

Calvert County Public Schools Reopening Plan



PHASE 2: PRE-K-GRADE 2

Attached is the Calvert County Proposed Reopening Plan. Based upon some of the feedback we have received, more information has been included. Our primary goal in this plan is to provide the opportunity for our youngest children to have safe face-to-face educational experiences this year. Online learning is especially difficult for the littlest ones because to be successful requires a responsible adult or helper to be close to the child. Many parents have been doing a great job with this and many childcare providers are doing everything they can to keep up. But still, as good as we are doing, it is not ideal. There are so many aspects of the educational experience that depend upon the child and the teachers being in the same space.

So far, there are 67% of the children in pre-Kindergarten – 2nd grade who have registered to attend in this hybrid model. For the 33% who choose to remain all online, we will continue to provide the best learning experience we can in this present environment.

We consider this just the beginning. Many parents of older children are wondering when those children will be given the same opportunity. We wanted to get these first steps approved and scheduled before mapping what we might be able to do next for older children. We look forward to seeing our students in classrooms with proper safeguards in place for in-person instruction.

We must recognize, as we have been doing since March, that things change quickly in this world. Circumstance can lead to modifications in plans on a weekly, sometimes daily basis. So, let me thank everyone in advance for their patience and understanding. We acknowledge that we have no past experience to draw upon that tells us what is the best approach in this sort of environment.

Thank you


Daniel D. Curry, Ed.D.
Superintendent of Schools

	Proposed Action	Rationale/Comments
Who	Students in grades pre-Kindergarten to Grade 2 – no more than 15 bodies in a classroom, including staff and students	Our youngest learners struggle more than the older students. This group requires more support/guidance from adults to stay engaged during synchronous instruction.
What	<ul style="list-style-type: none"> • Two-week rotation/A Week – B Week • Synchronous and asynchronous instruction: Monday through Thursday • Asynchronous Day/Application of Learning Day: Friday • Grades pre-K through 5 will shift to the synchronous learning on Monday through Thursday and asynchronous learning on Friday schedule. • Student day will be reduced to allow for teacher planning. • Start and end time of the teacher and student day may change slightly due to transportation. • Teacher day will be 7.5 hours, inclusive of a 30-minute duty free lunch. • Half-day pre-K student day will be 2.5 hours. • Teachers will be on site teaching synchronously to students in class, while students at home log on and participate in synchronous instruction virtually (concurrent teaching). • Time throughout the day for teachers to check in with students at home, provide small group instruction and respond to questions • Pre-K and kindergarten teachers and IAs will utilize a two-group rotation for face-to-face (F2F) instruction. While the teacher is teaching synchronously to the students in the classroom, the IA will facilitate activities with the students at home. • CCPS will make every effort to provide a teacher dedicated to teaching students who have committed to 100% virtual. • Time is built into teacher and student schedules for teachers to check in with students at home, provide small group instruction and respond to questions. • Students who have committed to 100% virtual will follow “at home” schedule. • Students will eat lunch in their classrooms. • Related arts teachers will teach, on-site, from their classroom or library. 	<ul style="list-style-type: none"> • Based on recommendations from Dr. Polsky • Parent/Teacher choice of AM/PM synchronous instruction has been maintained. • Allows for 10 days of one group of students at home, which limits contact with an individual who may be exposed or tests positive for COVID-19. • Allows for the cleaning of all buildings and 72 hours between Group A and Group B. • Concurrent teaching allows for teaching the full curriculum; teaching to the MCCRS and the instructional frameworks. • This schedule ensures that all pre-K and K students’ instructional activities will be facilitated by an adult. • The teacher will develop a schedule to allow for a two-group rotation, rotating face-to-face and virtual activities for herself and the IA. • Reduces the related arts teacher’s contact with all students. • Reduces contact with materials.

	<ul style="list-style-type: none"> • Each class will have the same related arts class for 4 consecutive days. Ex., Mrs. Smith’s first grade class has art in week one, Mon – Thurs, then moves to music in week 2. • Principals will create a schedule that rotates related arts so that each group of students will have a face-to-face opportunity within a marking period. • PE classes will meet outside as much as possible. • Specialized student group schedules will be determined according to state and federal guidelines and specific needs of the individual student. 	
When	<ul style="list-style-type: none"> • Students in Grades pre-K to Grade 2 begin Nov. 9, 2020 • Group A – Nov. 9, 2020 • Group B – Nov. 16, 2020 	<ul style="list-style-type: none"> • Extending the timeline for returning additional grades to hybrid instruction, will decrease face to face instruction and support from teachers.
Technology	<ul style="list-style-type: none"> • Teachers, including classroom, related arts, special ed, will be provided with technology to support the hybrid instruction, such as document cameras. • All teachers will be provided with the following technology package: <ul style="list-style-type: none"> • Document camera • Docking station • Additional monitor • Teacher cart with surge protector • Speakers • Cables for connections 	<ul style="list-style-type: none"> • It was determined that the microphone in the document camera had a wide range. Therefore, wireless microphones are not a part of the package. If a teacher has a need for a wireless microphone, he/she should notify the building principal. • Equipment will be set up by the technology technicians. • Training will be provided by central office supervisors and teacher specialists in each elementary school from Oct. 21 to November 6. • Follow up one-to-one support to teachers will be provided by the trainers as needed. Equipment will be set up by the technology technicians.
Health/Safety	<ul style="list-style-type: none"> • PLEASE SEE ATTACHED DOCUMENTS FOR ADDITIONAL DETAILED GUIDANCE ON THE MANAGEMENT OF COVID-19. • Staff and students will be required to wear face masks covering the nose and mouth. • Students will be given a face mask break throughout the instructional day. • Students will not share instructional materials. Any materials that are used by multiple students must be cleaned between student use. (Please see attached “Handling of Instructional Materials 	<ul style="list-style-type: none"> • If not possible to provide an outdoor break, consider setting up a desk in the back of the room, greater than six feet away, for students’ face mask breaks. • Plexiglass barriers are being provided for teachers to use for small group instruction or testing. • Student desks or tables will be arranged at least six feet apart. Suggested diagrams have been provided to principals.

	<p>and Equipment” Guidance document for more detailed information.)</p> <ul style="list-style-type: none"> • When students are in the gym, students should be wearing a mask. If involved in running, students should be 10 feet apart and continue to wear the face covering. • Interior doors should be kept open for air to circulate. • Singing will not be allowed until further notice. • Students are encouraged to bring in a refillable water bottle. Only water bottle filling stations will be workable. All other water fountains will be shut down. • Children’s belongings should be kept separate. (Please see attached “Handling of Instructional Materials and Equipment” Guidance document for more detailed information.) • Students will use assigned bathrooms. • Bathrooms will be cleaned each evening. • Bathrooms will be checked on an hourly basis by building services staff. • Increased cleaning of frequently used areas, including offices, bathrooms, media center, staff lounge, computer labs, copy/work rooms, doorknobs and play areas . Isolation room will be cleaned after every visit by a student or staff member. 	
<p>PPEs provided to classrooms and schools</p>	<p><u>PPEs that have been delivered to schools.</u></p> <ul style="list-style-type: none"> • Hanes 3Ply Cloth Mask Black • Disposable Face Mask, 3-Ply • KN95 Face Mask, White • ClearMask for staff working with special populations • Powder-Free General-Purpose Gloves, Nitrile, Small • Powder-Free General-Purpose Gloves, Nitrile, Medium • Powder-Free General-Purpose Gloves, Nitrile, Large • Powder-Free General-Purpose Gloves, Nitrile, Xtra-Large • Hand Sanitizer 1 gallon Pump Bottle • Hand Sanitizer, Germ War, 16.9 oz, Pump Bottle • Everwipe Disinfecting Wipes, Lemon Fresh, 35 Wipes per Pack • Transparent Full-Face Shield • No-Touch Infrared Forehead Thermometer, batteries not included 	<p>Hand sanitizer stations will be set up in each classroom and throughout the school.</p>

	<ul style="list-style-type: none">• Procell AA Alkaline Batteries• Protective Gown• Gaffers Tape, 11.0 Mil, 2" x 60 yds., Red• 3-Panel Clear PVC Barriers for Teacher Desks• Clear PVC Clear Barriers for Secretarial/Clerical Stations• Clear Hanging PVC Barriers for Cashiers• Back to School Starter Kit	
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CAREER & TECHNOLOGY EDUCATION (CTE) PHASED RE-ENTRY PLAN

Introduction

The phased re-entry plan (move from fully virtual to hybrid teaching/learning) concentrates on students enrolled in programs located at the Career & Technology Academy (CTA). These programs are two-year programs and students spend 2 or 3 class periods in program-related classes. In a traditional school year, this is conducted in a half-day, shared-time center model. The programs at CTA are:

- Academy of Health Professions (CNA/CCMA/Physical Rehabilitation)
- Automotive
- Carpentry
- Cosmetology
- Cisco Cybersecurity
- Culinary Arts
- Electricity
- Fire & Rescue (MFRI)
- Graphic Communications
- Heating, Ventilation and Air Conditioning (HVAC)
- Home Improvement
- Interactive Media Production
- Welding

CTE programs which are at the four comprehensive high schools will be considered as part of those schools'/district-wide re-entry plans. These programs include:

- Business (Business Management, Accounting, Academy of Finance,
- Career Research and Development
- CASE
- Computer Science
- Criminal Justice
- Project Lead the Way Biomedical Sciences
- Project Lead the Way Engineering
- Teacher Academy of Maryland

Phased Re-Entry CTE (General Information)

- Programs and students targeted in each phase are determined by:
 - Student grade-level (seniors in the second/final year of the programs have priority over juniors/first year students).
 - Certification requirements specific to the individual programs/industries and the level of hands-on application required to successfully achieve certification.
 - Whether or not content and materials can be made available for student use at home (e.g. additional/upgraded student laptops were purchased for Cisco and AMC cluster students; conversely, welding machines cannot be sent home with students)
 - Whether students are enrolled in two or three credits of program classes at CTA this year.
- Initial phases (I – IV) will provide students with TWO in-person sessions per week, TWO online synchronous sessions per week, and ONE asynchronous session per week.
- Additional phases will target allowing students to return for four days in person in the same order in which students returned initially (Phase IV-B through Phase IV-B).
- Student numbers are always divided in half – AM vs. PM and are relatively even in distribution. The total number of CTA students is 559: 279 in the morning and 280 in the afternoon.

Targeted Groups/Phases/Student Numbers

- These numbers designate the invited number of students in each program/phase, not the number who have indicated they will return in-person.
- Results of Phase I survey and anticipated return:
 - 200 invited students
 - 187 returning in-person; 13 students electing to remain fully virtual

Program and Level	Targeted Phase of Re-Entry	Number of students
Academy of Health – Level II	Phase I	56 (2 teachers)
Automotive – Level II	Phase I	19
Carpentry – Level II	Phase I	5
Cosmetology – Level II	Phase I	17
Culinary Arts – Level II	Phase I	16
Electricity – Level II	Phase I	21
Fire & Rescue – Level I	Phase I	16
Fire & Rescue – Level II	Phase I	8
Home Improvement – Level II	Phase I	7
HVAC – Level II	Phase I	16
Welding – Level II	Phase I	19
TOTAL FOR PHASE I:		200
Program and Level	Targeted Phase of Re-Entry	Number of students
Cisco Cybersecurity – Level II	Phase II	34
Cosmetology – Level I	Phase II	23
Graphic Communications – Level II	Phase II	17

Welding – Level I	Phase II	22
TOTAL FOR PHASE II:		96
RUNNING TOTAL (I + II):		296
Automotive – Level I	Phase III	29
Carpentry – Level I	Phase III	10
Electricity – Level I	Phase III	23
Home Improvement – Level I	Phase III	15
HVAC – Level I	Phase III	22
TOTAL FOR PHASE III:		99
RUNNING TOTAL (I + III + III):		395
Academy of Health – Level I	Phase IV	60 (2 teachers)
Cisco Cybersecurity – Level I	Phase IV	36
Culinary Arts – Level I	Phase IV	32
Graphic Communications – Level I	Phase IV	17
Interactive Media – Level I	Phase IV	19
TOTAL FOR PHASE IV:		164
TOTAL NUMBER OF STUDENTS AT CTA:		559

Proposed Start Dates for Each Phase

	START DATE	Survey/Commitment Forms Sent	Parent/Student Commitment Due
Phase I	10/5/20	9/11/20	9/14/20
Phase II	TBD	TBD	TBD
Phase III	TBD	TBD	TBD
Phase IV	TBD	TBD	TBD

Notes and Considerations

The target for in-person instruction is two days per week.

Sample: Phase I In-Person Schedule (Students follow AM or PM schedule for CTA classes)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
9:00 AM	IN PERSON AM SESSION	ONLINE SYNCHRONOUS START	Students have asynchronous instruction with individual teacher small groups/office hours as scheduled.	IN PERSON AM SESSION	ONLINE SYNCHRONOUS START	
10:25 AM		END ONLINE AM			END ONLINE AM	
11:45 AM		Student advisory (online)			Student advisory (online)	
12:45 PM	IN PERSON PM SESSION				IN PERSON PM SESSION	
1:00 PM		ONLINE SYNCHRONOUS START				ONLINE SYNCHRONOUS START
2:25 PM		ONLINE SYNCHRONOUS END				ONLINE SYNCHRONOUS END
3:30 PM		Student advisory (online)				Student Advisory (online)

Some classes must be split into two groups. In those cases, in-person days will be Monday & Thursday with asynchronous work on Tuesday & Friday OR in person on Tuesday & Friday with asynchronous work on Monday & Thursday. The whole class would meet together for an online synchronous class on Wednesdays.

Safety Procedures and Guidelines

- All lab spaces have been evaluated and modifications to space have been made where necessary to allow for social distancing.
 - Example: additional walls constructed in Electricity lab to provide separation between what are typically “open” work areas.
 - Example: Separated workstation areas constructed in Academy of Health defines one “bed” per student to work with.
- A listing of specific procedures for care and sanitizing of equipment is maintained in each program. All programs have different needs.
- A complete list of guidelines as distributed to students is included on the following pages.

CTA IN-PERSON INSTRUCTION SAFETY GUIDELINES & DIRECTIONS

Transportation/Arrival

- Transportation is via drop-off, student driver, or bus transportation. Each has a designated drop-off area.
- Student building entry is divided into TWO entry points based on program. This will eliminate a mass of students entering at one point and allow for better social distancing. It also eliminates the need for fire, welding, or automotive students to enter the main building at all.
 - Main Doors: Culinary, Academy of Health, Cosmetology, Electricity, Carpentry/Home Improvement
 - Gate/Auxiliary Building entrance: Welding, Automotive, HVAC, Fire

Safety/Health Commitments by Parents and Students

As a result of restrictions in place due to COVID-19, we are asking parents and students to agree to the following:

- Ensure student attendance at school on designated days.
- Ensure the student wears a clean face covering daily, including at the bus stop and on the bus. Students will be given appropriate “mask break” opportunities during their time in the building.
- If your child is unable to wear facial covering due to medical reasons, please provide medical documentation of the inability to tolerate wearing a face covering.
- Ensure the student comes prepared with all required materials as directed by your school/teacher. For most students and programs, this means arriving at CTA dressed in lab-appropriate apparel, as locker rooms will not be utilized.

We are asking your assistance daily to help us to maintain a healthy environment for our students and staff. Please do not send your child to school and follow up with your healthcare provider:

If your child has had any ONE of the following during the last 10 days, she/he should not attend school

- NEW onset cough
- NEW onset shortness of breath
- Loss of sense of taste or smell
- Fever of 100.0 degrees or higher

If your child has had any TWO of the following during the last 10 days, she/he should not attend school:

1. Have you been in close contact with anyone who has been sick with a cough, fever, shortness of breath, chills, muscle aches, sore throat, or loss of sense of taste or smell within the last 14 days?
2. Have you tested positive for Covid-19 OR have you been notified of exposure and advised by your healthcare provider or Calvert County Health Department to self-isolate?

3. Have you been advised by your healthcare provider or Calvert County Health Department to self-isolate for *any reason*? [If the answer is *yes*, 14 full days must have passed since the date the student began to self-isolate.]

Policies and Procedures While At CTA

The following are requirements for in-person instruction at CTA. Failure to follow these procedures will result in a student being returned to fully virtual instruction. *We ask all of our students to cooperate fully: our top priority is the safety of every student and staff member here at CTA.*

1. Masks must be worn at all times, except during provided, appropriate “mask break” opportunities.
2. Students should arrive fully dressed in program-specific attire (unless otherwise directed by the program teacher). Locker rooms will not be available. Due to this, students should limit the items brought with them from home to only what is necessary and required by the teacher for use in class.
3. Students must proceed directly to class or directly to the exit: there will be absolutely no congregating in hallways or doorways.
4. No eating or drinking in classroom areas is allowed.
5. Students will be asked to maintain social distancing. This includes (but is not limited to):
 - a. Maintaining six feet while walking to/from transportation at arrival/dismissal.
 - b. In the hallways walking to/from classes.
 - c. At restrooms: one person at a time and only use restroom areas designated/assigned to that class/program.
 - d. Within classroom/lab areas: station areas/spaces will be assigned. Students should only move between areas as directed by the teacher.
 - e. If you find that you have become within six feet of another student or staff member, please move back.
6. There *may* be times that students are asked to work or practice in partners or where a teacher may need to observe a student closely due to the nature of the skill being taught, practiced, or assessed. In those instances, masks will be utilized, and the duration of such activities will not exceed fifteen minutes at one time.
7. Students must follow all cleaning/sanitizing procedures within classrooms/lab areas:
 - a. Most classroom equipment will follow a “wipe in, wipe out” procedure where students will be asked to wipe items before use and again after use, picking up and returning those items to a specified area of the classroom. (Our building services staff additionally will clean/sanitize equipment after school hours, but having students “wipe in, wipe out” adds additional layers of protection.)
 - b. Students will be provided hand sanitizer stations and will be encouraged to use hand sanitizer frequently while in the building.
8. If at any time while at CTA a student begins to feel unwell in any fashion: fever, sore throat, coughing, chills, muscle aches, loss of sense of taste/smell, they *absolutely MUST* notify a staff

member immediately. The student will be immediately isolated until the student can be picked up from CTA.

9. BE ON TIME each day. Our arrival procedures are precise and specific. When students are late, it will complicate the arrival process. If students are repeatedly late, they will be returned to virtual instruction.
10. Above all else, *students must follow the directions of staff in the building*. Staff members will constantly be on the lookout for any activities which could create unsafe scenarios – so, if students are asked to do something, *please simply do it!* We are looking out for everyone’s safety!
11. If the parent or student feel that the student cannot abide by these policies/procedures, it is encouraged that the student/parent opt for virtual instruction at this time.

Daily Departures/Dismissal

- Student dismissal will be staggered to ensure social distancing.
- Dismissals will occur in the following order, staggered within each program to ensure social distancing:
 - Bus riders
 - Car riders and drivers from the Patuxent HS zone, followed by Northern HS zone.
 - Car riders and drivers from the Huntingtown HS zone
 - Car riders and drivers from the Calvert HS zone
- Students should follow the directions given for dismissal and maintain social distancing – even in parking lot areas (do not congregate in the parking lot).

Other Coursework

- Students will continue to complete online coursework during the week, in a combination of synchronous and asynchronous instruction. The schedule, however, for when/how this work is to be completed may change depending on the program the student is enrolled in. It is important that students *follow the schedule provided by the teacher*.
- It is imperative that students complete assigned online work as it is often tied to the in-person instruction scheduled to take place. **Students who do not complete essential tasks online (such as, but not limited to, safety evaluations and prerequisite skills instruction) risk not being permitted to attend in-person instruction (as we will not bring students in to the building who would be forced to sit due to not having completed necessary safety or pre-learning activities).**

If at any time the student or parent has concerns regarding any of the above matters, they can immediately contact the CTA administration.

TENTATIVE STUDENT ARRIVAL/DISMISSAL SCHEDULE

Bell Time for Hybrid Schedule - Option 1

High School

<u>High School</u>	<u>Beginning Time</u>	<u>Split Time Out Half-Day Pre-K only</u>	<u>Split Time In Half-Day Pre-K Only</u>	<u>Ending Time</u>
Calvert	9:00			3:40
Huntingtown	9:00			3:40
Northern	9:00			3:40
Patuxent	9:00			3:40

Middle School

<u>Middle School</u>	<u>Beginning Time</u>	<u>Split Time Out</u>	<u>Split Time In</u>	<u>Ending Time</u>
Calvert	7:00			2:00
Windy Hill	7:00			2:00
Northern	7:00			2:00
Plum Point	7:00			2:00
Southern	7:00			2:00
Mill Creek	7:00			2:00

Elementary School

<u>Elementary School</u>	<u>Beginning Time</u>	<u>Split Time Out</u>	<u>Split Time In</u>	<u>Ending Time</u>
Barstow	7:45	10:45	11:40	2:40
Calvert	8:20	11:20	12:10	3:10
Mutual	7:45	10:45	11:40	2:40
St Leonard	8:20	11:20	12:10	3:10
Plum Point	7:45	10:45	11:40	2:40
Huntingtown	8:20	11:20	12:10	3:10
Sunderland	7:45	10:45	11:40	2:40
Mt Harmony	8:20	11:20	12:10	3:10
Windy Hill	7:45	10:45	11:40	2:40
Beach	8:20	11:20	12:10	3:10
Dowell	7:45	10:45	11:40	2:40
PAC	8:20	11:20	12:10	3:10
CCS	8:00			2:00
CTA	9:20	11:50	1:10	3:30

TIMELINE

Date	Action	Considerations
September 24, 2020	Share proposal with the Board of Education	
September 27, 2020	Communicate final plan to principals, assistant principals, supervisors, teacher specialists	
September 28, 2020	<ul style="list-style-type: none"> • Communicate plan to teachers • Communicate plan to parents and request commitment to hybrid, transportation or 100% virtual 	
September 30, 2020	Distribute Parent Survey – <i>How are we doing?</i>	
October 2, 2020	Parent commitment due back. Transportation begins building routes.	
October 5, 2020	Students who are seniors at the Career Technology Academy (CTA) begin learning in a hybrid model	
October 5-7, 2020	Teacher Input Regarding Reopening Plans	
October 8, 2020	Share proposal with the Board of Education	
October 21 – November 6, 2020	<ul style="list-style-type: none"> • Professional development provided to teachers 	<ul style="list-style-type: none"> • Provide the equivalent of at least one day for professional development • Provide at least one transition day for teachers to set up classrooms, plan and prepare for return to school and instruction in a hybrid environment
November 2, 2020	Pre-Kindergarten through Grade 2 and Related Arts teachers begin teaching from their classrooms to prepare for instruction in a hybrid environment	
Week of November 9, 2020	Wednesday becomes synchronous day/Friday becomes asynchronous day for grades pre-K through grade 5	
November 9, 2020	Group A: Pre-Kindergarten, Kindergarten, Grade 1, and Grade 2 students begin in a hybrid instructional environment	
November 16, 2020	Group B: Pre-Kindergarten, Kindergarten, Grade 1, and Grade 2 students begin in a hybrid instructional environment	
TBD	Grades 3 – 5 will begin MS students to begin HS students to begin CTA Phases II – IV to begin	

HANDLING OF MATERIALS OF INSTRUCTION AND EQUIPMENT

Developmental Centers/Stations

- Any equipment, toys or MOI with cloth must be stored away.
- Students should use hand sanitizer before beginning work in a developmental center or station.
- All other toys, MOI, equipment must be wiped down after each group.
 - Utilize spray bottles of sanitizer provided by CCPS and wipe down.

Library Book Checkout

- When books are returned, have them sit for 72 hours before checking in and reshelving.
- If the books have a cover which can be wiped, they could be wiped down with sanitizing wipe provided by CCPS in place of sitting for 72 hours

Classrooms

- Students should bring their own school supplies. Leave them in school, Monday – Thursday. Take them home on Thursday for asynchronous work the next week.
- Suggest purchasing cases for each student to hold the student’s school supplies. This case should go back and forth between home and school.
- Each teacher should have an extra supply of widely used school supplies for students who may forget their supplies.
- These supplies would then need to sit for 72 hours or be wiped down after use.

Related Arts

- Students should sanitize their hands before going into the related arts class and then again before returning to class.
- One group of students can use the same equipment.
- Next class would use a different set of equipment.
- The equipment must be sanitized at the end of every day.
- If sharing equipment between 2 or more classes, the equipment must be cleaned after each class.
- Students do not have to wear masks is outside for PE or Recess.
- Consideration: have boxes/baskets set up for each class with separate equipment for each class. Use the same equipment Monday – Thursday for each class.

DISTRIBUTION OF MEALS

Cafeterias and any meal distribution areas will be marked to remind students of social distancing. Markings will be placed outside the cafeteria line as well as within the serving area. All food, utensils, drinks and napkins will be handed to students by the Child Nutrition Staff. A standard school lunch will be handed to each student as they approach the check out.

Breakfast

Options are being reviewed to provide schools with a “Grab N Go” process for student pick up of breakfast. Students will eat breakfast in the assigned classrooms.

Lunch

Students will eat lunch in the classroom. A lunch monitor or other assigned staff will pick up a group of students from one classroom and escort them to the cafeteria. A second lunch monitor or staff member will supervise students as they walk through the line while the first lunch monitor supervises the students waiting in line. Once a student is given a lunch, he/she will stand in line in the cafeteria. When all students in the class have been given a lunch, a lunch monitor will escort the students back to their classroom while the other monitor retrieves another class from a classroom. This process will continue until all students have been served.

HEALTH AND SAFETY PLAN

Health Education Staff/Students/Parents

- Provide basic information on COVID-19 and good hygiene practices (teach and reinforce handwashing with soap and water for 20 seconds or use of hand sanitizer).
- Staff will watch Safe School Training Video at beginning of school year (COVID Awareness and Coronavirus: Managing Stress and Anxiety).
- Students will watch [You Tube Video on proper hand washing](#).
- Staff to be educated on *Health Room Guidelines for Teachers and Staff* – to keep students in class for care when possible to avoid unnecessary exposure to illness.
- CCPS will communicate to parents and guardians return to school plan and expectations for screening of student for COVID-19 symptoms prior to sending students to school.
- HR/School Administrator to communicate with staff screening expectations prior to reporting to work.

Health Room Management of Student Care

As schools begin to reopen for small groups of students:

- Principals will designate two separate spaces to provide student care:
 - One space for healthy students coming for routine needs, medication, diabetic checks, first aid/injury assessment and care, etc.
 - Second space for students/staff who are ill to be evaluated for possible communicable illness.

- CCPS will provide classroom teachers with basic first aid supplies to provide care in class when possible to avoid exposing students unnecessarily to illness.
- School nurse will wear PPE when working with students.
- Staff and students will practice hand washing prior to and after each student interaction or use of alcohol hand sanitizer.
- Building service workers will sanitize commonly touched surfaces, such as counters, health room beds with disinfecting wipes or cleaners after each student/staff interaction around the surface area used.
- Staff will maintain social distancing between students.
- Teacher will notify nurse or office prior to sending ill students to the health room.
- Teacher will use supplies provided to handle basic first aid care in the classroom, when possible.
- School nurse will do assessments or visits to the classroom when possible.
- School nurse will refer students considered “high risk” or medically fragile to their health care provider to determine when school re-entry is recommended.
- Principal will ensure appropriate COVID-19 accommodations, modifications, and assistance for students with special health care needs or disabilities are provided.

Health Management of Ill Students/Staff

- School nurse will reference and follow Communicable Disease Policy/Procedures and Communicable Disease Guidelines.
- Staff will consider the traffic pattern of healthy/ill students reporting to the health room to limit possible exposure.
- Ill students and staff will be isolated to designated area.
- Face coverings will be applied to any student or staff with suspected respiratory illness.
- Social distancing will be maintained between ill students/staff.
- Any students/staff with a potential communicable illness will leave school as soon as possible.
- Building service workers will sanitize commonly touched surfaces, such as counters and health room beds, with disinfecting wipes or cleaners after each student/staff interaction around the surface area used.
- School nurse will report positive COVID-19 student cases to School Health Supervisor.
- School nurse will report positive COVID-19 staff cases to school administrator/HR.
- School nurse will maintain information on all suspected COVID-19 students/staff on **Line List for COVID-19 Tracking Document**.
- School nurse must wear a gown before entering the isolation area. Nurse will remove gown and practice proper hand hygiene after leaving isolation area. Nurse must implement proper hygiene practices when moving between student treatment areas.

Management of Positive COVID-19 Cases

- CCPS will follow guidance from the Calvert County Health Department for all positive cases affecting the instructional day or any extracurricular activities.
- The Calvert County Health Department dictates to CCPS what and when we are able to communicate to staff and the community.
- If a staff person believes that he/she has been exposed to COVID-19 or has tested positive for COVID-19, the staff member must immediately contact the direct supervisor by phone or text message. The supervisor will then contact Zach Seawell, Director of Human Resources or LaCoria Contee, Supervisor of Human Resources by phone or text message.
- HR will immediately begin contact tracing with staff and students who have been exposed or tested positive for COVID-19. "Track" may cause confusion with contact tracing.
- Any exposed staff/student must self-isolate at home for 14 days.
- Positive staff/students who are asymptomatic may return to school/work 10 days after positive test results.
- Positive staff/students with symptoms may return to school/work 10 days after test results if:
 - they have been free from fever for 3 days without fever reducing medication and,
 - have a reduction in illness symptoms.
- HR will notify school administrator when a staff member is able to return to work.

HEALTH SAFETY RECOMMENDATIONS INABILITY OR NONCOMPLIANCE WITH WEARING A FACE COVERING OR SOCIAL DISTANCING

- Students in any indoor space must wear a face covering when able. Medically fragile, very young, or sensory sensitive students may not be able to tolerate wearing a face covering.
- Students should not be excluded from instructional activities if unable to wear a face covering.
- If a student is refusing to wear a face covering, the teacher, counselor, principal, or assistant principal will work with the child and parents to teach the student the importance of wearing the face covering and develop a plan to increase the child's ability to wear the mask.
- When wearing a face covering is not possible, ensure other safety measures of social distancing or utilizing a barrier are implemented.

COVID-19 SAFETY GUIDELINES FOR PROVIDING IN-PERSON/FACE-TO-FACE INSTRUCTION FALL 2020

Face Coverings

- Staff must always wear a face covering unless alone in a room or office.
- Students in any indoor space must wear a face covering when able.
 - Students will be given breaks from wearing a face covering throughout the day.
 - If your child is unable to wear facial covering due to medical reasons, please provide medical documentation of the inability to tolerate wearing a face covering.
 - Very young students or students who are sensory sensitive may not be able to tolerate wearing a face covering. Instruction and reinforcement will be given by teachers to increase tolerance on wearing a face covering.
 - Students will not be excluded from instructional activities if unable to wear a face covering for medical or sensory reasons.
 - When wearing a face covering is not possible, other safety measures of social distancing or utilizing a barrier will be implemented.

Guidelines for Providing Instructional Services

- Class size is limited to no more than 15 people (staff and students) in one room at a time; however, lower numbers of students in a group will be arranged if possible.
- If appropriate for instruction, plexiglass barriers may be used.
- The classroom will be arranged to provide six feet distance between students. This will include the arrangement of individual student workstations and breaks.
- Teachers will maintain a classroom seating chart to reference as needed for contact tracing.
- As much as possible, breaks will be provided outside.
- Whenever possible, physical distancing should be maintained. However, to provide instructional supports for students, there will be circumstances throughout the day in which this will not be possible. Examples of these circumstances include but are not limited to:
 - Assisting students with toileting, hand washing, and other personal management tasks
 - Providing hand over hand assistance
 - Providing sensory supports to students
 - Providing close supervision to keep students safe
- Instruction will be chunked into time segments of 15 minutes or less, whenever possible.

Hand Washing / Hand Sanitizing

- Staff and students must always practice proper hand washing or use of hand sanitizer. Staff must wash or sanitize their hands after working one on one with a student or with a small group of students before moving on to work with another student.
- Hand sanitizer stations will be available in the classroom and throughout the school.

Materials

- Students will not share instructional materials.

- Any items (e.g., manipulatives, toys, instructional materials) that will be used by multiple students will be cleaned between student use.
- Keep each child's belonging separated for each other.
- Avoid sharing electronics devices, toys books, games, and other learning devices.
- Food items should not be shared by students.

Bathrooms

- Students will use only bathrooms assigned to their class.
- Posting Proper Hand Hygiene Signage in Restrooms
- Staff will provide assistance, as needed.
- Bathrooms will be cleaned daily, and more often as needed.

Snacks and Water

- If a snack is to be provided, students must always wash or sanitize their hands prior to eating.
- When more than one student is being provided a meal or snacks the students must eat in their designated space with 6 feet being maintained between students.
- Student must wash or sanitize their hands immediately following the snack.
- Students should bring their own water bottles and not use water fountains.

Other Precautions

- Staff and students should avoid touching their face and eyes.
- Face coverings must be worn with face shields.
- When coughing or sneezing, staff and students should do so into a tissue or their elbow. Hand washing will be required before continuing instructional services.
- Students will be provided instruction, reminders, and ongoing prompts to maintain these guidelines.
- Routine cleaning of handrails, door handles, desk, countertops, and other high touch areas
- Routine cleaning of restrooms with special attention to High Touch Areas
- Students eat lunch in their classrooms

PPEs That Have Been Delivered to Schools

- Hanes 3Ply Cloth Mask Black
- Disposable Face Mask, 3-Ply
- KN95 Face Mask, White
- ClearMask for Hearing Impaired Instruction
- Powder-Free General-Purpose Gloves, Nitrile, Small
- Powder-Free General-Purpose Gloves, Nitrile, Medium

- Powder-Free General-Purpose Gloves, Nitrile, Large
- Powder-Free General-Purpose Gloves, Nitrile, Xtra-Large
- Hand Sanitizer 1 gallon Pump Bottle
- Hand Sanitizer, Germ War, 16.9 oz, Pump Bottle
- Everwipe Disinfecting Wipes, Lemon Fresh, 35 Wipes per Pack
- Transparent Full-Face Shield
- No-Touch Infrared Forehead Thermometer, batteries not included
- Procell AA Alkaline Batteries
- Protective Gown
- Gaffers Tape, 11.0 Mil, 2" x 60 yds., Red
- 3-Panel Clear PVC Barriers for Teacher Desks
- Clear PVC Clear Barriers for Secretarial/Clerical Stations
- Clear Hanging PVC Barriers for Cashiers
- Back to School Starter Kit

GUIDELINES FOR STAFF AND VISITORS IN CCPS SCHOOLS AND FACILITIES

Below is are the minimum guidelines for having staff and visitors in our CCPS schools and facilities. The safety of all staff and students depends on all of us doing our part to ensure that these standards are adhered to during this pandemic. Please make sure that staff is clear about the expectation while they are on CCPS property.

A. Calvert County Public School Employees:

a. Required of all:

- i. Face coverings are always required unless you are in your office or classroom space by yourself. When another enters your classroom or office, you must put on your mask.
- ii. Sign-in and sign-out documentation must be maintained at all school/CCPS buildings.
- iii. Schools should have only ONE point of entrance and exit to building.
- iv. No gatherings of more than 15 people in the same area and all must be wearing a face covering and maintaining a social distance.
- v. Social distancing of a minimum of 6 feet between individuals must be maintained.
- vi. Use of hand sanitizer and/or hand washing must be done while on school property. Hand hygiene is critical.

b. School-based Staff:

- i. Only staff members and school-aged children (pre-K - 12) are allowed in schools/CCPS buildings.
- ii. **Staff should not congregate in the building and must always wear a face covering unless they are in a room or office by themselves.**
- iii. **Staff are to be screened prior to entering CCPS schools or buildings utilizing the following questions. Staff are expected to self-screen daily before reporting to school. Any changes in the answers (meaning if any answer is yes) to the screening questions must be communicated to the school administrator and HR prior to returning to the building.**
 1. *Have you been in **close contact** with anyone who has been sick with a cough, fever, shortness of breath, chills, muscle aches, sore throat, or loss of sense of taste or smell within the last 14 days? **Close contact is considered being closer than six feet to someone for more than 15 consecutive minutes.***
 2. *Have you been notified of exposure to COVID19 and tested **positive** or **advised by your healthcare provider or Calvert County Health Department to self-isolate for 14 days?***
 3. *If you were advised to self-isolate for an exposure, what date did you start self-isolation? (Ensure 14-day period has expired and the individual does not show any signs of illness during isolation period.)*
- iv. Anyone who is ill will not be permitted on school property or in school buildings.
- v. ***If a staff member has been advised by their healthcare provider or Calvert County Health Department to self-isolate, they are not allowed on school property or buildings until the 14-day isolation period has expired.*** Please

communicate with your immediate administrator and HR **by phone call or text message.**

- vi. ***If a staff member tests positive for COVID- 19, they must notify their administrator and HR by phone call or text message.***
- vii. If a staff member becomes ill while in a school building, they must notify the building administrator and leave immediately.
- viii. The Calvert County Health Department dictates to CCPS what and when we are able to communicate to staff and the community.

B. Visitors:

- a. Visitors by appointment only. Screening questions below must be answered prior to the appointment being scheduled and again once they report for the appointment. **Visitors are to be screened prior to entering CCPS schools or buildings utilizing the following questions. If a visitor answers yes to any of the questions below, it must be communicated to the school administrator and the visitor will be denied entry.**
 - 1. *Have you been in **close contact** with anyone who has been sick with a cough, fever, shortness of breath, chills, muscle aches, sore throat, or loss of sense of taste or smell within the last 14 days? **Close contact is considered being closer than six feet to someone for more than 15 consecutive minutes.***
 - 2. *Have you been notified of exposure to COVID19 and tested **positive** or advised **by your healthcare provider or Calvert County Health Department** to self-isolate for 14 days?*
 - 3. *If you were advised to self-isolate for an exposure, what date did you start self-isolation? (Ensure 14-day period has expired and the individual does not show any signs of illness during isolation period)*
- b. Anyone who is ill will not be permitted on school property or in school buildings.