Preface:
This document is aligned to the reopening guidelines published by the Connecticut State Department of Education.

Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together.
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Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together
Superintendent’s Message to Community

Our school and community have been living through unprecedented times since this past March with the onset of COVID19. Our lives as we knew them have been changed, and we have endured many challenges as families, a school district, and our community. As Connecticut begins reopening, so too do we at Fields Memorial School look toward welcoming our staff, students, and families back.

The Connecticut State Department of Education has charged every district in Connecticut with developing an initial reopening plan. The plan presented in this document is just our first step in meeting the Connecticut State Department of Education’s requirement to be submitted by July 24, 2020. This plan is a broad view of what our district must address. A committee of 28 staff members, members of the Board of Education, Board of Finance, Board of Selectmen, parents, and community members, participated in responding to how we would meet the requirements necessary to open our doors in the fall. It is important to note that the reopen plan is simply a draft that will need further elaboration as we get closer to opening school.

The Fields Memorial School reopen plan does not address specific curriculum, transportation, scheduling, calendar, or information about our school opening. Mrs. Dowler, Principal, and I will be sending out more detailed information relating to the daily operations for students (arrival and dismissal procedures, lunch, scheduling, activities, etc). We will be sending out information specific to your children in August, via ParentSquare, the school Website, and through Zoom meetings.

Finally, resilience as defined by Andrew Zolli, “is the capacity of a system, enterprise, or person to maintain its core purpose and integrity in the face of dramatically changed circumstances.” Although our school experience may look different when our children return to class, our commitment to your children and our dedication to their learning and well being is stronger than ever.

Ruth Levy, Superintendent of Schools

Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together
The Fields Memorial School Reopening Committee consists of over 28 individuals representing administration, faculty, the Bozrah Board of Selectmen, the Bozrah Board of Education, the Bozrah Board of Finance, custodial staff, parents & community members. The subcommittees indicated below met several times throughout the summer to articulate questions for consideration, review state level guidance, and provide perspective to the development of the local district plan for reopening. All subcommittees were facilitated by members of the district leadership team who regularly communicated needs and updates to the Superintendent.

Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together
Reopening Plan Development Timeline

Fields Memorial School established a timeline to permit the opportunity for the development, review, and revision of a shared district plan by stakeholders including the Board of Education, Board of Finance, Selectmen, parents & community members and School Administration prior to the CSDE submission deadline of July 24, 2020. A summary of the process is included below.

- **July 1, 2020**
  Review of CSDE Guidance for reopening FMS and the designation of committee members & roles.

- **July 8, 2020**
  Initial meeting of the Reopen FMS committee.

- **July 9-15, 2020**
  Sub committees meet to address various aspects of reopening plan.

- **July 16-22 2020**
  Review & Revise district plan as needed.
  Conduct survey of families regarding return to school.

- **July 22, 2020**
  Finalize district plan and prepare submission to CSDE.

- **July 28, 2020**
  Presentation to Board of Education

*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*
## CSDE Fall Reopening Model

Districts should plan to have all students return to school for full-time instruction at the beginning of the 2020-2021 school year, so long as public health data continues to support this model. This model will be supported with more intensive mitigation strategies and specific monitoring, containment, and class cancellation plans.

Districts will be prepared to modify plans to support partial reopening or scaling back with clearly defined action steps.

As Connecticut schools plan to reopen, the guidance and considerations outlined in this document are grounded in six guiding principles:

1. Safeguarding the health and safety of students and staff;
2. Allowing all students the opportunity to return to school full time starting in the fall;
3. Monitoring the school, students, and staff and, when necessary, potentially canceling classes in the future to appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
5. Fostering strong two-way communication with partners such as families, educators, and staff; and
6. Factoring into decisions about reopening the challenges to the physical safety, social emotional well-being, and the mental health needs of our students when they are not in school.

*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*
Through professional learning and preparation with educators and administrators, the district will be prepared to shift to a secondary model while ensuring that the highest levels of access to rigorous and standards-based instruction continue.

**Priorities**

**Operational Model:**
- Prepare to initiate in-school instruction accessible to the full student population.
- Plan for educational opportunities to be primarily in person, but allow for students and parents to choose to not participate upon individual considerations.
- Establish a continuum of strategies for implementation of in-person school that anticipates potential alternative programs and robust blended learning if future public health data requires class cancellations.

**Equity:**
- Identify gaps and develop action plans for reopening that specifically address inclusion, equity and access for all learners with strategies and clearly defined action steps.

**Cohorts:**
- Emphasize grouping students by the same class/group of students and teacher (into a cohort) so each team functions independently as much as possible.
- Consider methodology by grade levels. Placing students in cohorts is strongly encouraged for grades K-8.

**Facilities:**
- Prioritize collection of data from families to confirm intent to participate as that may affect facilities and operations planning.
- Review building spaces and reconfigure available classroom space to maximize social distancing consistent with public health guidelines in place at that time.

**Transportation:**
- Plan for buses to operate close to capacity with heightened health and safety protocols.
- Be prepared to activate increased social distancing protocols based upon community spread.

**Health & Safety Policies and Protocols:**
- Expect all students and staff to wear a protective face covering or face mask that completely covers the nose and mouth when inside the school building, allowing for certain exceptions.

**Monitoring, Containment and Class Cancellation Plan:**
- Develop robust monitoring and containment protocols, and class cancellation plans, in the event there are public health indicators that may require temporary closures of the building, such as evidence of community transmission in the school.
- If public health data requires partial reopening, or if the school's containment efforts require partial closure, prioritize the return of vulnerable learner groups with specific protocols to increase the in-school population over time until full in person instruction is achieved.

*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*
Ensuring effective communication methods between school district staff and community stakeholders is the first priority in ensuring an effective and safe reopening to school. Communicating points of contact for FMS establishes effective two-way communication to answer questions, discuss potential concerns, and receive timely updates in a quick and efficient manner.

School Reopening Plan Liaison
The individuals indicated below will serve as the health and safety officer for engagement to all school stakeholders to answer questions or concerns about health and safety requirements.

**District Liaison:** Ruth Levy, EdD, Superintendent
Fields Memorial School
8 Bozrah Street Extension, Bozrah, CT 06334
Phone: (860) 887-2561, ext. 312
rlevy@bozrah.org

**School Liaison:** Catherine A. Dowler, Principal
Fields Memorial School
8 Bozrah Street Extension, Bozrah, CT 06334
Phone: (860) 887-2561, ext. 315
cdowler@bozrah.org
Communication Plans

Fields Memorial School is committed to establishing a multi-modal approach for communication of policies and protocols with staff, students, and families.

District Communication Strategies:

- Communication of policies, protocols, and relevant information will be shared utilizing the Parent Square Notification System (phone, text and email), the district website (www.fmsbozrah.org) and social media. Communications will be made available in the preferred language of families as well as for those with visual and/or hearing impairments.
- Offer training to families on the use of our communication tools via video, written and tech support.
- Make families aware of the Parent Square Digest Mode to minimize the number of communication received each day.

Data Collection Methods:

- Families will be surveyed in the early stages of plan development through Parent Square to determine preferences for in-person school attendance, access to bus transportation, and the availability of internet access and devices for student learning. Additional surveys will be developed through collaboration with the Family & Staff Support Subcommittee to guide the direction for planning of district student academies to commence in August 2020.

Communication Frequency Expectations:

- Weekly notifications will be provided by the Office of the Superintendent regarding updates on the execution of the School Reopening Plan.
- As the district is made aware of critical information that needs to be disseminated to the community regarding policies or changes to the health data, this information will be disseminated from the Office of the Superintendent utilizing the methods detailed above.
- Should significant changes occur to transmission levels and the determination is made to close the school, notifications will be sent to the community through the use of Parent Square (voice/email), social media, and main page of the district and/or school websites.

Data Collection

Fields Memorial School will continue to utilize staff and parent/guardian surveys and questionnaires to gather information to guide district planning. The following surveys will be conducted during the Summer of 2020:

- **Distance Learning Feedback Survey:** Questionnaire through Parent Square for staff and family perspective on areas of success and areas needed for continual growth of the distance learning model.
- **School Reopening Survey:** Questionnaire through Parent Square to collect information for use in development of School Reopening Plan including intent to return to on-campus instruction, utilization of district transportation, and areas for the school district to support families with the transition.

*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*
School Reopening Employee Survey: In order for the district to respond to a mandatory Connecticut State Department of Education (CSDE) "District Reopen Survey" in a timely manner and to prepare for the reopening of school for the 2020-2021 school year, staff will respond to an EEOC (Equal Employment Opportunity Commission) approved survey regarding fall opening.

Operations Plan

Facilities

The Facilities Operations Committee in collaboration with members of the district leadership team have developed operational plans to structure learning in a safe and organized manner for all students and staff upon the return to campus. The district will continue to monitor health data to modify the plan to enhance or relax restrictions throughout the school year.

Classroom Layout

- School Administrators will oversee the organization of classroom spaces with maintenance staff to ensure instructional spaces are organized to maximize social distancing between student workplaces, achieving 6 foot (defined as shoulder to shoulder) social distancing when feasible.
  - Desks will be arranged in a forward facing direction to permit maximum engagement and interaction with classroom instruction.
  - A single teacher work station in each classroom space will be organized to allow for optimal social distancing to occur.
  - Non-essential school and/or personal property will be labeled, removed from instructional spaces, and placed into storage to maximize available space in classrooms and to permit custodial staff opportunities for adequate sanitizing and disinfecting.
  - Procedures will be developed to familiarize staff who travel between instructional spaces as to appropriate hygiene procedures prior to transition to a different location within the school building.

Foot Traffic, Hallways, and Shared Areas

- All The school will designate patterns for directional foot-traffic within corridors through clearly labeled markings on the floors to minimize face-to-face contact of students.
  - If hallways are too narrow for two-way flow, one-way traffic designations will be identified and marked.
  - The school will develop plans to minimize the number of students in hallways during passing periods.

Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together
Recess/Playgrounds

- Outdoor recess on playground equipment will be limited at the start of the 2020-2021 school year due to challenges to sanitize shared equipment between recess waves.
- Students in Grades PK-8 will be allowed mask breaks throughout the day as needed, while maintaining social distance to ensure safety.

Visitor Access

- To the greatest extent possible, visitors to the school building will need to schedule appointments with the main office. Visitors will be reminded to cancel and reschedule appointments by phone should they be symptomatic (cough, fever, respiratory distress).
- The Administration, Business Manager, and Director of Pupil Services will provide the school office with advanced notice of scheduled meetings with school visitors.
- Visitors entering the school must wear facial coverings at all times.
- Posted protocols for appropriate hygiene techniques and social distancing will be expected to be followed by all school visitors.
- School deliveries will be made via side entrances and received by a school custodian.

Signs and Messages

The school will display signs within visible locations throughout school buildings to help mitigate spread of the virus.

- Signs will be displayed in specific locations, as follows:
  - Handwashing procedures will be displayed in all public and student restrooms.
  - Pictorial signs will be displayed depicting the proper application of facial coverings.
  - Entryways of all buildings will display protocols for the use of facial coverings, social distancing compliance, application of hand sanitizers, and hand washing reminders for school visitors.
  - Signs visible in high traffic areas will be displayed illustrating the signs/symptoms of COVID-19 and instructions for when to stay at home if feeling ill.
  - Signs will be formatted in languages appropriate for the school populations.

Professional Training Related to Facilities

- Recorded training sessions will be developed to facilitate training with all staff, including substitutes, on protocols around proper use, removal, and care or disposal of face masks, social distancing, cleaning, and effective hygiene practices. Staff will engage in mandatory training prior to the opening of school with time allotted for staff to practice applicable safety and health measures.
- FMS will prepare a video of the necessary steps for staff and student safety in order to maintain health protocols specific to the building. These links will be made available to families through the district website. (Virtual tours from bus ride to school, bus disembarkment, entering each school, exiting each school at the end of school day and bus loading.)

Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together
Ventilation

- The Head Custodian will ensure that all school ventilation systems are in proper functioning order (in alignment with Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems during the COVID-19 Pandemic) at full capacity prior to the opening of the school for staff in August and that:
  - All ventilation systems will be operated at full capacity one week prior to the reopening of school
  - The air flow is flushed for two hours prior to building occupancy
  - Ventilation systems are operational during school hours
  - Ventilation in all bathrooms will be run at full capacity 24/7
  - Routine inspections and maintenance are performed on a regular basis.

Restroom Protocols

The Head Custodian will publish universal protocols for the cleaning and disinfection of restrooms at all The school. All plans will be in alignment with the guidelines set forth through the Guidance for Cleaning and Disinfecting The school during COVID-19.

Cleaning and Disinfection

- To the greatest extent possible, the school will designate restroom facilities by use for certain areas of the building or establish times for various classrooms to utilize the restroom facilities.
- Twice daily, the cleaning and disinfection of restrooms will occur when the building is occupied.
- Cleaning and disinfection of restroom surfaces will also occur after conclusion of the school day.
- Custodial staff will complete a checklist to document regular daily cleanings of high touch surfaces in restrooms.
- All cleaning products utilized on surfaces should follow Connecticut School Green Cleaning Law.
- Cleaning products should be utilized in well ventilated areas and should follow the manufacturer's stated instructions for use (contact time, dilution quantities, surface application).

Restroom Usage Procedures

- Staff will use tracking procedures (sign-in sheets) to track and limit the number of students accessing restrooms at any one time.
- Multi-stall bathrooms will be reviewed to determine if stalls need to be removed from service to ensure maximized social distancing during restroom use.
- Touch-free paper towel dispensers will be provided in all restrooms throughout the district. Currently, no restrooms on campus utilize hand dryers.
- Trash cans without lids will be available in restrooms to minimize contact with surfaces.
- All restroom entrance doors will remain ajar when possible to avoid handling of door handles/knobs.

Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together
**Student Related**

Fields Memorial School is working to develop procedures and protocols to ensure a safe and secure return to on-campus instruction for the Fall of 2020. The State of Connecticut has directed districts to plan for all students to return to traditional instruction to start the school year, so long as public health data continues to support this model. In accordance with guidelines and regulations from the Connecticut State Department of Education (CSDE), the learning models detailed below will be utilized.

- **On-Campus Learning**
- **Hybrid Learning**
- **Remote Learning**

<table>
<thead>
<tr>
<th>Minimal/No Spread of Virus</th>
<th>Moderate Spread of Virus</th>
<th>High Virus Spread</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Students Attend School</td>
<td>Reduced Student Attendance</td>
<td>Full Distance Learning</td>
</tr>
<tr>
<td>Safety protocols and procedures in place to ensure staff and student safety</td>
<td>Per Local Health Department advice, the number of students attending school is reduced through use of an alternating schedule</td>
<td>Per Local Health Department advice, student learning is completely shifted to remote learning from home due to significant transmission rates</td>
</tr>
<tr>
<td>Students not attending on-campus instruction engage in remote learning</td>
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</tbody>
</table>

Local health indicators and trends will be monitored daily through collaboration with the Uncas Health District (UHD) and Connecticut State Department of Education. In consultation with the UHD, the Superintendent of schools will determine movement to a different learning model should the number of cases of COVID-19 increase.

*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*
## Learning Models: What will school look like?

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<tbody>
<tr>
<td>All Students Attend School</td>
<td>Reduced Student Attendance/Alternating Schedule</td>
<td>Full Distance Learning</td>
</tr>
</tbody>
</table>

### On-Campus Learning
- The school operating up to 100% capacity, students/staff with underlying medical conditions should consider restrictions and blended/remote learning
- Buses up to full capacity, facial coverings in place during transit, controlled loading/unloading of riders (Bus monitors added as needed.)
- Face coverings for students and staff while inside school buildings
- Identification/isolation of sick students/staff
- Cohorting of students encouraged, restrictions on congregating
- Maximize spacing of seating to greatest extent possible
- Outside organizations prohibited from using school space for meetings.
- Increased cleaning and sanitization protocols

### Hybrid Learning
- The school operating at reduced capacity (50%), with more reliance on hybrid model, blended/remote learning
- Buses at reduced capacity with, facial coverings in place during transit, controlled loading/unloading of riders, spaced seating between unrelated riders (Bus monitors added as needed.)
- Face coverings for students and staff while inside school buildings
- Maximize spacing of seating up to six feet when feasible with reduced class sizes
- Identification/isolation of sick students/staff
- Cohorting of students, restrictions on congregating
- Indoor extracurricular activities should be suspended, sports and other outdoor activities should consider restrictions on activities
- Increased cleaning and sanitization protocols

### Remote Learning
- The school closed, 100% remote learning for students. Faculty & Staff may be present in the building.
- Bus transportation suspended
- All extracurricular activities, including sports suspended

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*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*
Providing clear guidelines, protocols, and expectations to students, staff, and administration will ensure the development of safeguards to promote a safe and high functioning learning environment. These logistical plans will be effectively communicated to promote a sense of ownership and responsibility for the entire school community.

Class Groups and Cohort Teams

- To ensure the maintenance of health and safety guidelines to mitigate further spread of infection, students in Grades PK-8 will be organized in cohorts by classroom teachers.
- Fields Memorial School will minimize student groupings to the greatest extent possible during various components of the school day (lunches).
- Academic support specialists will rotate between classroom spaces to support student learning and provide related services. Staff will follow appropriate hygiene measures (hand washing, use of facial coverings, hand sanitizers) prior to entering instructional spaces.
- Art, Music, Library, and Technology teachers will push-in to classrooms to the greatest extent possible to provide instruction.
- Physical education classes will occur in the gymnasium or outdoors (weather permitting).
- Student travel around the building will be limited to “one way” when feasible and respect social distancing recommendations as much as possible.
  - Student desks must be disinfected during classroom transitions prior to the seating of the students for the next class period.
  - Teachers will determine when students are in need of a “mask break” and supervise students outside on a rotating basis to minimize large groups of students occupying outdoor spaces simultaneously.

Building Usage Guidelines

- Building use will be restricted to school-sponsored activities only until further notice.
- Student area for pick-up by families will be held outside the main doors of the school building to limit visitor access to the building. Social distancing parameters will be adhered to while parents wait to sign students out for the day. All parents arriving to pick up students from programs must be donning an appropriate facial covering.
- Middle School interscholastic sport activities will adhere to all Connecticut Interscholastic Athletic Conference (CIAC) guidance.

Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together
Child Nutrition

Compliance Assurances with NSLP, SBP, and After School Snacks
- The Director of Food Services will continue to follow National School Lunch Program (NSLP) and School Breakfast Program (SBP) guidelines.
- The Director of Food Services will continue to determine eligibility for students needing free and reduced price meals and milk maintaining relevant documentation for claiming methods.
- The Director of Food Services will continue to adhere to guidelines for the United States Department of Agriculture’s (USDA) policies for school meals and milk including meal pattern requirements.

On-Site Meal Distribution Services
- Food service staff will be provided with relevant PPE including but not limited to gloves, & facial coverings.
- In collaboration with building the principal, the Director of Food Service will outline protocols for student meal access on campus.
  - Students at Fields Memorial School will receive meals via classroom delivery. This will permit students to maintain cohort groupings and eat lunch within the classroom. Trash cans for disposal of trays and other discarded items will be made available near each classroom space.
  - Students wishing to eat breakfast will be permitted to enter the building prior to the start of the school day to retrieve their meal. Students will eat his/her breakfast in his/her classroom.

Off-Site Meal Distribution Services
- The Director of Food Services will plan to make available grab-and-go meal options for any students learning remotely while on-campus learning is in session.
- Meal pick-ups will be arranged during extended absences from on-campus learning during instances of increased community spread of the virus.

Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together
Transportation

Connecticut Transportation Designations

General Expectations
- The district will partner with First Student to provide guidance and professional learning to familiarize transportation staff with effective disinfection procedures and signs/symptoms of COVID-19.
- The district will ensure that a supply of disposable masks are provided to each school bus for students in need of a mask. **Masks must cover the nose and mouth region prior to entering the bus.**
- First Student Management will conduct a health-screen for symptoms of the driver prior to beginning the daily bus route. (temp check / symptom questions)
- Drivers will ensure that surfaces are cleaned in between school routes with a EPA or SPA approved disinfectant spray targeting high touch areas in-between runs. The driver should maintain a daily log indicating the times that the bus was sanitized.
- Students, Drivers and Staff will be required to wear a face covering or mask that completely covers the nose and mouth during transit.

Student Seating (Low Risk)
- Seating will begin in the rear of the vehicle and fill toward the front of the bus to the maximum extent possible. Students will exit the vehicle beginning in the front and moving toward the rear.
- Students will not be permitted to change seats during the route.

Student Seating (Moderate Risk)
- Upon guidance from DPH, the Superintendent will notify the bus company and families that due to the increased risk of transmission, the transportation protocols will be modified to ensure the safety of students and staff.
- In cases where the spread of the virus increases, passengers in the same family will be seated together.
- Non-family members will be spaced six feet apart using a system of alternating, diagonal seating.

*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*
School personnel will provide guidance as students board and exit the bus. Seating will begin in the rear of the vehicle and fill toward the front of the bus to the maximum extent possible. Students will exit the vehicle beginning in the front and moving toward the rear.

- Students will not be permitted to change seats during the route.

**Student Pick Up and Drop Off**

- Survey instruments will be distributed to all families during the Summer of 2020 to determine families preferring to transport their students to school.
- Students arriving or departing on school transportation will be loaded or unloaded on buses in a systematic manner. Students will not be permitted to ride a bus that is not their assigned bus.
- Principals will designate a traffic flow pattern for families to drop off students at school in the morning. A staff member will direct students into the school building.
- Staff will ensure that students are complying with health and safety procedures upon entry to the school building.

*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*
Students will be dismissed in shifts by either classrooms or school wings. Families will not be permitted to access school buildings while dropping off students.

Health Practices and Protocols

Standard Public Health Practices

- The administration in collaboration with the school Nurse will review staff training needs and resources to prepare educational materials for training staff and students.
- The administration will utilize a video presentation during the first three days of school to discuss how COVID-19 is spread and actions students should undertake to mitigate virus spread to include:
  - Effective handwashing procedures
  - Application of hand sanitizer
  - Cough and sneeze etiquette
  - Proper application and removal of facial coverings and other PPE
  - Effective social distancing
- To continue to reinforce expectations, verbal or video reminders will be incorporated into daily morning announcements to remind students of healthy practices.

Supplies

- The school will be provided with appropriate PPE (including masks and gloves) for staff use.
- Students arriving to school and in need of a mask will be provided a disposable mask.
- Classrooms will be provided with access to facial tissues.
- The school will be provided with a supply of chemicals for disinfection and sanitization in accordance with CDC, DPH, and CSDE guidelines. Approved chemicals for application will be indicated within the cleaning protocols developed by the Director of Facilities.
- The Health office will be provided with no-touch scan thermometers to conduct screenings for staff and students indicating potential symptoms.
- Hand sanitizer dispensers will be placed at points of entry, stairwells, and into high traffic regions in corridors in the event that students are unable to wash hands regularly.
- All restroom spaces will contain supplies of hand soap and disposable paper towels that are refilled throughout the school day.

Immunizations and Health Assessments

- **Immunizations:** The FMS Nurse will continue to update staff with changes to immunizations to CSDE guidance in accordance with guidelines from the Department of Public Health issued on

*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*
June 17, 2020, emphasizing the importance of protecting students by staying up to date on immunizations.

- **Health Assessments**: The FMS Nurse will continue to update staff with changes to guidance from the CSDE issued on June 26, 2020 outlining the requirements for Health Assessments prior to students enrolling in school.

**Reporting Illnesses and Addressing Vulnerable Populations**

Fields Memorial School has developed protocols for the monitoring and reporting of student and staff illness. The goal of such plans is to reduce the risk of spreading or contracting COVID-19 while ensuring adherence to privacy and health protection laws.

**Illness Monitoring Guidelines**

- Families will receive communication based upon protocols established in the Fields Memorial Public School's School Nursing Guidelines outlining appropriate procedures to follow for determining when to avoid sending students to school. Parents should observe and screen their children prior to releasing them to board the school bus or enter a school building for temperatures that are **100.4°F or higher**. Students, staff, and visitors exhibiting a temperature of **100.4°F or higher** will not be permitted to enter any campus building for any reason. Staff may return after 72 hours after a fever has dissipated or with documentation from a healthcare provider or documentation of a negative COVID-19 test.
  - Families may refer to CDC guidelines titled, “When You Can Be Around Others After You Had or Likely Had COVID-19” or the CDC Symptom-Checker for additional information.
- Staff or students showing symptoms will be required to remain home and/or be released immediately from the school building. These will include but are not limited to:
  - **HIGH-RISK Symptoms** associated with COVID-19 according to CDC Guidelines and other infectious diseases in children
  - Fever (above **100.4°F** or per clinical judgement with **OR** without fatigue/body aches/chills)
  - New unexplained loss of taste or smell
  - Respiratory symptoms (cough, lung congestion, persistent shortness of breath)
  - Gastrointestinal symptoms (diarrhea or vomiting)
- **Recommended dismissal** will occur when a student or staff member exhibits at **least 3 or more complaints** or at the Nurses discretion.
  - Runny nose
  - Sore throat
  - Body aches
  - Headaches

**Illness Reporting Protocols**

- The school nurse in the building will be the contact person for reporting staff and student illness.
- Parents (and staff) are to inform the school nurse if their child (or the staff member) are sick with COVID-19 related symptoms, particularly if they had a known contact with someone diagnosed with COVID-19 and have also had contact with the school population.

*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*
If students or staff receive a diagnosis of COVID-19 infection, the School Nurse and Principal will notify the Superintendent immediately. The Superintendent will notify the UHD, ensuring that all privacy and Americans with Disabilities Act (ADA) confidentiality has been maintained. The Equal Employment Opportunity Commission (EEOC) has provided guidance that the district is permitted to ask employees if they are experiencing symptoms of the pandemic virus. Screening will not be required for all students or staff entering the school building. Any staff member or student that travels to CT DPH current list of COVID-19 advisory states will be required to quarantine for 14 days prior to returning to school/work. The school will maintain a template document to be located in the school health office to report and track cases for staff and students. The documentation will be submitted at the conclusion of each school week to the school principal's office. The district will maintain all information about the employee or student illness as part of medical records while maintaining all relevant privacy laws and regulations.

Material Sharing

- The school will encourage families to review back to school supply lists (pens, pencils, markers, crayons, colored pencils, scissors, glue sticks, calculators, notebooks, etc.) to provide to students prior to returning in the fall.
- In grade levels that utilize instructional manipulatives for student practice or reinforcement of key concepts, teachers will provide individualized bags containing student sets to eliminate the need to have common supplies.
- Supplies will be stored in student bins. Bins will contain student books based upon student reading level exchanged every two weeks, mathematics manipulatives, individual white boards, and other materials for student learning.
- Classroom use of reading spaces, center stations, or other areas of congregation within a classroom space will not be permitted.
- Bins will be wiped down with a suitable cleaning agent at the conclusion of the school day by the classroom teacher.

Social Distancing

In conjunction with the guidelines and protocols concerning classroom and hallway social distancing rules, staff and students will maintain social distancing between individuals to reduce the transmission of the virus following the current public health guidelines. These guidelines are subject to change if guidance from the CDC or DPH changes due to shifting public health data or evolving understanding of the COVID-19 disease, including transmission.

- Students and staff will maintain the recommended social distancing to the maximum extent possible.
- Accommodating students with special health care needs or disabilities whose learning (direct instruction) or other needs (e.g. assisting with toileting, feeding, or ambulation) may require

Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut's Plan to Learn and Grow Together
closer proximity and/or direct contact.

- Conducting health assessment or screening by the school nurse when there is a suspicion that symptoms exist or there was exposure (e.g. the school nurse listening to lung sounds.)

Foot Traffic, Hallways, and Shared Areas

- The school will designate patterns for directional foot-traffic within corridors through clearly labeled markings on the floors to minimize face-to-face contact of students.
  - If hallways are too narrow for two-way flow, one-way traffic designations will be identified and marked
  - The school will develop plans to minimize the number of students in hallways during passing periods.

Use of Face Coverings, Masks, and Face Shields

Connecticut State Department of Education Approved Facial Coverings

- All students, staff, and visitors entering a campus building are required to wear a mask or other suitable face covering that covers the entirety of the nose and mouth as required by State of Connecticut guidelines for reopening.
- Educators and staff may remove facial coverings when engaged in instruction with students so long as the staff member can maintain social distancing requirements or can remain static behind a physical barrier throughout the instructional period.
- Exceptions for the use of facial coverings are as follows:
  - For anyone who has trouble breathing, or anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance, face coverings and masks will not be required, per CDC guidance.

Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together
For anyone that has a medical reason making it unsafe to wear a face covering, masks will not be required.

- Students may remove facial coverings to consume meals, using the restroom, or when students are outside of the school building as long as appropriate social distancing guidelines continue to be met.
- Modifications to these plans may be made for students with disabilities or other special populations as well as to staff when it is necessary for students to view the face/mouth of the staff for instruction/evaluation purposes.
- Scheduled “mask breaks” will take place during the school day. Social distancing guidelines must be followed during these scheduled breaks.
- Students and staff arriving at the school building or boarding a school bus without a mask will be issued one and expected to apply the covering immediately.
- Additional personal protective equipment (gloves, masks) will be provided to the school nurse or custodial staff for use in screenings and disinfection.
Fields Memorial School has created written protocols for monitoring symptoms that could be related to COVID-19 in alignment to CDC guidelines in order to decrease the risk of spreading or contracting the virus.

**Dismissal From School or Work**
- Staff or students showing symptoms will be dismissed immediately from the school building. These will include but are not limited to:
  - **HIGH-RISK Symptoms** associated with COVID-19 according to CDC Guidelines and other infectious diseases in children
  - Fever (above **100.4°F** or per clinical judgement with OR without fatigue/body aches/chills)
  - New unexplained loss of taste or smell
  - Respiratory symptoms (cough, lung congestion, persistent shortness of breath)
  - Gastrointestinal symptoms (diarrhea or vomiting)
- The student or staff member will be sent home until guidelines for returning to school and work are met.
- Students will remain in an “isolation room” until they can be released to a parent or guardian.
- Parents/guardians/staff must contact their physician and provide documentation clearing the individual to return to campus.
- Communication must be provided for filing with the school nurse.
- Immediate coordination with Uncas Health District, including being ready to comply with requests for information from the local health department to assist with contact tracing while maintaining relevant privacy and health laws.

**Return to School or Work**
The ability for students or staff to return to campus will be determined based upon research-based guidance from the Centers for Disease Control (CDC).

1. **Symptom-based Strategy**: “At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **and** 10 days have passed since symptoms first appeared.”
2. **Test-Based Strategy** (per CDC “contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing”). This strategy can be utilized for those who tested positive but are asymptomatic.
   - “Resolution of fever **without** the use of fever-reducing medications **and**
   - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
   - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive
respiratory specimens collected ≥24 hours apart (total of two negative specimens)"

3. **Time-Based Strategy** (for those asymptomatic but tested positive)
   - At least **10 days** have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
   - If they develop symptoms, then the symptom-based or test-based strategy should be used.
   - Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

- All students and staff returning to campus will immediately report to the school nurse for a health screening before returning to work/classes.

- **OTHER Diagnosed Conditions:**
  1. After the first 24 hours of various antibiotic treatments (ex: strep throat) etc.
  2. As directed per provider's note with or without restriction.

*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut's Plan to Learn and Grow Together*
To ensure that Fields Memorial School has relevant protocols for containing and responding to individuals exhibiting symptoms compatible to COVID-19, a local containment plan has been established to mitigate potential spread of the virus.

- Students entering the school building that are exhibiting symptoms consistent with COVID-19 will be immediately sequestered to a designated isolation room within the school that is monitored by a school staff member. **This room will not be confined to the school health office.**
  - Each isolation room will have a specific restroom space assigned to it for student use during isolation.
  - If multiple students are confined to the space at any one time, all students will continue to maintain social distancing requirements of six feet.
  - The school nurse or principal will maintain a log of information including student name, date, time of entry, time of dismissal, and time for completion of room disinfection and sanitation.

- Staff or students showing symptoms will be dismissed immediately from the school building. These will include but are not limited to:
  - **HIGH-RISK Symptoms** associated with COVID-19 according to CDC Guidelines and other infectious diseases in children
  - Fever (above 100.4°F or per clinical judgement with OR without fatigue/body aches/chills)
  - New unexplained loss of taste or smell
  - Respiratory symptoms (cough, lung congestion, persistent shortness of breath)
  - Gastrointestinal symptoms (diarrhea or vomiting)

- The student will remain in this location until a parent or guardian arrives to sign the student out of school for the day.

- The Superintendent who will serve as the District Liaison will be contacted by the School Liaison immediately upon diagnosis of a positive COVID-19 case. The Superintendent will provide the context of this information to the Uncas Health District representative.

- Disinfection and cleaning procedures will be initiated following student release from an isolation room in compliance with **CDC guidelines**. These guidelines include:
  - Close off areas and allow a period of time to occur before entering the area to enact disinfection. Open any windows or turn on ventilation systems to assist in the process.
  - If surfaces are soiled, they should be cleaned with soap or detergent prior to disinfection.
  - All disinfection chemicals should be utilized in compliance from the approved list of agents provided by the Director of Facilities.

- The use of the school health office will continue to be utilized to treat and consult with students exhibiting other illnesses or injuries.

*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*
The Connecticut Department of Health will be working with school districts throughout the state to develop specific community and school-based indicators to assist school leaders in determining the learning model best for students and staff at that time.

Assumes low incidence of virus spread
- 100% of students have option to attend on-campus instruction five days per week for normal school hours
- Attendance for all students recorded through PowerSchool and reported to school offices
- Social distancing, disinfection, and screening protocols in place
- Superintendent of the school continues to monitor local health trends with health officials to determine movement to other levels

Assumes a shift to a moderate incidence of virus spread
- Instruction is shifted to 50% capacity in all buildings with students remaining at home engaging in distance learning
- Attendance recorded through PowerSchool
- Social distancing, disinfection, and screening protocols in place
- Superintendent of the school continues to monitor local health trends with health officials to determine need to shift to complete to full remote learning
- Shift to hybrid model communicated to CSDE

Assumes a sustained community transmission of the virus
- Instruction is shifted to 100% of students learning via synchronous instruction from home
- Attendance recorded through PowerSchool
- All school events and athletics cancelled
- Superintendent of the school orders cleaning of all building classroom spaces and monitors health data with the health department
- Shift to remote model communicated to CSDE

On the subsequent pages of this document, an overview of the operational plan for the model in place for the fall reopening along with secondary models have been provided. The flexibility to move within the continuum will be determined through review and monitoring of local health data and trends as well as consultation with local health department officials. As always, student and staff safety is the foundational objective for planning.

Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together
Centers for Disease Control (CDC) School Decision Tree

Should you consider opening?
- Will reopening be consistent with applicable state and local orders?
- Is the school ready to protect children and employees at higher risk for severe illness?
- Are you able to screen students and employees upon arrival for symptoms and history of exposure?

Are recommended health and safety actions in place?
- Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- Intensify cleaning, disinfection, and ventilation
- Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible
- Train all employees on health and safety protocols

Is ongoing monitoring in place?
- Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible
- Encourage anyone who is sick to stay home
- Plan for if students or employees get sick
- Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- Monitor student and employee absences and have flexible leave policies and practices
- Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

Any NO
- DO NOT OPEN

Any NO
- MEET SAFEGUARDS FIRST

Any NO
- MEET SAFEGUARDS FIRST

Adapted from CT Reopening Plan
[cdc.gov/coronavirus]
The Fields Memorial School will continue to adapt and modify curriculum and instruction to maintain high levels of academic rigor and access to scaffolds and supports for all learners whether students learn on-campus or during periods of remote learning instruction.

**Curriculum & Instruction**

- The Principal will work with staff to provide modifications to the curriculum to ensure student and staff safety.
- The school will continue to implement rigorous, high quality curriculum with appropriate instructional benchmarks for all students. The Principal will work with staff to integrate resources from the Connecticut Learning Hub and the Smarter Balanced Tools for Teachers.
- To facilitate a transition back to the traditional campus, elementary curriculum will undergo looping in which all grade levels will begin with a condensed version of the final unit from the previous school year to emphasize foundational skills, and assess learning gaps and readiness.
- Student Assistance Team (SAT) meetings will continue to meet commencing at the start of the school year to develop Student Success Plans for students requiring responsive and immediate academic and/or behavioral support in consultation with intervention and academic support staff in alignment with the Fields Memorial School SRBI Plan.
- The school will continue to leverage resources and support for universal screening, progress monitoring, and reporting of data to classroom teachers.
- Field trips and off-site experiential learning events will need to be pre-approved.

**Physical Education**

- All CDC, state and local guidelines related to social distancing and disinfecting areas and equipment used for physical education and physical activity including recess will be followed.
- Physical education curriculum will be modified in consultation with the Connecticut Association for Physical Education, Health, and Dance to limit high energy activities that promote physical contact or dissipation of respiratory droplets.

**Special Education**

- The district will comply with all federal and state mandates and statutes.
- The district will survey the special education case managers to determine if students with disabilities are unable to access the reopening plan.
- Staff will facilitate individualized and alternative means of re-entry based upon individualized student needs, present level of functioning, developmental levels, and student/parent input.
- Students unable to wear protective personal equipment will be identified with alternative protocols put into place such as the use of alternative face coverings.
- The district will identify high-risk students that may require remote instruction and/or blended learning due to underlying health conditions or family members at risk.

*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*
Programming decisions will not be based on a student's disability category but the student's developmental level and skills should be considered when required to follow district protocols.

Special education programs may be allowed some flexibility with guidelines as long as the programs follow standards and public health strategies (hygiene, social distancing, and cleaning/sanitizing.)

Communication will occur with families of students with a high level of need to develop transition plans to assist them in their return to the school building. The use of social stories, visual cues, and other developmentally appropriate strategies can be used to reinforce these new concepts and protocols.

For students who need physical assistance with feeding, toileting or activities of daily living, protocols will be established and staff training will occur around safety and PPE.

For students who exhibit significant behaviors that require de-escalation strategies and emergency safety procedures, protocols will be established and staff training will occur around safety and PPE.

If the district shifts to a hybrid model, special consideration will be given to high need students to continue to receive in-person instruction on an every week basis.

Every effort will be made for students involved in transition programs that require direct time at work sites off campus to be scheduled either first thing in the morning prior to the start of school or in the afternoon near the end of school to minimize multiple comings and goings to the school. All required health and safety protocols will be adhered to on any job site.

**English Learners (ELs)**

All language instruction education programs for English Learners will resume as well as support to allow them to access academic content.

Communication with parents and guardians that have limited proficiency in English will occur in the language they understand through translation and/or interpretation services.

Students who are dually identified as ELs and students with a disability will continue to receive support for their ELs needs as well as support for their disabilities.

Communication will be ongoing with families of ELs regarding remote learning and returning to their school building in their native language.

All established processes for identification, parental notifications, assessment requirements, and provision of services will be followed.

Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together
Throughout the summer 2020, the district will need to prioritize strategies for assessing the learning, gaps, and areas of emphasis for student instruction. Assessments should minimize testing times, increase instruction time, empower teachers, prompt vertical communication among teachers, use available information and implement differentiated instruction, personalized learning and formative assessment practices.

- Prior to the start of school, teachers, interventionists, instructional specialists, and related service providers will have the opportunity to participate in vertical teams with their colleagues from the prior grade. They will learn about what content was covered pre-COVID and what was covered during distance learning and give them a perspective on the participation of students in the incoming class.
- Staff will engage in a “Knowing Your Learners” professional development day prior to the arrival of students.
- Staff will have the opportunity to review curriculum based assessments that may be used to determine student knowledge of content area concepts & skills.
- Along with reviewing available information, staff will design the first unit of instruction for the start of the school year to not only engage students but also ensure that all students will have a high probability of success with that first unit.
- If a review approach is chosen (which may be a review of prior grade content) for the first unit, then the selected content will emphasize the important prerequisite standards for new learning in the current grade. This review may last as little as a few days, but not to extend beyond 2–3 weeks. Once this review has been completed, teachers would transition fully to on-grade instruction.
- During the school year, focused regular IABs or assessments that are district developed

**Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut's Plan to Learn and Grow Together**
will be used for a quick, short, diagnostic procedure to tell teachers the strengths and weaknesses of the students in their class.

- At the end of the school year, students will be administered an on-grade summative assessment, which may be the state assessment for grades 3-8 to evaluate progress on the state standards.

## Assessments Identified for Possible Use

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Grade Levels</th>
<th>Paper/Digital</th>
</tr>
</thead>
<tbody>
<tr>
<td>iReady Math &amp; ELA</td>
<td>K-8</td>
<td>digital</td>
</tr>
<tr>
<td>Excel Math (Math readiness)</td>
<td>1-6</td>
<td>paper</td>
</tr>
<tr>
<td>Common Core Math Benchmark</td>
<td>K</td>
<td>paper</td>
</tr>
<tr>
<td>P.A.S.T. (Phonological awareness)</td>
<td>K-1</td>
<td>paper</td>
</tr>
<tr>
<td>D.I.B.E.L.S. (oral fluency)</td>
<td>K-4</td>
<td>paper</td>
</tr>
<tr>
<td>CORE Phonics</td>
<td>K-2 until mastery</td>
<td>paper</td>
</tr>
<tr>
<td>FRY word list (sight words)</td>
<td>K-2</td>
<td>paper</td>
</tr>
<tr>
<td>DSI spelling inventory</td>
<td>K-8</td>
<td>paper</td>
</tr>
<tr>
<td>CORE MAZE (Cloze comprehension)</td>
<td>2-6</td>
<td>paper</td>
</tr>
<tr>
<td>CORE Vocab</td>
<td>3-6</td>
<td>paper</td>
</tr>
<tr>
<td>Boehms (concepts: up/down etc)</td>
<td>K</td>
<td>paper</td>
</tr>
<tr>
<td>DRA3 (reading level fluency &amp; comprehension)</td>
<td>K-4, Grades 5-8 TBD</td>
<td>paper</td>
</tr>
<tr>
<td>SBAC/NGSS/IAB’s</td>
<td>3-8</td>
<td>digital</td>
</tr>
<tr>
<td>Unit Pre/Post Tests - Content areas</td>
<td>all</td>
<td>paper</td>
</tr>
</tbody>
</table>

## Physical Education, Arts Education & Extra Curricular Activities

- Physical Education: Focus on activities, fitness, exercises and sports that are teacher led, but performed individually and focus on lifetime fitness, utilizing alternative environments, land based activities, and individual activities such as mindfulness, meditation, aerobics, yoga,

*Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*
Music & Art Education: provide sufficient instructional minutes to support standards-based curriculum, student learning expectations and district goals.

Extra Curricular Activities will be limited to those activities in which students can be engaged as individuals such as running club, book club etc.

Family and Student Engagement

Family Support and Communication

- Family engagement programs will continue to be implemented to support families with resources and support (Parent Academies).
- The Superintendent will work to develop a procedure to communicate the plan with families and receive feedback to make any necessary changes.
- The Fields Memorial School's Reopening Plan will be made available to the community via the Fields Memorial School website and Parent Square.
- Offer technical support to families regarding how to use the various instructional platforms through How To videos, an accessible Help Line and one to one coaching.
- Provide digital versions of school forms that can be completed online.

Social Emotional Learning and Mental Health

- To fully determine the direct and indirect impacts of the COVID-19 pandemic on student mental health, the SEL Task Force Subcommittee is reviewing adoption of an SEL universal screening tool.
- The Fields Memorial School will continue to strengthen partnerships with local community-based organizations to channel resources to students and families.
- Students will engage in morning meetings, intervention meetings, or school advisory periods/homerooms to develop positive relationships with peers and staff.
- School counseling staff will continue to provide individual and/or group counseling sessions and mental health resources to students as needed.
- Designated staff, supervised by the School Psychologist, will continue to provide individualized support, interventions, or behavioral success plans as needed.
Certification & Personnel Planning

- Ensure that any long term teaching personnel hired to meet reduced cohort size requirement hold a valid CSDE certificate to teach the assigned grade/subject.
- Ensure any new staff and certified personnel receive training in Covid related policies and protocols designed to meet DPH standards.

Professional Development

- During August Professional Development, all staff will receive professional learning during mandatory trainings in the areas of:
  - District Health Protocols
  - Use and proper application of facial coverings
  - Hygiene practices: cough/sneeze etiquette, handwashing
  - Health data reporting and confidentiality
  - Reviewing student assessment guidelines and protocols
  - Supporting student social emotional learning and mental health
  - Preparing for rigorous distance learning

Budgetary & Fiscal Considerations

- At the time of submission of this plan, not all related cost estimates were available.
- Every effort will be made to minimize costs whenever possible while adhering to CDC, DPH and CSDE requirements and guidelines.
- Final decisions about Covid related reopening expenditures will be made in collaboration with the Board of Education, the Board of Finance and the Administration.

Adapted from ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together