ACES Mill Elementary School Fall Reopening Plan

Below you will find the Health and Safety protocols that will be implemented by ACES Mill Elementary to support the continued health and safety of students and staff who return to in-person instruction for the 2020-2021 school year. The protocols below are consistent with CDC, State, and local guidelines 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 keep in mind that guidance from the State of Connecticut or CDC may change as we move closer to the reopening of school, and therefore, influence the answers provided at this time. Feel free to reach out to us with any additional questions.

Health Screening:

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.

The first-day faculty and staff 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. After the initial completion of the form, faculty and staff (this includes interns and student teachers) will be asked the same questions. Some questions will be asked weekly and others daily. Going forward from the first-day faculty and staff are in session, all faculty and staff will continue to attest to their initial responses each day they log in to work. ACES will ask the following questions.

Questions to be asked weekly (via paycom for employees; via form completion for interns and student teachers):

- Have you knowingly had contact (Contact is defined as being within 6 feet (2 meters) 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/N)
- Have you or someone you have been in contact with traveled domestically or internationally in the last 14 days? (Y/N)
- Have you or someone you have been in contact with traveled to a state-designated as a "hotspot" by the State of Connecticut within the last 14 days? (Y/N)
- Have you or someone you have been in contact with attended a gathering where proper social distancing protocol was not followed in the past 14 days? (Y/N)

**Question to be asked daily (for employees by signing into paycom every day you are answering "No" to this question; for interns/student teachers when you sign in you are responding "No" to this question):**

- Have you 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? (Y/N)

**Please acknowledge the following (for employees by signing into paycom every day you are answering "Yes" to all of these statements; for interns/student teachers when you sign-in you are responding "Yes" to all of these statements):**

- I certify, I will follow my employer's COVID-19 policy.
- I certify that all answers are true and correct to the best of my knowledge.
- I certify that I will contact my direct supervisor immediately should any health concerns arise.

If an employee or intern/student-teacher answers "yes" to any of the questions, ACES will

- Not let the staff or visitors enter the workplace.
- Immediately separate the employee from other people and arrange transport for home or to a medical facility if indicated.
- Strongly recommend timely testing. If they had close contact with a person with COVID-19, Employees should be tested no sooner than 48 hours after exposure. The employee will contact HR for testing site identification support.
- Not have the employee return to work until the person completed their quarantine or isolation period.
- Staff or students who are sent home or stay home for any of these symptoms will be required to submit a note from their health care provider before returning. Staff or students with negative COVID test should remain home until 48 hours after symptom-free. Staff or students with positive COVID test results should stay at home for 14 days and 48 hours after symptom-free.
Health Screening Students

Protocols for health screening at school are in place, but the most critical screening will be done by parents/guardians. By 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 comes into contact with. **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 6 feet (2 meters) 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 or someone your student has **NOT** been in contact with traveled domestically or internationally in the last 14 days.
- You or someone your student been in contact with has **NOT** traveled to a state-designated as a "hotspot" by the state of Connecticut within the last 14 days.
- 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 my knowledge.
- You will contact the school immediately should any health concerns arise.

*The health screening at home will put the school in the best position to minimize the risk of transmission and allow us to educate students’ in-person as safely as possible.*

Health Screening continued...

When conducting the screening, ACES schools will use the following protocols:

- Use touchless thermometers to take temperature (If the temperature is 100 degrees or above, staff will be required to leave the building immediately. For students, parent/guardian will be contacted to pick up the student as soon as possible.)
- The health screener will wear a face covering and a face shield while performing screening for illnesses.
- ACES schools will implement a sick plan for students and staff who develop an elevated temperature or who may become ill during the school day. The primary components are listed below.
o Students or staff will be isolated in a room designated for symptomatic people.
o The areas used by a staff member or student with symptoms will be closed off and will not be used until the area is
deep cleaned and disinfected by facilities or designated personnel.
o Students will never be left unattended in an isolation room.
o Parents and/or guardians will be called to pick students up from school immediately.
o 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. If a student is showing severe signs of illness and school is unable to reach a
parent, guardian, or person on the contact list, emergency medical technicians will be contacted.
o The school nurse or designee will identify all students and staff who were exposed to the student/staff member and
make information available for the health department if necessary.
o The building administrator or designee will notify a member of the central office compliance team.
o Notification to all ACES staff and families impacted will be communicated from the Executive Director's office.
o If the school gets information indicating the staff member or students tested positive for COVID-19, school
administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while
maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and HIPPA.
o 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.
- will contact the Assistant Executive Director of Schools and Curriculum immediately.
- will communicate the situation to the Emergency@ACES.org email; this will initiate a response from all
departments (e.g., Executive Leadership Council, Head Nurse, Facilities, Transportation, & Security).
- 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. Maintain confidentiality throughout all communication.
• Anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop the illness. **COVID-19 testing is recommended.**

**ACES Transportation Department Response:**

• Students will be dismissed from the facility as quickly as possible with their devices to support distance learning, and staff will be dismissed immediately after students prepared to transition into distance learning the next day.
• The ACES transportation department will coordinate the transporting of non-exposed students to their homes. Students in the same cohort as the suspected student or staff member must be picked up by a parent or guardian.

**ACES Facilities Department Response:**

• The building will be locked down once everyone has exited the facility.
• **Building is Closed Do not Enter** signs will be posted at all entrances.
• 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**

If the suspected case is **Positive** or there are **No Test Results** available, (ACES will operate, as test result is positive in this case):
The following actions will occur:

• The school will transition immediately to distance learning.
• Students and staff will not return to school until notified by the Executive Director.
Building/Program Administration:

- will send any information they receive about the results of the COVID 19 test to the Compliance Team via Emergency@ACES.org
- will forward copies of the COVID 19 tracing logs to security, facilities, nursing, and human resources via Emergency@ACES.org

Building/Program Nurse or designee:

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

ACES Security:

- will review tracing logs and begin contact-tracing notifications.

ACES Facilities:

- will close the building.
- will complete deep building disinfection.
- will notify everyone when the facility has been disinfected and available for occupancy.

ACES Executive Leadership:

- within 48 hours will review the incident and the contact tracing information with the local health department to determine which students and/or staff will be required to self-quarantine for 14 days and when the school can reopen safely for in-person instruction.
- will communicate with sending districts, ACES staff, school/program staff, and families throughout the process and provide regular updates on decisions made.
Negative COVID-19 Test Result

If the suspected case is **Negative**, The following actions will occur:

- The school will transition immediately to distance learning.
- Students and staff will not return to school until notified by the Executive Director.

**Building/Program Administration:**

- will send any information they receive about the results of the COVID 19 test to the Compliance Team via [Emergency@ACES.org](mailto:Emergency@ACES.org)
- will forward copies of the COVID 19 tracing logs to security, facilities, nursing, and human resources via [Emergency@ACES.org](mailto:Emergency@ACES.org)

**Building/Program Nurse or designee:**

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

**ACES Security:**

- will review tracing logs and begin contact-tracing notifications.

**ACES Facilities:**

- will close the building.
- will complete deep building disinfection.
- will notify everyone when the facility has been disinfected and available for occupancy.

**ACES Executive Leadership:**

- within 48 hours will review the incident and the contact tracing information with the local health department to determine when the school can reopen safely for in-person instruction as quickly as possible.
will communicate with sending districts, ACES staff, school/program staff, and families throughout the process and provide regular updates on decisions made.

Health, Safety, and Hygiene

Hand Washing

- All ACES schools will have scheduled handwashing several times per day.
- At minimum students will have the opportunity to wash their hands:
  - Upon arrival at school
  - After using the bathroom
  - After breakfast or 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.

Staff and students will wear face coverings in school, on transportation, while they are in class or at a worksite and anywhere else where social distancing cannot be maintained.

The following individuals are exempt from this requirement per CDC guidelines:

- Anyone for whom the use of a face covering would be contrary to his or her 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 is unable to 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 on guidance for face coverings.)

- **Face masks.** Surgical or procedure masks should be reserved for healthcare professionals (HCP), such as the school nurse or 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, provision of oxygen via high-flow nasal cannula, nebulizer treatments, and open suctioning. Staff not engaged in providing such procedures may wear cloth face coverings (or procedure mask 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) who are involved in aerosol-generating procedures such as the provision of 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 are not able to wear masks and who may need assistance with activities of daily living, such as toileting, eating).
Face shields may also be worn by students during speech and language exercises when face coverings/masks are not appropriate 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 of your home.

ACES will ensure that students are maintaining social distancing to the maximum extent possible. Where distancing is not possible, appropriate face coverings and other protection (such as face shields) will be available.

Social distancing may not be possible to maximum extent possible should be 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.
All ACES classroom and community spaces will be set up to promote social distancing to the maximum extent possible.

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

In situations where 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 adjust the group size based on the size of the classroom to ensure that the instructional area is large enough to allow for social distancing to the greatest extent possible.

**Mixing of Groups**

When more than one adult is required in a classroom, staff will work with consistent teams to minimize cross-contamination of student groups.

- 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 come into contact with every classroom and respond accordingly.

**Distancing in the bathroom:**

ACES will:

- designate a separate bathroom for any student that becomes ill
- tape off some stalls or sinks and place a sign indicating they should not be used in bathrooms, where distancing to the maximum extent possible is not feasible
- assign bathrooms by students or classes by zone wherever possible
- determine bathroom occupancy by the number of persons who can use the bathroom while maintaining social
distance to the maximum extent possible; therefore, it will vary based on the size and layout of each bathroom
● 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:

ACES will restrict the sharing of educational materials between individuals. These materials include, but are not limited to, books, computers, calculators, writing utensils, and art supplies.

● Material sharing will be monitored closely. Those materials that need to be used by more than one student during the day must be cleaned and sanitized between uses.
● All materials will be appropriately cleaned, disinfected, or sanitized materials at the end of each school day with approved cleaning supplies.

Storage:

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

Facilities:

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

ACES will:
● Adjust indoor air ventilation to the extent possible with the current HVAC system.
● Use outdoor instruction where safety, weather conditions, and physical space allow.
● Ensure that all water and ventilation systems are safe to use after a prolonged facility shutdown.
ACES Bus Transportation:

- Where there is low transmission risk (Green) in the community, and some restrictions are in place in schools, 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 must be kept in place 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 will reduce the number of people passengers walking by others as they get on the bus and will prevent crowding in the center aisle when the bus arrives for unloading.

- Passenger density will be reduced significantly when there is moderate spread (Yellow) because schools will be employing a hybrid-learning model when in this status. During moderate spread (Yellow), bus passengers will be spaced with family members sitting together, and non-family members should be spaced 6 feet apart utilizing alternating diagonal seating.

- Students must not change seats during the route.
  - ACES will employ temporary monitors on student transportation at the beginning of the school year to facilitate successful compliance with school health policies on the bus.
  - ACES will provide back-up 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. The temporary monitor will assist when necessary, but the employee is there to encourage students to keep their face covering on not to assist because assisting the students will place the temporary monitor in close contact with the student.
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 in every 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 that covers social distancing, cleaning protocols, PPE application, and hygiene practices for all students and staff.

Cleaning & Disinfection

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

Bathroom cleaning:

ACES will ensure that bathrooms are sanitized at least twice a day or as needed. 
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 avoid mixing of classes).
Cleaning practices:

ACES will ensure that bathrooms are thoroughly cleaned and disinfected at least twice a day or as needed and will 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

In addition to full cleaning and disinfection at least twice daily or as needed, ACES staff will spot-disinfect high-touch surfaces throughout the day. ACES will place signs near sinks reminding students and staff to wash hands before and after using the restroom.
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. In the event a situation occurs at an ACES school, the programming will convert to distance learning, and the building will be closed to all students and staff for five days. The initial short-term dismissal allows time for ACES and the local health officials to gain a better understanding of the COVID-19 situation affecting the school. This will enable the Executive Director, in consultation with the local health department, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19. The Executive Director will send out a communication to all ACES staff, families, and school districts affected regularly to keep all stakeholders updated on the situation.

- Schools will initiate recommended CDC cleaning procedures following a confirmed COVID-19 case. Decisions on which, if any, staff should be allowed in the school will be made in collaboration with the local health department and school medical advisor, if applicable.

- ACES administrators will work with their local health department following a temporary closure 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 staff are mandated 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>
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</thead>
<tbody>
<tr>
<td>Meg Birmingham</td>
<td>Nursing Coordinator/Health Advisor</td>
<td><a href="mailto:mbirmingham@aces.org">mbirmingham@aces.org</a></td>
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<tr>
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<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>
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### Orientation Protocols

<table>
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<tr>
<th>Type</th>
<th>Plan</th>
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<tr>
<td>Parent Orientation</td>
<td>ACES Mill Elementary School’s Reopening Plan will be shared with parents and guardians prior to students returning to school. School administration will conduct two virtual meetings where the plan will be reviewed and an opportunity to ask questions will be given. These virtual meetings will occur at two different sessions: One to be held before the program returns in August and the Second to be held before 100% of the school returns on September 9, 2020. Information regarding these sessions will be sent to parents via Parent Square, email and via phone calls from Mental Health Staff.</td>
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<tr>
<td>Staff Orientation</td>
<td>All ACES Mill Elementary School staff will be trained on the Reopening Plan and Procedures prior to students starting their school year. Additional training will occur throughout the year with Wednesday afternoons as the primary time to conduct these sessions. Professional development will be virtual or in person depending on current guidelines.</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>To best meet the needs of our young learners, ACES Mill Elementary School students will be introduced to the plan at the individual classroom level. Staff will review key elements with the students and prompt students as necessary due to the student’s needs. ACES Mill Elementary School will utilize 3 partial days to orient students to policies and procedures. A limited number of students will be in the building each day. Students will attend from 9:30-11:30.</td>
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<tr>
<td>Students will be in attendance from 9:30-11:30</td>
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<td>September 3- 500 cohort</td>
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<td>September 4- 400 cohort</td>
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<td>September 8- 300 cohort</td>
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<td>(tentative schedule)</td>
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**Pick up and Drop Off Protocols**

In order to reduce visitors to the building, any parents who are either dropping off or picking up their child will be strongly discouraged from entering the building.

**Drop-Off:** Student’s parent/guardian will drop off the student at the main entrance of the school. If during regular entrance hours, staff will be outside to receive the child. If a student is tardy, parent/guardian will pull their car up in front of the main entrance and phone the school from their car (203-234-0303). A staff member will then go out to the car to receive the student from the parent and will also sign the student in for the day in school issued log.

**Pick-Up:** Student’s parent/guardian will pull their car up to the school’s front entrance and remain in their vehicle. The parent/guardian will then phone the school (203-234-0303) and identify themselves as well as the student they are picking up. A staff member will go out to the car and check the ID of the person picking up the child. The staff member will also record the name of the child being dismissed and the adult picking them up in the school issued log. The child will then be released with their belongings to the parent/guardian.
Student School Entry/Dismissal Protocols

Entry:

In an orderly fashion, students will exit transportation vehicles one vehicle at a time at assigned entrances of the building. These drop off points will be monitored by designated staff. Staff will also be present in the hallways to ensure that students are following social distancing protocols while walking to class. Students will enter the building, following identified signage and ground markers, store their personal belongings in their assigned classroom locker or cubby and then wash their hands before taking their seat.

Dismissal:

Staff at designated exits will call transportation vehicles one at a time. Upon hearing their vehicle called, students will leave their classroom, and following social distancing protocols, leave the school at their assigned exit and enter their designated vehicle.

Social Distancing Protocols

All classroom and learning spaces have been set up to maximize social distancing in accordance with the CSDE “Adapt, Advance, Achieve” plan dated June 29, 2020. Classrooms are arranged in order to provide each student with their own individual learning space that is spaced as far apart as possible while allowing all students to be in the learning environment.

School Movement Protocols

All movement in the hallways will be on a limited and as required basis. Students will be escorted by staff as they move through the school. Staff and students will move through the hallways remaining as far to the right hand side of the hallway as possible. Hallway floors will be marked every 6 feet to provide a visual cue of social distancing for the children.
**Classroom Set-up Protocols to Maximize Social Distancing**

All classroom and learning spaces have been set up to maximize social distancing in accordance with the CSDE “Adapt, Advance, Achieve” plan dated June 29, 2020. Classrooms are arranged in order to provide each student with their own individual learning space that is spaced as far apart as possible while allowing all students to be in the learning environment. All desks/learning areas are facing in the same direction.

Maximum occupancy signs are posted on each classroom door. The maximum occupancy has been determined based on student need as well as space available in each classroom.

When required to move into a different phase or reduced capacity, learning spaces will be adjusted and social distancing increased.

**Meal Protocols**

All students will eat both lunch and breakfast, at their desks, in their assigned classroom within their cohort.

If students supply their own meals they will transport their food and utensils in a closed container or bag labeled with the student’s name. The container/bag will be placed in the student’s locker/cubby until mealtime and returned immediately following mealtime.

Designated staff will be assigned to manage meal distribution from the cafeteria to classrooms.

**Breakfast:**

In the morning, meal distribution staff will stock each classroom’s cart based on the orders received. They will then deliver the meals to the appropriate classroom by placing the cart in the hallway outside the classroom door.

Classroom staff will bring the cart into the classroom. Students will remain sitting at their desks while staff members distribute their orders to them.
Lunch:

At lunchtime, meal distribution staff will stock each classroom’s cart based on the orders received. They will then deliver the meals to the appropriate classroom by placing the cart in the hallway outside the classroom door.

Classroom staff will bring the cart into the classroom. Students will remain sitting at their desks while staff members distribute their lunch orders to them.

At the conclusion of breakfast, each student will clean his or her desk. The meal distribution staff who will return it to the cafeteria will place the empty cart back in the hallway for pick up.

Recess Protocols

A recess schedule will be created to maximize outdoor recess space while allowing all classrooms to have individual access to the different spaces at least once per day. Recess areas will include playground off the 500 wing; swing and playscape area in the back of the school, basketball court on the back of the school, and various field and grass areas. Each classroom will be assigned a specific time and location for each day of the week. It may not be possible for recess to be in conjunction with identified lunchtime due to the number of classrooms.

Recess times will be limited to one classroom in a space at a time. To ensure the students are adhering to social distancing protocols, classroom staff will be stationed around the recess space.

Students and Staff will be required to wash hands thoroughly immediately before and after recess time.

All recess equipment will be cleaned after each use.
Lavatory Usage Protocols

Bathroom Access Assignments:

a) Staff who work in the main office, health office, BT II office, music room, reading rooms and visitors (which should be minimal due to no visitor policy) will utilize the bathrooms located in the entry hallway (labeled Bathroom 1 and Bathroom 2).

b) Staff who are housed in the 500 hallway, including classroom staff, therapists and registered behavior technicians, will utilize the bathrooms located by the gymnasium (labeled Bathroom 3 and Bathroom 4).

c) Staff who work in the kitchen, the gym and the custodian, will utilize the staff bathrooms located in the hallway to the custodian’s office (labeled Bathroom 5 and Bathroom 6).

d) Staff who are housed in the 400 hallway, including classroom staff, social workers, therapists and registered behavior technicians, will utilize the staff bathrooms located in the middle of the hallway (labeled Bathroom 7 and Bathroom 8).

e) Staff, who are housed in the 300 hallway, including classroom staff, social workers, therapists and registered behavior technicians, will utilize the staff bathrooms located by the game room (labeled Bathroom 9 and Bathroom 10).

f) Patients in the health office will be the only people to use the bathroom in the Nurse’s Office. This bathroom is closed to the general staff.

g) Students in classrooms in the 400 and 500 wings will utilize the bathrooms in their classrooms only. If they are outside of their classroom and need to use the bathroom, staff should walk them back to their classroom.

h) Only students in the 400 hallway Restorative Room may use the bathroom in the hallway leading in (labeled R1).

i) Students in the 300 wing will utilize the bathrooms in the middle of the hallway (labeled Bathroom 11 and Bathroom 12) or restorative hallway (labeled Bathroom R2).
Bathroom Cleaning Procedures:

Every bathroom will be cleaned 2 times per day. Cleaning will comply with DPH guidance for cleaning and disinfecting schools during COVID-19 as well as the DCD disinfecting and cleaning guidelines.

Bathroom Cleaning Logs will be placed in every bathroom to document the cleaning occurring.

Principal or Designee will periodically check the cleaning logs to ensure cleaning is occurring as required.

Nursing Protocols

- Staff will call the nurse's office or have a BT radio nurse to ensure the nurse is in the office before coming down with a student. If no nurse is available, students must wait to be seen. If it is an emergency, please call the main office.
- There will be seating outside of the office to wait (two chairs 6 ft. apart). Only one student at a time will be allowed in the office.
- Medications will be administered in the nurse’s office. Staff must call the Health Office to let them know a student will be coming. Staff will then escort the student to the nurse’s office and wait with the child in the designated area until the nurse is ready. Once the nurse is ready, the student will enter the Health Office by himself or herself and staff will wait outside in the hallway. After taking their medication, the student will wash their hands and then return to class with the staff.
- The cot in the Health Office will only be used for non-covid illness.
- Staff will be supplied with basic first aid supplies to use for minor injuries, cuts, scrapes, etc.
- Students cannot be sent unaccompanied to the Health Office; they must be escorted by staff and wear masks.
- All inhalers will be administered with spacers to decrease air particles.
- Unnecessary visits to the nurses office will be strongly discouraged.
- The nurse will wear gloves, face mask and face shield if staff or student exhibit COVID symptoms.
- For non-emergent injuries, staff will call Telecare 866-730-1143. If you need to be seen, contact building administrators i.e.: principal and assistant principal.
**Mask Break Protocols**

The wearing of masks, by students, will be strictly enforced while in the building. Recognizing that wearing masks throughout the day may be challenging for our young students, teachers will provide students with numerous mask breaks throughout the day as part of their classroom routine. Concerns by parents will be addressed on a case-by-case basis. Staff will do their best to accommodate students who request or may be in need of additional mask breaks. Staff will make every effort to utilize outdoor space for mask breaks or they will bring students to a designated, supervised location in the building.

**PPE & Work Area Protocols**

ACES Mill Elementary School will store a three-week supply of PPE in the building. The PPE will be available to staff and students as needed.

**Educational Programming**

<table>
<thead>
<tr>
<th>Color (Based on Guidance from Governor or Designee)</th>
<th>In-Person</th>
<th>Distance Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>Available to all students,</td>
<td>Available to students whose families would like them to participate virtually.</td>
</tr>
<tr>
<td>Yellow</td>
<td>A modified schedule will be followed (A, A, B, and B). The school will run at 50% capacity with a half of each classroom in person on Monday and Tuesday and the other half in person on Thursday and Friday.</td>
<td>When not scheduled to be in person, students will participate in distance learning. Everyone will participate in distance learning on Wednesdays when the school will be deep cleaned.</td>
</tr>
<tr>
<td>Red</td>
<td>No in-person learning available.</td>
<td>All teaching and learning will be conducted virtually.</td>
</tr>
</tbody>
</table>