

HES REOPENING PLAN - FIRST DAY OF SCHOOL - SEPTEMBER 2, 2020

Published 8/17/20	This plan is valid as of the “Revised” date. This is a plan that may be up dated as circumstances change. For the most up to date plan, please go to www.hamptonschool.org
Area	Specific Plan Details - School is open and fully functioning
	GOAL - To keep all students, staff and visitors as healthy as possible and, under the circumstances, to reduce as much as possible the spread of the COVID - 19 virus
Communication	All COVID plans and information will be emailed to parents and will be posted on the school’s website: hamptonschool.org
	In-school daily reminders to all staff, students and visitors concerning the protocols HES is following in all aspects of the educational program.
	Call school nurse for all medically based concerns at: (860) 455- 2267 Ext. 114.
	Call HES school office for all non-medical concerns at: (860) 455- 2267 Ext. 110.
	To leave a message: visit hamptonschool.org , Go to Class Pages,Go to Team K for Pre-K and K, Team A for grades 1 & 2, Team B for grades 3 & 4, and Team C for grades 5 & 6.
	All faculty and staff will participate in health screening the week before school in preparation for the return of students.
	All faculty and staff will be required to participate in professional development training and practices in the operational aspects of this COVID plan.
Front Door - general directions to enter school building	
	Front door entrance remain closed at security doors.
	All people entering building must use hand sanitizer before entering through first set of doors.
	All people entering building must have face mask covering nose and mouth in place before entering through first set of doors and must continue wearing their face mask until they physically exit the building.
	All people wishing to speak with office staff at entrance window must wear face mask.
	All visitors wishing to enter the school building must answer 4 health questions and have their temperature checked including any COVID symptoms, out of state visits in past 14 days, exposure with positive tested person, currently feel ill.
	Rule: No mask = No entrance.
	All visitors will use hand sanitizer BEFORE entering the school’s interior hallways.

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Front of School Student Drop-off and pick-up	NOTE: THE ENTRANCE AND EXIT OF THE SCHOOL PARKING LOT HAS CHANGED TO A ONE WAY IN AND ONE WAY OUT FOR THE SAFETY OF ALL
	Drivers must enter school lot at roadway entrance marked “HES Entrance” and then follow directions for stopping to let off students. Follow exit directions.
	During drop-off and pick-up, vehicles are to line up along right side of the roadway entrance and move forward when directed by school staff to drop-off or pick-up students.
	All parent drop-off and pick-up cars will display HES student # to allow for quick identification of student in the vehicle to be dropped-off or picked-up.
	Staff directing unloading and loading will have active communication with office and person at front door.
	All students will keep 6’ distance as they walk into school and in the hallways to their classrooms.
	All students will wear a mask from their car into the school building.
	All students will use hand sanitizer from front entrance station before entering the school.
	All drivers will follow exiting signage.
Bus Transportation To/ From school	
	Each student will enter bus wearing a mask covering nose and mouth and walk to an assigned seat loading from rear to front.
	All students must stay in their assigned seats for the entire ride to school wearing their face masks. (Children from same family may sit close to each other).
	No student may yell during bus ride to school.
	Each student loading the bus in the afternoon will enter the bus wearing a mask covering nose and mouth and walk to their assigned seats loading from rear to front as directed by the bus supervisors.
	Buses will have seat numbers to indicate where each student is to remain seated.
	All buses will be wiped down with sanitizing formula between all runs.
	Weather permitting, all bus windows will remain open.
Hallway	
	Blue tape arrows on each side of hallway denote walking direction.
	6’ distances are indicated by bus tape to line up at water fountains. Student should use personal water bottles for drinking.
	Each team is a cohort. When using the hallway, students will remain in their cohort and follow directional signage.

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	Hand sanitizing stations with signs are located outside each classroom door for use before entering by all students, staff and visitors.
	Age appropriate signage is posted around the school to remind all of COVID symptoms, hand washing, proper mask usage and social distancing.
Classrooms	Teams A, B, C
	All Teams will enforce mask wearing and social distancing
	All Teams will schedule “mask off” times outside of the building as appropriate.
	All students will use their personal bins for all of their personal items including back packs, coats, lunches, snacks, and items used during class.
	Teachers will observe social distancing while teaching as appropriate.
	Teachers may organize outside recess as appropriate for their cohorts.
	Social Distancing markings of 6’ are on classroom floors indicating desk placements.
	All students will face in the same direction.
	Each team will be a designated cohort and remain in that grouping for the school day in class.
	No sharing of any student tech devices even if wiped and sanitized (ChromeBooks and iPads).
	Wooden playscape is closed to all students / swings may be used.
	No cohort will use the same play areas at the same time.
	All playground equipment shall be cohort specific and sanitized each evening.
	All students must wash their hands after recess activities and then use hand sanitizer as they enter their classroom.
	All personal items like pens, rulers, erasers will be kept by each student at their desk or in their bins.
	Paraprofessionals for Special Education services will remain with the class as part of the cohort for the entire school day.
Classrooms	Team K (Pre-K and K)
	Mask wearing and social distancing in all classrooms is required by the Connecticut State Department of Education recognizing doing so will need to be learned by very young children
	Team K playscape will be sanitized each evening.
	Student play and interactions will be directed with emphasis on health and safety by certified teachers.
	All excessive furniture and equipment has been removed from classrooms to lessen need of students to congregate in small confined areas.

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	Paraprofessionals for Special Education services will remain with each team cohort for the entire school day.
Recess	All cohorts
	Cohorts will not use the same play area at the same time
Bathrooms	
	Bathroom breaks by cohort timing planned with other teams using the same bathrooms.
	Main office = only administrative office personnel and visitors.
	Faculty bathroom = Staff & Faculty only.
	Bathrooms in front central hallways = Teams A & B.
	Bathrooms at gym end of building = Art, Music, PE, Team C.
	Health room bathroom only by arrangement with Mrs. Danielson.
	Ventilation in all bathrooms on 24/7 and doors will remain open.
	Bathroom high touch areas - toilets, flush handles, door handles, sinks, faucets, - will be sanitized twice each day during school and each evening.
	Proper hand washing signs will be displayed in all bathrooms.
School Cleaning/ Sanitizing	
	All Pre-K bedding, and Team K toys will be sanitized via washing machine/dryer or dish washer each evening.
	Team K teachers will fill laundry style baskets for sanitizing before leaving school for the day.
	All student supplied fabric masks will be placed in mash style bags for washing at the end of each day (Masks will have student names).
	The school will be cleaned by a crew and then sanitized each evening by 10:00 pm in order to allow for sanitizing agents to kill the virus and dissipate before students enter the building at 8:30.
	All bathrooms will be sanitized daily during the school day on a specific schedule.
	Ventilation recommendations by the Ct. Department of Public Health will be followed. All filters have been changed.
	School ventilation system on flushing inside air out 2 hours before opening and 1 hour after closing, and running continuously when the school is occupied, no A/C in classrooms, fans pointing to outside,, all doors open - including outside doors as appropriate,
	Classroom temperatures will be monitored.

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Health Room and Services	
	Daily screening by parents for illness is required - see Health Room Addendum attached.
	Parents must report all student absences to the Health Room and all symptoms and absences will be monitored.
	If your child is ill, call for instructions.
	Mrs. Danielson, RN, full time nurse at HES, is the sole person making medical decisions. She follows Dr. Gorin, MD (school physician) Center for Disease Control, CT State Department of Education, and Northeast District Department of Health guidelines.
	Mrs. Danielson will determine if student shall be placed into isolation room.
	The school nurse will notify a parent or guardian for immediate removal of any child placed in medical isolation. The nurse will wear PPE and remain with the child until the child leaves. A recommendation to contact child’s health care provider will be made.
	Procedures for staff when concerned about Covid related behaviors is to contact the health room. When concerned about other student issues including discipline and/or social and emotional concerns is to contact the office.
	All staff will follow blood-borne pathogen, contagious illness, and COVID policies.
	All staff will follow all restraint and seclusion training responses to student behaviors.
	Students whose parents request a cloth face mask will receive two masks through the health room. One mask will be worn home each afternoon and the second mask will be washed at school. Disposable masks will be supplied for students who forget their masks.
	HES supplied cloth masks will be labeled with student names.
Food Services	
	During breakfast, snacks, and lunch, face masks will be removed and all student must remain 6’ distant from each other. Once finished eating, the face masks will be worn.
	All students will receive a daily prepackaged breakfast and lunch and food allergy policies will be followed.
	All students will have a breakfast and a choice of two prepackaged lunches that will be distributed directly to their classrooms.
	All student will place all of their food waste into the food only garbage containers that will be filled and then placed into the hallway and removed by custodial services.
	All staff and faculty will have lunch in the library maintaining social distancing at all time.
	All staff and faculty will place their food trash into the food only waste cans and sanitize their lunch area.
	The faculty and staff room may only be accessed for bathroom use, to store their lunches, and prepare lunches using microwave and/or coffee maker while maintaining social distancing at all times.

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Classroom Messaging	
	All attendance and lunch choice information to be sent to the Main Office via email.
	All student arrival and departure - including parental pick-up - will be communicated via the school office directly to the classroom and via walkie-talkie to the staff at the front door and car drive-up line.
	All teacher mail will be delivered twice daily to the mailboxes next to their classrooms.
Team schedules	
	Team schedules will be implemented by each Team Leader as presented in the official class schedule.
	Modifications are allowed during times marked, “Teacher Choice”.
	Team Leaders will coordinate their times when the class will pass out of the classroom to various activities in order to have little to no cohort interactions.
	Team Leaders will contact the office when their class is moving outside for recess, class lessons, or mask removal rest periods (always following social distancing practice).
Common Touch Points	
	All bathrooms will be sanitized daily during the school day on a specific schedule.
	All xeroxing key pads will be sanitized after each use.
	All doors will be left open in order to reduce the number of common touch points.
	All common touch points will be identified and cleaned on a schedule as directed by Mrs. Danielson.
Face Masks	
	All students must wear face masks from the time they enter the bus until they exit from their bus at the end of each day except during breakfast, snack, lunch, outdoor physical education, or teacher directed face mask breaks.
	Any inability to wear a mask due to medical reasons must be discussed with the school nurse on a confidential and individual basis with a discussion of alternate methods of face coverings that may include face shields or a desk shield.
	Both cloth or medical masks that fully cover nose and mouth are required by the CSDE and the governor’s proclamations.
	A cloth or medical mask will be provided for any student, staff or visitor who does not have a mask before entering the bus or school.
	Recommendation: a paper bag with the student’s name can be used to store their face mask when eating, involved in PE activities, or recess to prevent contamination.

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	Signs are posted concerning the wearing of face masks. The health class teacher, the team leaders and the school nurse will instruct how to properly wear and take care of masks including care of cloth masks and when to dispose of medical face masks.
3 HES Opening Plans	
	Full reopening while some students remain at home, by medical requirements or by parental choice to have their child remain at home or are officially home schooled, all students return to HES for a full academic day.
	Hybrid reopening is partial in-school attendance and partial remote learning. It is less likely a plan for HES since our school population is small enough to allow students to remain in cohorts and socially distance.
	Distance Learning will be implemented after the governor and the CT State Department of Education (CSDE) shut schools. All students will be at home using technology based distance learning. Parents lacking distance learning tools for their child will contact HES for assistance.
Full Implementation of HES’s curriculum	GOAL - To implement the full HES curriculum to all students while keeping all of our students and staff healthy and safe
	All Team Leaders will continue the use of SuccessMaker curriculum and continue to explain, clarify and pull data from the software to further student learning during full opening.
	Students will practice learning through technology during full reopening.
	iPads / ChromeBooks will be used during full opening.
	All team leaders will develop and train their students on how they will evaluated and graded in all of the three reopening plans.
Hybrid Model of Instruction uniquely offered at HES	GOAL: To offer parents an option for the education of their child via HES’s hybrid model to include full at home distance learning to a combination of in class and distance learning if the governor orders changes in the fully open day of school
	All Team Leaders will develop specific written plans in collaboration with other professionals to implement full distance learning for students not returning to school for health or parental choice, especially the needs of student who have an IEP.
	All team leaders will determine what, if any, PD they will need to implement a full hybrid model of instruction and then develop a written plan.
	All team leaders will determine what, if any, hardware/software they will need to implement a full hybrid model of instruction and develop a written plan.
	All Team Leaders will discuss with the administration how to best implement their students’ hybrid model programs of instruction and then develop a written plan.

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	All Team Leaders will be in contact with their students’ parents via the class team links on the school’s website school’s website in order to guide parents through these very difficult times.
	All Team Leaders will be allowed to choose how to best connect with students remaining at home, including but not limited to live Zoom or Google Classroom style synchronous lessons.
	All team leaders will practice technology based distance learning during HES’s full reopening.
Full Closure Model of Instruction or Technology Based Distance Learning	GOAL: To develop, modify and implement a full distance learning cohort Team centered educational experience based on what was effectively used from March to June in 2020
	All Team Leaders will implement or continue the use of SuccessMaker as the basic curriculum in math and ELA / reading & writing.
	All team leaders will implement their team’s distance learning protocols as practiced during the full reopening.
	All team leaders will report to the administration any student unable or not actively connected to his/her classroom via technology.
	All team leaders will have a grading system for technology based distance learning in place and communicated to all students and their parents who are in their team as full closure is implemented.
Academic Issues	
Under all Models for reopening	Goal: To communicate to students and their parents the academic goals for the year regardless of which plan HES is operating under as described in the HES curriculum based in the CSDE’s standards based curriculum for grades Pre-K to 6
	All team leaders will provide academic activities based in traditional methods of instruction as well as technology based instruction in Math, English Language Arts (ELA), Science, and Social Studies.
	All team leaders from grades K to 6 will use SuccessMaker for all students in math, reading and writing for at least 10 to 15 minutes daily. SuccessMaker progress reports will be part of each student’s assessment
	All team leaders will implement academic assessments using the HES student evaluation and grading system
	Team leaders will communicate via phone or internet to inform parents of their child progress on as regular a schedule as is appropriate.
	All teams will supply Social and Emotional Learning (SEL) supports to all HES students with the school counselor working with teachers and staff as well as offering to students SEL lessons on the HES website.

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Specials Classes	
Music	
	All music classes will be held in the classrooms and all materials will be brought to the classes on a cart - all materials will be wiped and sanitized between classes.
	All music lessons, band, and chorus are on hold until further notice.
Physical Education	
	All PE classes will be held outside weather permitting with no masks and social distancing and indoor with no physical activities that requires the removal of facial masks when held indoors - face masks will be used indoors.
	All equipment used by students will be sanitized between classes and at the end of each academic day.
Health	
	Health Classes will be brought to the classrooms with 1/2 the cohort in the classroom.
	Any materials and equipment used by students during the health class will be wiped and sanitized between classes and at the end of each academic day.
Art	
	Team-K will have Art brought to their classroom on a cart.
	Teams A, B, C will have art in the art classroom - each class will be 1/2 of each cohort.
	Art tables will have a divider separating students as they work on their art assignments.
	All equipment used by students will be sanitized between classes and at the end of each academic day.
	NOTE: The State of Connecticut has developed a set of metrics that will be used if the Governor makes any decision on the closing of schools anywhere in the State of Connecticut.