends school in-person; Group B does Remote Learning	3 Group A attends school in-person; Group B does Remote Learning	4 Deep Cleaning Day! Group A and Group B both do Remote Learning.	5 Group B attends school in-person; Group A does Remote Learning.	6 Group B attends school in-person; Group A does Remote Learning.	7
8	9 Group A attends school in-person; Group B does Remote Learning	10 Group A attends school in-person; Group B does Remote Learning	11 Deep Cleaning Day! Group A and Group B both do Remote Learning.	12 Group B attends school in-person; Group A does Remote Learning.	13 Group B attends school in-person; Group A does Remote Learning.	14
15	16 Group A attends school in-person; Group B does Remote Learning	17 Group A attends school in-person; Group B does Remote Learning	18 Deep Cleaning Day! Group A and Group B both do Remote Learning.	19 Group B attends school in-person; Group A does Remote Learning.	20 Group B attends school in-person; Group A does Remote Learning.	21
22	23 Group A attends school in-person; Group B does Remote Learning	24 Group A attends school in-person; Group B does Remote Learning	25 Deep Cleaning Day! Group A and Group B both do Remote Learning.	26 Group B attends school in-person; Group A does Remote Learning.	27 Group B attends school in-person; Group A does Remote Learning.	28
29	30 Group A attends school in-person; Group B does Remote Learning					

## SCREENING

**Home Screening:** Parents should take the daily temperature of students as they are able. Per CDC guidelines, students should not come to school if their temperature is over 100.4 degrees Fahrenheit. Staff should take their daily temperature at home prior to leaving for work when they are able. An internal temp of less than 100.4 degree is required to report to work. Staff, visitors, and students must complete a daily self-assessment upon arrival to the school. Schools will set up a process to conduct daily screenings.

**School Screening:** Schools will set up a process for screening visitors, staff, and students with no-touch thermometers. Staff who do not complete the

July 29, 2020

self-assessment before leaving for school must complete it upon arrival and receive a temperature check. Students displaying symptoms will be placed in a designated isolation room. Staff or visitors with symptoms or exposure to COVID-19 will not be allowed on school property.

## **SECURITY/VISITATION**

- Staff and students are required to enter and exit through designated doors only, following the safety protocols of temperature checks and daily health self-assessment.

### **SELF-ASSESSMENT REQUIRED DAILY BY ALL STAFF:**

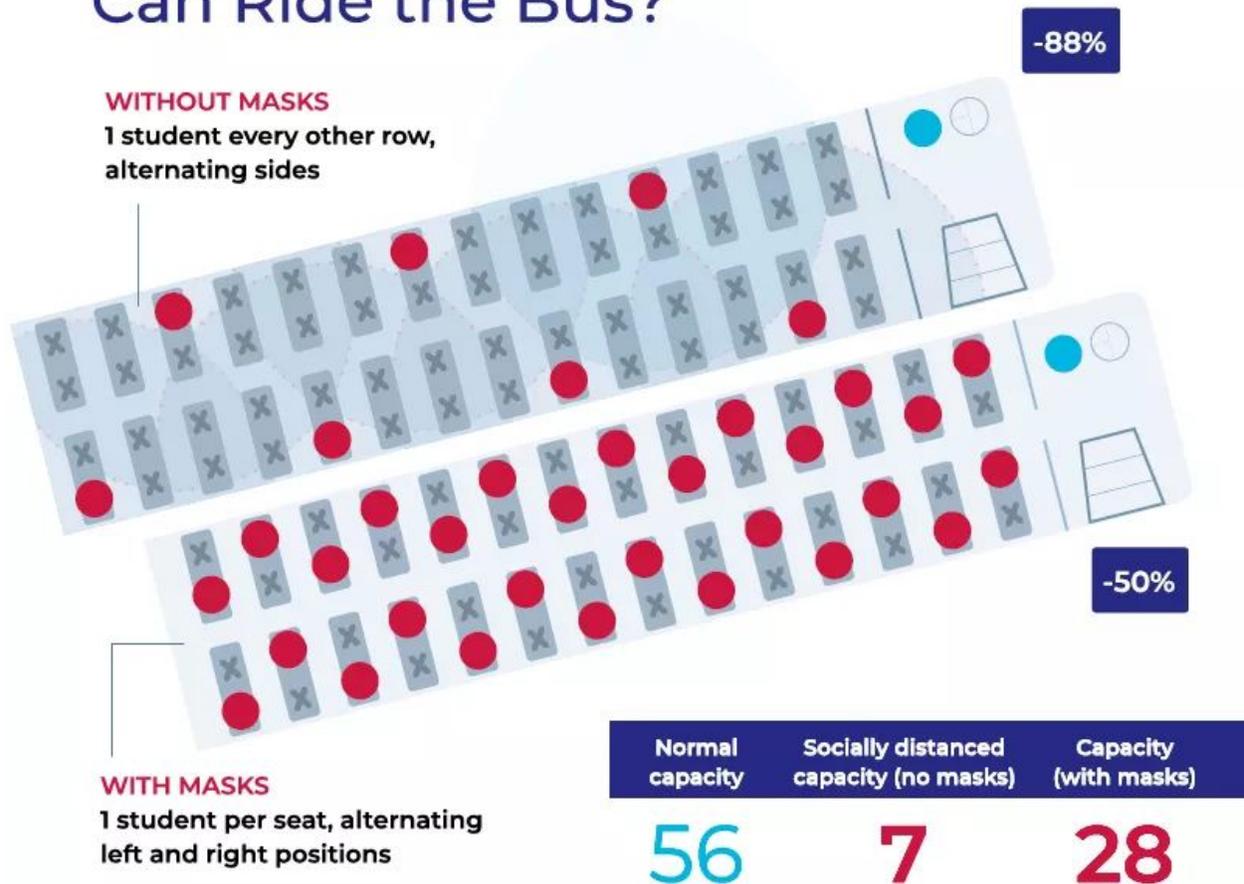
1. Name
  2. Phone Number
  3. Have I been out of the state (with the exceptions of: NH, NY, NJ, VT, CT) in the last 14 days?
  4. Do I or have I been living with anyone who is sick or quarantined?
  5. Do I or have I been around anyone exhibiting these symptoms within the last 14 days:
    - a. Do I or have I had a loss of taste or smell?
    - b. Do I or have I had shortness of breath?
    - c. Do I have a fever or feel feverish?
    - d. Do I have a cough or sore throat?
    - e. Do I feel unwell today?
- No visitors are permitted on the school property without the consent of the Superintendent or the Special Ed. Director. Visitors are only permitted in extreme cases, such as a boiler or plumbing repair, when a service is needed and cannot be conducted outside of school hours.
  - All visitors must adhere to all safety protocols of this plan and leave Helen S. Dunn School property immediately after concluding their business.
  - Sneak Peek and Open House will occur virtually for families and students.

## **TRANSPORTATION/ARRIVAL & DEPARTURE**

- Social distancing is required. Face masks/shields are required on the bus daily. Students will not be permitted to board the bus without a mask/shield. If a driver has extra masks in new condition, they may provide that mask to a student who cannot locate their mask.
- Siblings are required to be seated together.
- Drivers must sanitize seats before and after each use.
- Drivers must wear a mask/shield at all times on the bus.
- Hand sanitizer will be provided on the bus.
- Drivers will air out buses nightly and when not in use.
- If a child demonstrates symptoms when entering the bus, the bus driver will contact parents and return the child home.
- Schools will create a staggered dismissal to allow for proper student social distancing.
- A schedule will be developed and followed each day for dismissal. No student will be released to families during bus dismissal. AFTER buses depart, families may line up in cars in front of the school and walkers will be sent out by family as each car pulls up to the main entrance.
- Seating will consist of 1 student per seat on the bus unless seated with family members, alternating left and right positions, as demonstrated in the graphic on the following page. Students are required to wear masks/shields and should remain face forward in their seat.
- Students in grades 2-5 will be dropped off and picked up through the main entrance closest to the gymnasium doors.

- Students in grades Pre-K, K, 1 and 6-8 will be dropped off and picked up at the main entrance closest to the main office.
- Parents picking up students at the end of the day will need to wait in their vehicle. Staff will dismiss students to the vehicle closest to the main entrance.
- Staff will be at both entrances at arrival to supervise student hand sanitizing before going to class and for a temperature check. Staff will also supervise each entrance for dismissal.

## How Many Students Can Ride the Bus?



SOURCE: National Council on School Facilities and Cooperative Strategies

<https://www.edweek.org/ew/issues/reopening-schools/getting-kids-to-school-tackling-covid-19-transportation-problem.html?cmp=enl-enl-eu-news1-rm&M=59613379&U=4011&UUID=493c4d7d85934feb24096637ab2d6331>

July 29, 2020

## REFERENCES

Center for Disease Control and Prevention  
Maine Department of Education  
<https://www.maine.gov/doe/framework>  
U.S. Department of Health and Human Services  
EdWeek.org

### Collaborative Planning Team Members:

Gwen Smith, Superintendent/Building Administrator  
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Gail Madden, Teacher/Parent  
Crystal Wilson, Teacher/Parent  
Brooke Hanington, Teacher  
Taylor Byers, Teacher/Coach  
Lindsey Bousquet, Teacher  
Jen St. Louis, Ed Tech/Parent  
Kristin Shorey, Special Ed Secretary/Parent  
Ben Akerson, Ed Tech  
Matthew Speed, Board Member/Parent  
Dave Cozense, Cyr Bus Lines

Plan Draft Framework Development: June 18, 2020 to July 17, 2020

Committee In-Person Meeting dates:  
7/21/2020, 7/22/2020, 7/23/2020  
7/28/2020, 7/29/2020