ACES WINTERGREEN MAGNET SCHOOL
FALL 2021 RE-OPENING PLAN
Fall 2021 Reopening Plan

Below you will find the Health and Safety protocols that <School/Program Name Here> will implement to support the continued health and safety of students and staff who return to in-person instruction for the 2021-2022 school year. The protocols below are consistent with https://portal.ct.gov/-/media/SDE/COVID-19/FallMitigationGuidance.pdf and https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-13D.pdf and are designed to minimize the risk of transmission of the virus. The protocols are also intended to support containment and tracing in the event of an incident at any ACES school or program. Please remember that guidance from the State of Connecticut or CDC may change as we move through the school year, and that information may require ACES to update our current guidance. Feel free to reach out to us with any additional questions.

Health Screening:

CDC & CT Department of Public Health make it clear that:

- Vaccination is the #1 prevention strategy available to school districts for the coming year. To this end, the Governor of Connecticut, through Executive Order 13 D (Section 2 Part b), requires that for:
- School Boards and Child Care Facilities.
  - On or before September 27, 2021, school boards and child care facilities shall, prior to extending an offer of employment to, or entering into a contract for the in-person services of a covered worker or an entity that employs a covered worker, require that any covered worker:
    - (1) is fully vaccinated against COVID-19,
    - (2) has received the first dose and has either received a second dose or has an appointment for the second dose in a two-dose series vaccination, such as Pfizer or Moderna vaccines, or has received a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine,
    - (3) is exempt from this requirement because a physician, physician’s assistant, or advanced practice registered nurse determined that the administration of COVID-19 vaccine is likely to be detrimental to the covered worker’s health, or the covered worker objects to vaccination on the basis of a sincerely held religious or spiritual belief, and the covered worker is able to perform their essential job functions with a reasonable accommodation that is not an undue burden on the school board or child care facility; provided that any school board or childcare facility employee claiming such exemption shall apply for an exemption due to medical conditions or sincerely held religious or spiritual beliefs. Each request for an exemption will be considered on an individualized, case-by-case basis. Employees who have applied for an exemption must provide appropriate supporting documentation upon request; and
After September 27, 2021, a school board or childcare facility shall not employ or maintain a contract for the provision of in-person services of, any covered worker or an entity that employs a covered worker, unless such covered worker

- (1) is fully vaccinated against COVID-19,
- (2) has received the first dose and has either received a second dose or has an appointment for the second dose in a two-dose series vaccination, such as Pfizer or Moderna vaccines, or has received a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine, or
- (3) is exempt from this requirement because a physician, physician’s assistant, or advanced practice registered nurse determined that the administration of COVID-19 vaccine is likely to be detrimental to the covered worker’s health, or the individual objects to vaccination on the basis of a sincerely held religious or spiritual belief, and the covered worker is able to perform their essential job functions with a reasonable accommodation that is not an undue burden on the school board or child care facility; provided that any school board or childcare facility employee claiming such exemption shall apply for an exemption due to medical conditions or sincerely held religious or spiritual beliefs. Each request for an exemption will be considered on an individualized, case-by-case basis. Employees who have applied for an exemption must provide appropriate supporting documentation upon request; and

After September 27, 2021, no school board or child care facility shall employ, or contract for the provision of services from any covered worker or entity that employs a covered worker that does not comply with the information above or is not exempt who has received the first dose of a two-dose series vaccination but fails to receive the second dose on the appropriate date as recommended by CDC or at the scheduled appointment without good cause.

- ACES has and will continue to encourage and make every effort to get all eligible employees and students vaccinated by offering district vaccination clinics. Please let your administrator and/or their designee know if you need assistance arranging for vaccination. ACES will use that information to coordinate the vaccine clinics.

In addition to encouraging vaccination:

- Voluntary COVID-19 screening for unvaccinated students and staff may be implemented

ACES requires that staff and students stay home if they have tested positive for or are showing COVID-19 symptoms, including fever (100 degrees Fahrenheit or above), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.
On the first day ACES employees are in session, they will be required to fill out a form that will ask them to respond to several questions and acknowledgments about their health. ACES will ask the following questions.

**Questions to be asked the first day on school for employees or first day on-site for interns and student teachers):**

- Please indicate your vaccination category (Select one of the responses below)
  - Fully Vaccinated (It has been at least 14 days since my 1st dose of the Johnson & Johnson vaccine or since my 2nd dose of Pfizer/Moderna vaccine. (Fully vaccinated employees must upload **ONE** of the following to paycom by September 27, 2021 to verify their vaccination status):
    - (1) CDC COVID-19 Vaccination Record Card or photo of the Vaccination Record Card
    - (2) Documentation from a health care provider or electronic health care records;
    - (3) State Immunization Information record.
  - I have received the Johnson & Johnson vaccine, but 14 days have not passed
  - I have received my first dose of the Pfizer/Moderna vaccine
  - I have received my second dose of Pfizer/Moderna vaccine, but 14 days have not passed
  - I am unvaccinated

- Have you knowingly had contact (Contact is defined as being within **3 feet (1 meter)** for more than 15 minutes with a person, or having direct contact with infectious fluids from a person with confirmed COVID-19 - for example, being coughed or sneezed on) with a person known to be infected, potentially infected, or exposed to someone infected with COVID-19 within the previous 14 days?
  - **Y** (Do not enter the worksite. If you are currently at the worksite, go to your car, notify your immediate supervisor/principal and contact your health provider.)
  - N
I have reviewed the CT DPH travel guidance [https://portal.ct.gov/coronavirus/travel](https://portal.ct.gov/coronavirus/travel), and I have complied with the recommendations.
  ○ Y
  ○ N (Please do not enter the worksite until you have reviewed the CT DPH travel guidance [https://portal.ct.gov/coronavirus/travel](https://portal.ct.gov/coronavirus/travel))

Have you had a fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, sore throat, or a new loss of taste or smell that cannot be attributed to another health condition in the past 2-14 days?
  ○ Y (Do not enter the worksite. If you are currently at the worksite, go to your car, notify your immediate supervisor/principal and contact your health provider.)
  ○ N

**Attestation:** Please attest to the following statements:

- I attest that I will follow ACES COVID-19 policies.
- I attest that all answers are true and correct to the best of my knowledge.
- I attest that I will contact my direct supervisor immediately should any health concerns or changes in status arise.

**By punching into work each day, every employee is certifying that they:**

1. will follow ACES COVID-19 policies.
2. will contact their principal/supervisor immediately should any health concerns or changes in status arise.
Health Screening Students:

CDC & CT Department of Public Health make it clear that:

- Vaccination is the #1 prevention strategy available to school districts for the coming year

ACES has and will continue to encourage and make every effort to get all eligible employees and students vaccinated by offering in district vaccination clinics. Please let your child’s teacher know if you need assistance arranging for vaccination. ACES will use that information to coordinate the vaccine clinics.

In addition to encouraging vaccination:

- Voluntary COVID-19 screening for unvaccinated students and stay may be implemented

Protocols for health screening at school are in place. Health screening at home will put the school in the best position to minimize the risk of transmission and educate students in person safely. By knowingly placing a student with symptoms on the bus or bringing them to school, you are risking the health of all faculty, staff, and students your child contacts. Parents/Guardians, please NOTE that when you put your child on the bus each morning, you are certifying that:

- Your student has NOT knowingly had contact (Contact is defined as being within 3 feet (1 meter) for more than 15 minutes with a person or having direct contact with infectious fluids from a person with confirmed COVID-19 - for example, being coughed or sneezed on) with a person known to be infected, potentially infected, or exposed to someone infected with COVID-19 within the previous 14 days.
- You have reviewed the CT DPH travel guidance [https://portal.ct.gov/coronavirus/travel](https://portal.ct.gov/coronavirus/travel), and your child complies with the recommendations.
- Your student has NOT had a fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell that cannot be attributed to another health condition in the past 2-14 days.
- You will follow ACES COVID-19 policies.
- All answers are true and correct to the best of your knowledge.
- You will contact the school immediately as soon as any health concerns arise.
Health Screening continued...

ACES schools may use the following health & safety protocols for screening:

- Use touchless thermometers to take temperature (Fever: Any temperature 100 F or greater is considered a fever. No fever: People with temperatures at or below 100 F may continue school/work using standard procedures. For students with a fever, a parent/guardian will be contacted to pick up the student as soon as possible.)
- Temperature takers should keep as much distance from clients as possible, wear a mask and provide one to the client to wear, wash their hands with soap and water or use alcohol-based hand sanitizer (at least 60% alcohol) regularly, and use gloves if available.
- ACES schools will implement a sick plan for students and staff who develop an elevated temperature or become ill during the school day. The primary components are listed below.
  - Students or staff will be isolated in a room designated for symptomatic people.
  - The areas used by a staff member or student with symptoms will be cleaned and disinfected by facilities or designated personnel before being put back into use.
  - Students will never be left unattended in an isolation room.
  - Parents and/or guardians will be called to pick students up from school immediately.
  - If a parent/guardian cannot pick up the student promptly, the school will contact individuals on the student's contact list until a pick-up person is confirmed. Emergency medical technicians will be contacted if a student is showing severe signs of illness and the school cannot reach a parent, guardian, or person on the contact list.
  - The school nurse and/or designee will identify all students and staff exposed to the student/staff member and make information available for the health department if necessary.
  - The building administrator or designee will notify a member of the central office compliance team.
  - Notification to all ACES staff and families impacted will be communicated from the Executive Director's office.
  - Suppose the school gets information indicating the staff member or students tested positive for COVID-19. In that case, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality under the Americans with Disabilities Act (ADA) and HIPPA.
  - ACES will inform those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.
**Suspected COVID 19 incident:**

**Building/Program Administration:**

If there is a student or staff member that is exhibiting COVID-19 symptoms, the building administration:

- will be immediately isolated per established procedures set up by the Nursing Department at the facility. If you have any questions, please contact Meg Birmingham at mbirmingham@aces.org or designee.
- will contact the Assistant Executive Director of Schools and Curriculum wrice@aces.org or designee immediately.
- will identify and contact other ACES departments as needed (e.g., ACES Security Jhiruo2aces.org, ACES Facilities Tgunn@aces.org, ACES Transportation Rarma@aces.org, Choice Transportation Lbailey@aces.org)
- will prepare staff and family notifications and send out information via parent square.
- will recommend that the person communicate with their health care provider and be tested for COVID-19.
- will maintain confidentiality throughout all communication.

Anyone with close contact with someone with COVID-19 must follow the quarantine requirements communicated in the COVID case letter issued by ACES. **COVID-19 testing is recommended for all close contacts.**

**ACES Transportation Department Response:**

- COVID positive and symptomatic students must be transported home by a parent or guardian with devices to support distance learning.
- If a parent/guardian cannot pick up the student promptly, the school will contact individuals on the student's contact list until a pick-up person is confirmed. Emergency medical technicians will be contacted if a student is showing severe signs of illness and the school cannot reach a parent, guardian, or person on the contact list.
- Every effort will be made to have asymptomatic, and unvaccinated close contacts picked up by a parent or guardian as quickly as possible with devices to support distance learning.
- If a parent or guardian of an unvaccinated close contact student cannot transport the student home, ACES transportation will transport the student home. The driver will be equipped with appropriate PPE, and distancing/ventilation protocols will be in place.
● All other students will be dismissed using the routine dismissal procedures.
● Transportation will clean and sanitize the vehicle before it is put back into service.

ACES Facilities Department Response:

● The building areas the person came into contact with will be cleaned and disinfected by ACES facilities or other designated personnel per the CDC/Department of Health guidelines.
● Additional actions will be taken based on guidance from the health department and the outcome of the staff or student's COVID-19 test results.

Positive COVID-19 Test Result

In the event, an ACES School/Program is notified that a student or employee has tested Positive for COVID-19. The following actions will occur:

➢ If the student or employee is on-site:
  ○ The administrator and/or their designee will direct the school to shelter in place and then complete the contact tracing.
  ○ The school/program will place the positive case in a designated isolation space.
  ○ The administrator and/or their designee will contact the parents/guardians of the case and the unvaccinated close contacts.
  ○ The transportation and facilities protocol will be initiated.
  ○ Once the positive case and close contacts have been dismissed and the affected areas have been cleaned, the administrator and/or their designee will give an all-clear signal to resume all classes.

Building/Program Administration:

● will send any information they receive about the results of the COVID-19 test to the corresponding health department contact and copy the ACES Assistant Executive Director wrice@aces.org, ACES Interim Nursing Supervisor mbirmingham@aces.org, ACES Director of Security Jhiruo@aces.org
- will forward copies of the COVID 19 tracing logs to ACES Assistant Executive Director wrice@aces.org, ACES Interim Nursing Supervisor mbirmingham@aces.org, ACES Coordinator of Pupil Services cappalli@aces.org, ACES Director of Security Jhiruo@aces.org, ACES Director of Human Resources scook@aces.org

Building/Program Nurse or designee:

- will report the situation to the Local and State Health Department

ACES Security (Jason Hiruo – Director of Security):

- will be available to support contract tracing, contacting families, and site coordination support for major quarantine events

ACES Facilities:

- will close off the affected areas in the building.
- will clean and disinfect affected areas per the CDC/Department of Health guidelines.
- will notify the administrator when the affected areas have been disinfected and are available for occupancy.

ACES Executive Leadership or Designee:

- within 48 hours will review the incident and the contact tracing information with the school administration in consultation with the appropriate health department to determine which students and/or staff will be required to self-quarantine and for what duration.
- will communicate with sending districts, ACES staff, school/program staff, and families throughout the process and provide regular updates on decisions.
If the student or employee is not on-site:

- The administrator and/or their designee will complete the contact tracing.
- The administrator and/or their designee will contact the parents/guardians of the unvaccinated close contacts.
- The transportation and facilities protocol will be initiated for staff and students identified as close contacts.
- Once the close contacts have been dismissed and the affected areas have been cleaned and disinfected, the administrator and/or their designee will give an all-clear signal to resume all classes.

Building/Program Administration:

- will send any information they receive about the results of the COVID 19 test to the corresponding health department contact and copy the ACES Assistant Executive Director wrice@aces.org, ACES Interim Nursing Supervisor mbirmingham@aces.org, ACES Director of Security Jhiruo@aces.org

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Health, Safety, and Hygiene

Hand Washing

- All ACES schools will provide students and staff with opportunities to wash hands with soap and water or hand sanitizer.
- At a minimum, students will have the opportunity to wash their hands:
  - Upon arrival at school
  - After using the bathroom
  - After breakfast and lunch
  - After participating in outdoor activities
  - After any physical activities
  - After blowing their nose, coughing, or sneezing
  - At dismissal, before entering the transportation

- **Hand Hygiene Protocols:**
  - Wash hands with soap and water for at least 20 seconds.
  - Wash hands using a hand sanitizer that contains at least 60% alcohol, and be sure to cover all surfaces of their hands and rub them together until they feel dry.
  - Avoid touching eyes, nose, and mouth with unwashed hands.
Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are challenging to maintain (e.g., grocery stores and pharmacies, schools), especially in areas of significant community-based transmission.

Indoors: As of July 27, 2021, CDC advises universal indoor masking for all teachers, staff, students, and visitors to PreK-12 schools, regardless of vaccination status. Likewise, given the potential that many Connecticut students and school staff will remain unvaccinated through the upcoming Fall semester, the emergence of more transmissible virus variants and vaccine “breakthrough cases,” the increased person-density inside school buildings for the coming school year, and the medical and/or developmental need for some students to participate in-person without a mask in many schools, DPH is firm in its opinion that universal masking should continue in PreK-12 school settings as we begin the 2021-2022 school year. As such, the current DPH Commissioner’s Order, which was incorporated by reference into Executive Order 13A, will remain in effect at least through September 30, 2021. This Order requires universal mask wearing by all individuals, regardless of vaccination status “(i) inside PreK-12 public or non-public… school buildings… when students are present” as well as “inside licensed childcare facilities, including youth camps.”

Outdoors: If the outdoor activity requires high contact between unvaccinated and vaccinated students, the teacher must require all unvaccinated students to wear a mask.

If the outdoor activity allows for appropriate distancing, masks are not required for unvaccinated students or staff.

Fully vaccinated students and staff do not need to wear a mask outdoors, even in crowded outdoor settings (unless instructed to do so while awaiting a negative test after close contact with a known case)

ACES will make reasonable accommodation for individuals with a disability that prevents mask use or students who cannot be vaccinated due to an underlying condition.

- Current Executive Order regarding mask-wearing in school buildings and other settings can be found here: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-13D.pdf
- Federal Order (CDC) requires mask use on public transportation, including school buses.
The following individuals are exempt from this requirement per CDC guidelines:

- Anyone for whom the use of a face covering would be contrary to their health or safety because of a medical condition (must submit documentation to school nurse);
- A child whose parent, guardian, or person responsible for the child cannot remove the face covering safely on their face.

Providing Face Coverings:

ACES will provide the appropriate face covering to any student or staff member who does not have one. Face covering includes cloth face covering or face masks. (See below for guidance for face coverings.)

- **Face masks.** Surgical or procedure masks should be reserved for healthcare professionals (HCP), such as the school nurse, school medical advisor, or staff providing direct support to students with special healthcare needs or disabilities.
- **N95 respirators.** N95 respirators should be primarily reserved for school nurses who may be involved in aerosol-generating procedures such as the provision of oxygen via high-flow nasal cannula, nebulizer treatments, and open suctioning. Staff not engaged in such procedures may wear cloth face coverings (or procedure masks if available).
- **Face Shields.** Face shields protect the eyes, nose, and mouth from contamination from respiratory droplets, along with masks or respirators.
  - Face shields should be used by staff (such as school nurses) involved in aerosol-generating procedures such as providing oxygen via high-flow nasal cannula, nebulizer treatments, and open suctioning.
  - Face shields worn with face masks may also be used by staff who support students with special healthcare needs (who cannot wear masks and may need assistance with activities of daily living, such as toileting, eating).
  - Students may also wear face shields during speech and language exercises when face coverings/masks are inappropriate for the activity.
Protecting high-risk students/educators:

ACES will provide educators with surgical masks and face shields in cases where close contact between educators and students is highly likely (such as when interacting with individual students with disabilities who cannot socially distance independently).

Social Distancing:

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19). Social distancing, also called "physical distancing," means keeping space between yourself and other people outside your home.

ACES will maintain at least 3 feet of physical distance in classrooms, when feasible with available space, and consider potential alternative areas for instruction, if available.

Social distancing may not be possible to the maximum extent possible when staff members are:

- Accommodating students with special health care needs or disabilities who may require direct contact (e.g., assisting with toileting or ambulation).
- Conducting health assessments or screenings (e.g., taking a temperature or listening to lung sounds by the school nurse). In these circumstances, appropriate face coverings and other protection will be available and utilized.

There will be markings set up throughout the school to identify that students and staff are always practicing social distancing.

When social distancing cannot be maintained, the students and staff members will be wearing face coverings (disposable masks, cloth masks, or face shields).
Group Sizes

- Individual student needs will determine the exact student-to-teacher ratio.
- ACES will maintain at least 3 feet of physical distance in classrooms, when feasible with available space and consider potential alternative areas for instruction, if available
- Under DPH/CSDE recommendations, ACES will not exclude students from daily in-person learning to meet minimum distance recommendations

Cohorting

- Cohorting is not required but can still be used as an additional mitigation layer when appropriate and feasible.

If cohorting is not being used, other mitigation strategies should be based on the above guidelines. Also, effective accounting measures must occur if cohorting is not being used so accurate contact tracing can occur.

If cohorting is being used, then the following guidelines must be followed:

- Groupings will be assigned at the start of each day.
- Staff will stay with the same group of students throughout the day as much as possible.
- Students will stay with the same group of students throughout the day as much as possible.
- Staff will keep a log of any mixing that may occur throughout the day. In the absence of a log, ACES will assume that the staff has close contact with every classroom and responded accordingly.

Distancing in the bathroom:

ACES will:

- designate a separate bathroom for any student that becomes ill
- assign bathrooms by students or classes by zone wherever possible
- not allow personal items should be stored within the bathroom (including staff bathrooms)
- attempt to minimize the time in the bathroom
- encourage staff and students to close the lid when flushing in those bathrooms where the toilets have covers
Material Sharing:

- Contaminated surfaces are not a significant risk for transmission of SARS-CoV
- Single-use, disposable items are not required (low risk of transmission from shared objects)

ACES will
- minimize the sharing of educational materials between individuals when and where appropriate
- monitor material sharing and change out materials when appropriate

Storage:
- ACES will provide each student with a specific cubby or locker to store their personal belongings where possible.

Facilities/HVAC:
As much as possible, ACES will adjust facilities to minimize the risk of infection:

ACES will:
- adjust ventilation to deliver more outdoor dilution air, and better filtration can reduce transmission risk in schools to the extent possible with the existing HVAC system.
- Use non-central/non-mechanical ventilation strategies as well (e.g., open windows/doors, window exhaust fans, HEPA filters)
- Ensure that all water and ventilation systems are safe to use after a prolonged facility shutdown.

ACES Bus Transportation:

- Current CDC Order requires masking on public transportation, includes school buses
- Opening bus windows (even slightly) can significantly improve ventilation
- Assigned seating, controlled loading/unloading are still good ideas but not required

- ACES buses and vans will be available to operate up to full capacity.
  - All students and staff on the van will be required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit unless the student or staff member has a documented exemption from wearing a mask. In the event of an exception, the student and/or staff member will be offered the option to wear a face shield.
• The students or staff face covering must be in place before boarding the bus and kept on until they are completely off the bus.
• Students in grades K, 1, and 2 should sit in the front of the bus. All other students should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row). This loading/unloading procedure will reduce the number of passengers walking by as they get on the bus and prevent crowding in the center aisle when the bus arrives for unloading.
• ACES will provide backup masks if students do not have face coverings when boarding the bus or van.
• ACES asks that parents place face covering on the student before the student enters the transportation.

Healthy Hygiene Practices

ACES will promote healthy hygiene practices by posting signs on how to "Stop the Spread" in all school buildings in easily seen locations.

Hand hygiene:

ACES will:
• reinforce to staff and children, regular handwashing with soap and water for at least 20 seconds should be done regularly.
• provide alcohol-based hand sanitizer at every school entrance and classroom, kept secured in classrooms where children can safely use sanitizer without supervision.

Respiratory hygiene:

ACES will encourage all staff and children to cover coughs and sneezes with tissues or the corner of the elbow.

Training:

ACES will provide training covering social distancing, cleaning protocols, PPE application, and hygiene practices for all students and staff.
Cleaning & Disinfection

- Contaminated surfaces are not a significant risk for transmission of SARS-CoV-2
- Routine daily cleaning is all that is needed in most areas of school buildings
- Limit disinfection to bathrooms, health offices/isolation space, known exposure areas

**Cleaning logs**: ACES will implement the use of cleaning logs to track cleaning frequency at each school.

**Bathroom cleaning:**

ACES will clean and disinfect restrooms at least once daily (EPA List N, CT Green Cleaning Laws)

ACES will designate separate bathrooms for different classes where possible. Where not possible, schools will set up schedules for classes to use the bathroom (and thus minimize crowding in the lavatory).

**Cleaning practices:**

ACES will clean (detergent-based) occupied areas of schools and buses daily or as needed and follow CDC disinfecting and cleansing protocols.

Specifically, ACES will:

- use disinfectants correctly
- clean surfaces before use (disinfectants cannot penetrate the dirt barrier)
- use green products (green products are certified by an independent third-party)
- conduct disinfection in the absence of children or periods of lowest occupancy
- use the least amount of disinfectant recommended
Arts Instruction and Performance

- Our procedures are based on the Covid-19 mitigation strategies developed from the results of an international study from the University of Colorado regarding aerosols produced by winds/brass instrumentalists and singers, as well as the considerations included in the Connecticut State Department of Education’s COVID-19 Reopening Considerations for Connecticut K-12 Music Programs.
- We anticipate updated recommendations from both the University of Colorado study and the State of Connecticut to arrive later in Summer 2021. When those recommendations are released, we will share our procedures for the Fall for winds/brass players and singers, particularly concerning masks, bell covers, and distance between musicians.
- Move activities outdoors when/where practical
- Extended distancing (6 feet or more) is recommended where increased respiration is likely (e.g., wind instruments, singing, high-exertion dance, etc.)
- Droplet control measures should be implemented during activities with increased respiration (e.g., bell covers for wind instruments, etc.)

Cafeterias and Meal Periods

- Cafeteria space can be used as cafeteria space.
- Maintain social distancing of 3 feet where possible
- Encourage students to put their masks back on when done eating
- Build-in time to clean tables between lunch waves
- Single-use, disposable items are not required for foodservice operations (low risk of transmission from shared objects)
- Schools should assess available physical distance in cafeterias and consider whether or not it makes sense to displace instructional activities (e.g., phys. ed. instruction) for additional dining space
- Consider adding lunch waves to reduce person-density in cafeterias (meal timing waivers available)
- Consider other mitigation factors (i.e., desk shields, etc.)
School Closure and Reopening:

The decision to suspend or close a school program for some or all participants will be made by the Executive Director or designee in consultation with the Department of Public Health that supports the town where the school resides. Any ACES school will implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If a situation occurs at an ACES school, the staff and students identified as close contacts will transition to distance learning. There may be circumstances that require ACES to initiate a short-term closure to complete contact tracing. The short-term closure allows ACES and the local health officials to understand better the COVID-19 situation impacting the school. In consultation with the local health department, the short-term closures will enable the Executive Director to determine appropriate next steps needed to ensure the health and safety of all ACES students and employees. The Executive Director will regularly communicate to all ACES staff, families, and school districts to keep all stakeholders updated on the situation.

- Schools will initiate recommended CDC cleaning procedures following a confirmed COVID-19 case. If applicable, decisions on which staff will be allowed in the school will be made by collaborating with the local health department and school medical advisor.

- Following a temporary closure, ACES administrators will work with their local health department to determine when students and staff can safely return to schools.

Mandated Reporting

All ACES staff work under the mandated reporting requirements set forth by the CSDE at all times, regardless of the instructional delivery model. Therefore, all school employees are required by law to report any suspicion of abuse or neglect.
General Questions

For general and/or non-emergent questions about safety and security, contact any member of the Compliance Liaison Team below or email us SAFETY@aces.org

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Tim Gunn</td>
<td>Director of Facilities</td>
<td><a href="mailto:tgunn@aces.org">tgunn@aces.org</a></td>
<td>203-498-6800</td>
</tr>
<tr>
<td>Jason Hiruo</td>
<td>Director of Safety</td>
<td><a href="mailto:jhiruo@aces.org">jhiruo@aces.org</a></td>
<td>203-498-6800</td>
</tr>
<tr>
<td>William A. Rice</td>
<td>Assistant Executive of Schools and Curriculum</td>
<td><a href="mailto:wrice@aces.org">wrice@aces.org</a></td>
<td>203-498-6800</td>
</tr>
</tbody>
</table>

Department of Public Health Contacts for ACES Schools/Programs

<table>
<thead>
<tr>
<th>Region/Program</th>
<th>Contact Information</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACES Regions Hartford –</td>
<td><a href="mailto:liany.arroyo@hartford.gov">liany.arroyo@hartford.gov</a></td>
<td>(860) 757-4700</td>
</tr>
<tr>
<td>Hartford Health Dept.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACES Hamden &amp; North Haven</td>
<td><a href="mailto:directorofhealth@qvhd.org">directorofhealth@qvhd.org</a></td>
<td>203-248-4528</td>
</tr>
<tr>
<td>Schools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACES EHS/HS – Middletown</td>
<td><a href="mailto:joseph.havlicek@middletownct.gov">joseph.havlicek@middletownct.gov</a></td>
<td>(860) 638-4960</td>
</tr>
<tr>
<td>Health Dept.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACES HS – Portland Site</td>
<td><a href="mailto:russell.melmed@chathamhealth.org">russell.melmed@chathamhealth.org</a></td>
<td>(860) 365-0884</td>
</tr>
<tr>
<td>Chatham Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACES TLC QVHD</td>
<td><a href="mailto:directorofhealth@qvhd.org">directorofhealth@qvhd.org</a></td>
<td>203-248-4528</td>
</tr>
<tr>
<td>ACES ECA - New Haven Health Dept.</td>
<td><a href="mailto:MBond@newhaven.nct.gov">MBond@newhaven.nct.gov</a></td>
<td>(203) 881-3255</td>
</tr>
<tr>
<td>Naugatuck Valley Health District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACES SAILS – East Shore District Health Department</td>
<td><a href="mailto:info@esdhd.org">info@esdhd.org</a></td>
<td>(203) 481-4233 ext 562</td>
</tr>
<tr>
<td>ACES @ Chase–Waterbury DOH</td>
<td>Aisling McGuckin, Director of Health</td>
<td><a href="mailto:amcguckin@waterburyct.org">amcguckin@waterburyct.org</a></td>
</tr>
</tbody>
</table>
# Orientation Protocols

<table>
<thead>
<tr>
<th>Type</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Orientation</td>
<td>- <a href="#">Google Form</a> for parents to view videos.</td>
</tr>
<tr>
<td></td>
<td>- An invite via Parent Square will be sent to parents on August 20th for parents to set up Hopes and Dreams conferences for Sept. 3rd, 7th, and 8th so to receive the most up to date information on reopening plans and meet with their child’s teacher. There will be a virtual session offered on these same dates for those families that cannot attend in person. By completing these videos and this orientation, parents are acknowledging that they have viewed them and have received this information.</td>
</tr>
<tr>
<td>Staff Orientation</td>
<td>- <a href="#">Google Classroom</a> for staff to view videos.</td>
</tr>
<tr>
<td></td>
<td>- By completing these videos, staff are acknowledging that they have viewed them and have received this information.</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>- New students will be offered the opportunity to tour the building with parents on Sept. 13th from 5:30PM to 7:00PM to receive the most up to date information on reopening plans if possible, as well as see the school in person.</td>
</tr>
<tr>
<td></td>
<td>- Parents will review the videos on the <a href="#">Google Form</a> with their child at home.</td>
</tr>
<tr>
<td></td>
<td>- Teachers will also review these same videos and all reopening procedures and protocols with each of their homerooms.</td>
</tr>
</tbody>
</table>

## Student School Entry/Dismissal Protocols

<table>
<thead>
<tr>
<th>ACES provided Transportation</th>
<th>Parent provided Transportation</th>
<th>Afterschool Programming</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entry at start of day</strong></td>
<td><strong>Entry at start of day</strong></td>
<td><strong>Entry at start of day</strong></td>
</tr>
<tr>
<td>- Students will be assigned a seat on the bus in both a full in-person transportation model and hybrid transportation model.</td>
<td>- Students being dropped off by parents will enter the building without parent.</td>
<td>- N/A</td>
</tr>
<tr>
<td></td>
<td>- Any late (after 8:15am) students should be escorted by parent to the main entrance and only the student will enter the building to</td>
<td></td>
</tr>
</tbody>
</table>
- Students exit bus as one group and enter the building following social distancing protocols.
- Students will off board buses from front to back.
- Students will report directly to their homerooms.

<table>
<thead>
<tr>
<th>Dismissal at end of day</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Upon dismissal all bus students will remain in homerooms until their bus is called and then they will assemble in the designated bus assemble location before boarding bus from back to front based on assigned seating.</td>
</tr>
<tr>
<td>- Staff will be placed at various locations throughout the building to guide students to their designated assembly location and each bus group will be escorted out to their bus boarding location following all social distancing protocols.</td>
</tr>
<tr>
<td>- All staff will have Zoom open on their ACES device to communicate arrival and departure of busses.</td>
</tr>
<tr>
<td>- After 3:30pm any late bus students will report to assigned seating in the auditorium to wait for the bus to arrive. If bus is more than 15 minutes late, a ParentSquare communication will be sent to both staff and families.</td>
</tr>
</tbody>
</table>

sign-in with the Security Guard located in the main lobby.

<table>
<thead>
<tr>
<th>Dismissal at end of day</th>
</tr>
</thead>
<tbody>
<tr>
<td>- All pick up plans must be finalized in writing between the parent and the main office by 12:00pm on full days and 10:00am on early release days. After this time, we may not be able to accommodate a change to the pickup plan for the safety of your child.</td>
</tr>
<tr>
<td>- Parents will form a line keeping to social distancing practices outside in the Parent Pick up line entrance. Parents will not be allowed entrance into the building before 3:15pm.</td>
</tr>
<tr>
<td>- Parents will enter the building one family at a time from the Parent Pick up line entrance starting at 3:15pm.</td>
</tr>
<tr>
<td>- All parents or guardians must provide proper photo identification when picking up a student.</td>
</tr>
<tr>
<td>- All pick up students will remain in their homerooms until called for pick up. Once called, they will report to room 140 to meet with their parent/guardian to then exit the building via the exit doors.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dismissal at end of day</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Any students who are participating in an afterschool program including athletic teams will remain in their homeroom until 3:30pm.</td>
</tr>
<tr>
<td>- After 3:30pm students will report to their designated programming location.</td>
</tr>
</tbody>
</table>
- All pick up students who are still in their homeroom after 3:30pm will report to the assigned seating in room 140.

Visitor/Guest Protocols
- All visitors must report directly to the main office or with the Security Guard upon entering the school and sign in providing proper photo identification.
- All visitors will be escorted throughout the building at all times by a school official.
- All visitors must wear proper face covering/mask and follow all social distancing protocols while on school grounds.
- All visitors will have their temperature taken upon entry into the school and if over 100°F the visit will have to be rescheduled.
- Only visitors on official school business will be admitted into the building.
- All visitors must have scheduled appointments with a school official within 48 hours prior to their visit or they will have to reschedule the visit.

Social Distancing Protocols
- All classrooms have been set up for social distancing with desks apart for a minimum of 3 feet. Where this is not possible, desk shields are installed for the protection of all children. Any child/parent may request their child also have a desk shield installed at their desk regardless of the 3 feet minimum distance. Hallways and stairwells are one directional where possible.

Use of Outdoor Spaces Protocols
- Fields, blacktop areas and grassy areas will be used for both recess and physical education weather permitting.
- If unable to use outdoor spaces, a specified indoor space will be used keeping to social distancing protocols.
- Only one cohort will utilize each of these spaces at a time and there will be no intermixing of cohorts.

School Movement Protocols - (How students will move around the school)
- Students and staff will follow one way directional procedures in both hallways and stairwells keeping to social distancing protocols.
- Transitions will be limited and staff will move from classroom to classroom with students remaining with their cohorts the entire day where possible.

Arts Essential Courses
• Essential Teachers will have specific consistent classrooms they will be assigned in order to maintain cohorting of groups. There will be no limited mixing of cohorts of students during essential times. Students will transition to their essential classrooms with their teacher. Physical Education will be conducted outdoors to the greatest extent possible and assigned by cohort. For the first trimester, 7-8 grade Arts Essentials and 3-6 grade choice essentials will be arranged by cohort and not by choice in order to maintain cohorting protocols reducing the chances of virus transmittance where possible. While students will get a variety of arts infused instruction during this time, we will re-evaluate and/or adapt to providing more options to students again during the rest of the school year per our local health department recommendations.

Extracurricular Activities and Athletics
• All extracurricular activities will be determined on a case by case basis. All athletics will follow guidelines from the Connecticut Interscholastic Athletic Conference (CIAC). More information will be provided regarding this, as it becomes available.

Before/Afterschool Programming
• We are making arrangements for before/aftercare to be provided by ACES this coming year. We are still working out these details, but once we have more information to share we will inform families.

Classroom Set-up Protocols to Maximize Social Distancing
• Student desks will be a minimum of 3 feet apart where possible dependent on the area of the room. Where possible, reduced class size will be established to maximize social distancing.

Breakfast/Lunch Protocols
• Both individually packaged breakfast and packaged lunch will be delivered to all classrooms from the cafeteria each day and then eaten in the classrooms with their cohort and a staff member. All meals will be preordered to alleviate students requiring to punch in their student identification numbers. While masks are off for eating, students will be required to remain at their assigned seat and behind a desk shield. Once the students are done eating and all trash has been discarded, they will put mask on again covering both nose and mouth and are then allowed to remove the desk shield from their assigned seating area.

Recess Protocols
• Recess time will be by student cohort and there will be no mixing of cohorts during this time. Recess time in K-5 will be 40 minutes or more each day. In addition, we have included 20 minutes of recess/break for grades 6-8 each day. Additional recess time (brain breaks) will be recommended to allow for more mask breaks and movement for students throughout the day.
Lavatory Usage Protocols
- Lavatories will be designated throughout the school for specific classrooms usage. Scheduled lavatory breaks will be developed to maximize the reduced risk of cohort mixing. Numbers of students and staff occupying a lavatory will be reduced to adhere to social distancing protocols. Students that need to use the lavatory during non-scheduled lavatory breaks will be monitored by the classroom teacher to make sure social distancing protocols are followed and there is no overcrowding of lavatories at any given time. Each classroom will be required to keep a log of student lavatory use each day. All lavatories will be allocated a specific number of occupancies displayed by hooks outside the restroom. Students will be given a pass they can attach onto the available hook displaying the restroom is occupied. Once all hooks are occupied the remaining students must return to class and wait for availability to open up in order to enter the specific restroom.

Nursing Protocols
- Will identify all students and staff who were exposed to the student/staff member and make information available for the health department if necessary.
- Will report the situation to the Local and State Health Department.
- Will receive all medical documentation for students and keep accurate records.
- Will conduct all health assessments or screenings (e.g., taking a temperature or listening to lung sounds by the school nurse).
- Will communicate with families regarding student health assessments and make recommendations to families for additional medical treatment plans.
- Will coordinate all emergency communications with local first responders.

Mask Break Protocols
- All students will have frequent scheduled mask breaks outdoors when possible throughout the day. In addition, during recess and PE, students will be encouraged to take mask breaks if outdoors. Staff will also provide frequent non-scheduled mask breaks (brain breaks) for students where they see appropriate throughout the day. In addition, students will remove masks for breakfast, lunch and snack break each day. All students and staff will maintain proper social distancing protocols while mask breaks are happening.

PPE & Work Area Protocols
- All students and staff regardless of vaccination status will wear appropriate PPE properly by covering both the mouth and nose portions of the face. Additional PPE, such as desk shields, face shields, gowns, gloves, etc. will be provided when necessary.
- Staff may request PPE (i.e., masks, hand sanitizer, gloves, sanitizer wipes) through a request form they can present to the principal who will then approve requested items and submit to the secretary for gathering and distribution.
- Staff will self-check and self-monitor their own medical needs. However, may request further assistance from the health care professional on staff when needed.
- All visitors regardless of vaccination status will be required to wear appropriate PPE properly by covering both the mouth and nose portions of the face at all times while on school grounds. Temperature checks may be administered by school official and if 100°F or higher, the visitor will be required to leave the building immediately. All visitors must sign in and out on the contact tracing log located either at the security desk or in the main office.
- All staff, students, and visitors will follow proper social distancing protocols put in place while on school grounds.

Fire Drills and Lockdown Drills Procedures
- These will be conducted in accordance with state guidelines of at a minimum 10 drills per year with at least one being a lockdown drill. In keeping with cohorting, classrooms will conduct their own drills independently this year while monitored by administration and when available local fire authorities. A schedule will be determined at the start of the academic year so to make sure drills are accomplished by the end of the academic year in meeting state guidelines and to also keep to proper cohorting procedures. In the event of an actual emergency, the safety of everyone will take precedence and adhering to social distancing practices will be held to where possible.

Families Who Opt out of In-Person Learning and Choose Distance Learning

- There will be no opt out of in-person learning and distance learning choice this year.
- For students that need to quarantine or isolate due to an exposure their assigned in-person homeroom teacher will assist them while participating in distance learning for this brief time period. The classroom teacher will be the main communicator of the child’s distance learning plan.
- The classroom teacher will mark this on the student’s daily attendance.
- Students will use their ACES provided device for distance learning during this time.
- Students will access all learning materials through the Google Classroom platform and the homeroom teacher will check-in throughout the quarantine or isolation period via phone or virtual conferencing.
- Parents who have students in grades K-4 can reach out to the homeroom teacher via ParentSquare or teacher email and expect a response within 24 hours. Parents who have students in grades 5-8 can reach out to each of the students’ content area teacher. For students in grades 4-8, they can also reach out to their teacher through StudentSquare or teacher email and expect a response within 24 hours.

Educational Programming
<table>
<thead>
<tr>
<th>Color (Based on Guidance from State, local and ACES officials)</th>
<th>In-Person (All students)</th>
<th>Distance Learning (Only for those needing to quarantine or isolate due to an exposure)</th>
</tr>
</thead>
</table>
| **Green** (Full In-Person Learning Model) | • School operating up to 100% capacity five days (M-F) a week from 8:00am to 3:30pm. Full in person instructional programing. Social distancing and mask wearing protocols in place for all. | • The option for parents to decide for students to participate in distance learning within the classroom they have been assigned virtually while absent due to exposure.  
• More details will follow. |
| **Yellow** (Hybrid Learning Model) | • School operates at 50% capacity for four days (Mon./Tues. and Thurs. Fri.) a week from 8:00am to 3:30pm. Students will be assigned a Student Team Identification. Team A will report to a full day of school on Mondays and Tuesdays. Team B will report to a full day of school on Thursdays and Fridays. Social distancing and mask wearing protocols in place for all. All siblings will be in the same Student Team grouping. | • Wednesdays will be full distance learning days for all students. In addition, Student Team A will do distance learning on Thursdays and Fridays, Student Team B will do distance learning on Mondays and Tuesdays.  
• More details will follow. |
| **Red** (Full Distance Learning Model) | • School building is closed and transportation is suspended until further notice. | • Full distance learning by all students.  
• More details will follow. |
Educational Programming for Hybrid Learning Model (Yellow)

Math:
- Day 1: Direct instruction (in person)
- Day 2: Number talks (in person)
- Days 3 and 4: In person student conferencing either in small group or one-on-one
- Day 5 (Friday) Google Classroom assignment

Literacy:
- Each day a new recorded mini lesson in Reading, Writing, and Phonics on Google Classroom
- Each day a new Google assignment in Reading, Writing, and Phonics on Google Classroom
- Conferencing with students (in person each day except Fridays there will be no conferencing just the mini lesson and Google Classroom assignment).

Science:
- Each day a new Google Classroom and/or STEM Scopes assignment and/or direct teaching if in person

Social Studies:
- Each day a new Google Classroom assignment and/or direct teaching if in person

Spanish:
- Each day a new Google Classroom assignment and/or direct teaching if in person

Essentials (Art, Music, PE/Health, Other):
- Each day a new Google Classroom assignment and/or direct teaching if in person

*** On Wednesdays staff will manage Google Classrooms, manage email and Parent/Student Square, partake in PLC/PD, and offer additional support to those students requiring it either in person or virtually.