ACES THOMAS EDISON
MAGENT SCHOOL FALL
RE-OPENING PLAN

Karen Habegger, Principal
Megan Conatser, Assistant Principal
Vicki Rose, Assistant Principal
Version 1.0
8-3-20
ACES Thomas Edison Magnet School Fall Reopening Plan

Below you will find the Health and Safety protocols that will be implemented by ACES Thomas Edison Magnet School 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 had 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 had 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 your student have NOT traveled domestically or internationally in the last 14 days.
- You or your student have 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.
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 closed off and will not be used until the area is deep cleaned and disinfected by facilities or designated personnel.
- 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. 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.
- The school nurse or designee will identify all students, staff who were 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.
- 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.
- 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.**

**Transportation 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 school administration 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](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 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
- 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 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).
  o 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 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.
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 to 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 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.

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>
</tr>
</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>
<td>203-498-6800</td>
</tr>
<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>
**Orientation Protocols**

<table>
<thead>
<tr>
<th>Type</th>
<th>Plan</th>
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</thead>
<tbody>
<tr>
<td>Parent Orientation</td>
<td>Virtual orientation to TEMS with pre-recorded video of classroom/team spaces, guidance for distance and in person learning, TEMS policies and procedures. Individual school tours to be provided through appointment only process.</td>
</tr>
<tr>
<td>Staff Orientation</td>
<td>August 26-September 2 combination of in person training, virtual training, to include practicing social distancing, PPE usage and habits, and any new procedures for staff and students. Specific PD plans will detail these days.</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>Virtual orientation to TEMS with pre-recorded video for ALL students to assure their “readiness to learn” at home or at school in 2020-2021. To include information about PPE, Google Classroom, Standards-Based Grading, trouble-shooting technology, good habits to create, and things to avoid are all things, which will be covered in the virtual orientation to TEMS.</td>
</tr>
</tbody>
</table>

**Pick up and Drop Off Protocols**

- Parents will enter the main driveway and pull around to the front of the building. The student will exit the vehicle wearing a mask and enter using the far right door. Parents will drive down the driveway to exit.
- For pick up, adults should park in a parking space and wait for their child to exit the school building at scheduled dismissal time.
- For early dismissal, adults should come to the front door, ring the buzzer, identify self, child being picked up, and show ID. The child will be called down and exit the front door. Early dismissals must occur before 2:30.
Student School Entry/Dismissal Protocols

Entry Protocol

● Students arriving by bus will enter using the cafeteria door.
● Students will immediately clean their hands using hand sanitizer at the entrance door. Students who need a breakfast will turn left and proceed through the grab and go line. Students will exit the cafeteria with their breakfast and head directly to team where they will eat their breakfast in their morning meeting classroom or other designated space as directed by staff.
● Students arriving by bus who do not wish to eat breakfast will sanitize hands upon entry and immediately turn left to exit the cafe and go directly to team.
● Breakfast will not be eaten in the cafeteria.
● For students arriving as walkers or drop off students, they will enter the main entrance far right door and clean their hands with hand sanitizer upon entry into the building. Students will proceed down the hall and enter the cafeteria to grab a breakfast and go to team or proceed directly to morning meeting on team if they choose not to eat breakfast.

Dismissal Protocol

● Announcements will be made daily dismissing students by morning meeting. When the subject area morning meeting room is announced for dismissal (i.e. science, or language arts rooms etc.), the students and teacher from that room will exit the designated hallway, stairwell, and door and quickly load their bus, enter their vehicle, or begin walking home.

Social Distancing Protocols

● 6 feet social distancing markers will be placed on the floor in common areas and offices to mark safe distances to keep apart
● Posters will remind everyone to keep 6 feet away from others

Use of Outdoor Spaces Protocols

● P.E. will be held outside whenever feasible/weather permitting
● Lunch may be eaten outside the cafeteria with students spaced at least 6 feet apart whenever possible (weather permitting)
School Movement Protocols - (How students will move around the school)

- Directional arrows will be placed on the floor to mark the direction in which students should transition.
- Most hallways will be “one way” only. Those where this is not feasible, hallways will be split down the middle and marked accordingly.

Classroom Set-up Protocols to Maximize Social Distancing

- Extraneous furniture will be removed when feasible.
- Desks will be set up individually, facing the same direction. They will be distanced to the greatest extent possible.
- Classrooms that have tables will be switched out for individual student desks.
- Lab tables will be marked with spaces for students to sit and which spaces should not be used to promote social distancing.

Lunch Protocols

- Students will eat lunch in the cafeteria in cohorts/teams.
- Lunch choices will be limited and separated to different serving areas. Choices will be labeled and students will decide their choice before entering the corresponding serving line.
- Students will sit 6 feet apart.
- Markings on the floor will show students where to stand in line.
- Water in styrofoam cups will be offered to students who would like it.
- We will not be having a la carte items for sale.
- Tables will be cleaned between each lunch wave and chairs if coverings for chairs are not available.
- Staff will be provided with appropriate PPE such as gloves and face shields while supervising in the cafeteria.
Lavatory Usage Protocols

- One student at a time will be allowed in each lavatory.
- Students will use the lavatory that is in their team area.

Nursing Protocols

- Teachers will call the nurse’s office prior to sending students to get approval or be asked to wait to send students in order to limit the number of people in the office at once to maintain social distancing protocols.
- Specific procedures for the nursing office will be followed at all times.

Mask Break Protocols

- Students will remove their masks when they sit down to eat their lunch.
- Students will be allowed to go to designated spaces to get an additional mask break if needed. Paraprofessionals, interns, and other staff available will provide support to help monitor these breaks if there is no adequate space in the classroom to allow a mask break.
- Individual mask breaks will be provided as needed.
### Educational Programming
- Educational Programming will be the same as it typically is, with the exception of becoming as paperless as possible.
- Students will use their Chromebook as much as possible. Staff will be trained in Google for Education to help become paperless.
- Students will be given a school supply kit to eliminate sharing.

<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><strong>Green</strong></td>
<td>100% in-person, parents may opt for remote learning</td>
<td>Some students engaging in remote learning based on parent decision.</td>
</tr>
<tr>
<td><strong>Yellow</strong></td>
<td>Half the student and staff population (M/T) or (TH/F)</td>
<td>Half the student population will participate in distance learning following this schedule: M/T or TH/F. All will participate in distance learning on Wednesday each week.</td>
</tr>
<tr>
<td><strong>Red</strong></td>
<td>None</td>
<td>100% of students and staff will engage in distance learning only. (No in-person option.)</td>
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</tbody>
</table>
Frequently Asked Questions
Regarding Reopening of Schools

Below you will find a list of frequently asked questions from parents regarding what the opening of schools will look like for the 2020-2021 school year. Please keep in mind that guidance from the State of Connecticut may change as we move closer to the reopening of school, and therefore, impact the answers provided at this time. Feel free to reach out to us with any additional questions.

Cohorting Questions

What is cohorting?
Cohorting is the concept of isolating students to small groups. This enables more effective contact tracing in the event a student or someone in his or her family should become ill. Cohorting also reduces the threat of exposure to the virus by reducing the number of students any one student interacts with. This will also permit cohorts to quarantine, as needed, rather than having to close an entire school or district if possible.

Who is in my child’s “cohort”?
Your child’s cohort consists of the students on his or her team. For 6th grade, cohorts or teams are approximately 80-85 students. For 7th and 8th grades, cohorts or teams are approximately 115-125 students. Please keep in mind, the number of students attending school in person will be less than this as some families are electing to participate in distance learning this year. Students will remain in their cohorts throughout the day including lunch and creative arts classes.

How will cohorting be maintained when students are on the bus?
Parents are strongly encouraged, if able, to drive students to and from school. This will allow for social distancing of students on the bus who cannot rely on someone from home to drive them to school. Cohorting will not be observed on the bus.
Educational Format Questions

What educational options do I have for my child for the 20-21 school year?
At this time, parents can elect to have their child attend school on site or engage with distance learning.

At what point do I need to decide if my child will attend school in person or remotely?
An ACES survey was sent out via ParentSquare on July 15, 2020. We will review the responses and contact the families who have not responded by the week of July 31, 2020. At any time parents can decide to move their child from in person learning to remote learning or back to in person learning again by informing the school what they are choosing to do at any given timeframe.

If I decide to have my child begin the year with distance learning, will I be able to change my decision and have him or her attend school in person?
Yes, you will be able to change your mind throughout the year. The new learning status for a student would start on a date and time mutually agreed upon by parent(s) and school officials. This will ensure a smooth transition.

What will the phases look like?
The state is requiring districts to create three phases for the 2020-2021 school year so that we are prepared for whatever scenario we may encounter. A draft of the school phases will be sent out in August 2020. These three phases consist of:

- **Green phase**—Full time in school (parents may choose to engage in a learning from home option)
- **Yellow Phase**—Hybrid learning (blend of in-school and distance learning)
- **Red Phase**—Full distance learning-5 days a week

Will my child have the opportunity to attend school 5-days a week?
At this time, for fall—yes, if you elect to send your child to school, he or she will attend 5 days a week, full-time. However, a cohort may transition to distance learning for 14 days at any given moment (depending on exposure).

When will ACES schools release reopening plans?
Over the next few weeks, ACES will share the elements of our reopening plan that have been developed. While we are waiting on further information from the State Department of Education, some elements will be shared on our website, and through ParentSquare communications. The ACES Governing Board will vote on the reopening plan on August 13, 2020.
Positive COVID-19 Case Questions

If a child or their teacher is diagnosed with COVID-19 will the entire school be on distance learning or just that classroom?
The cohort of the diagnosed child or teacher will pivot to distance learning for 14 days. Additional cohorts or possibly the whole school may need to stay home for 14 days also depending on additional exposure such as the bus. The district will also consult with local and state health officials who will review cases to determine additional impacts and safety measures. In addition, if someone is sick at home, they should contact that person's health care provider (HCP) and discuss whether COVID testing is indicated for the individual who is sick.
If COVID is suspected - staff will ideally be tested too. Unfortunately, testing is less available than it was in June and test results are slower.
If COVID is not suspected (as confirmed by HCP) students/staff can return to school or follow instructions of HCP.
If COVID is suspected or proven, household members stay home for 14 days. This is extended if the student/staff member is diagnosed with COVID during the ensuing days at home with a note from the HCP once negative results are confirmed in order to return to school.

How will families be informed if a child or teacher is diagnosed with COVID-19?
The families of the students in the classroom cohort where a positive case of COVID-19 has been diagnosed will be informed through ParentSquare and hard copy letter home. Please keep in mind that the privacy of staff and students will be honored and names of anyone who has contracted the virus will not be shared.

What would happen if a student in the cohort travels to a hotspot?
Per Governor Lamont’s guidance, the student would need to quarantine at home, while distance learning, for 14 days. This protocol will take effect if the trip took place within 14 days of the school opening or during the school year.

What if a child’s parent or other family member living in the same household tests positive - how can the school ensure that the child doesn’t come to school?
Ensuring cooperation will depend on communication and partnership between ACES employees, families, and health care providers. Any person diagnosed with Covid-19 should be instructed by their provider that household members and close contacts should quarantine for 14 days (or longer if warranted if household member becomes symptomatic or tests positive for Covid-19.) The school will provide instructions about Covid-19 symptoms and individual responsibility to staff and student families prior to starting school, and periodically during the school year, including reinforcement and updates.
If a cohort has to quarantine because a member of it tests positive for COVID-19, do the siblings of any of the students in that cohort have to stay home/quarantine as well?

Creating cohorts (groups of students and staff that stay together throughout the day) is one effective way of limiting the spread of the disease. Cohorting also makes it easier to identify close contacts (contact tracing) if somebody in a school tests positive for Covid 19. Testing and quarantine are recommended for anyone who has come in close contact (< 6 feet) for ≥15 minutes in the period from 2 days before symptom onset) with a person diagnosed with Covid 19. People who have had contact with a close contact (but not with the person who has or is suspected of having Covid-19) are not required to quarantine.

If a parent of a student tests positive for COVID-19 does that mean that the entire classroom cohort has to quarantine?

Anyone who came in close contact with a person who tested positive for Covid 19, including household members, are instructed to quarantine, self-monitor, and consult with health care provider. The cohort would not need to quarantine unless they came in close contact with the person who tested positive.

What if a parent works in a hot zone or hospital?

With regard to school attendance, the guidelines for family members of people who work in hospitals are the same as for the rest of the population: Stay home if sick, or if exposed to someone who has tested positive for, or is presumed to have Covid-19. Consult with health care provider.

If a family has more than one child attending school will all of them have to stay home if one of them exhibits Covid like symptoms?

Yes. All household members and close contacts of a person with presumed Covid-19 or positive Covid-19 test are expected to quarantine for 14 days following the last day of exposure to the person with Covid-19, to ensure that they don’t get sick themselves and spread the virus to others.

What if the teacher has been exposed, but does not have symptoms or positive test results?

Symptoms may appear 2-14 days after exposure to the virus.

The teacher would be expected to quarantine for 14 days following the last day of exposure to the person with Covid-19 to ensure that they don’t get sick themselves and spread the virus to others.
**Face Mask Questions**

**Is it a requirement for my child to wear a mask at school?**
Yes, per Governor Lamont’s reopening plan, it is a requirement for students and staff to wear masks at school.

**What if my child has a medical/other condition that does not permit him/her to wear a mask?**
If a child is unable to wear a mask at school, they need to have a pre-existing condition that would require a doctor’s/professional’s letter/note to be kept on file at the school. A parent would contact the school nurse to discuss the specifics further.

**Can my child wear a mask from home?**
It is recommended that parents provide cloth masks to their children. These masks will also allow for easy washing and drying to sanitize.

**Should I start having my child get used to wearing a mask for periods of time?**
Yes, we encourage parents to begin to help their child become comfortable wearing a mask, by gradually building up their comfort level. Practicing removing masks properly and encouraging children not to touch their masks will also help them become comfortable with these new routines.

**Will my child get breaks during the day when he/she doesn’t have to wear the mask?**
Yes, under controlled conditions your child will be provided safe breaks while in school including during lunch. In addition, when possible, increased distancing will allow for masks to be removed during physical education class. These procedures will be reviewed with students. This will also include a student’s ability to advocate for themselves when a break is needed. Additionally, the teacher will provide opportunities for students to take mask breaks as needed.

**What if my child forgets their mask or it breaks?**
The school will have extra adult and child sized disposable masks available if a student does not have one or if their mask breaks. Extra masks will also be on all buses in the event a student does not have one. We encourage all children to have an extra mask sent to school each day, if possible, to ensure that each child has a mask that fits them properly and they feel comfortable with if a replacement is necessary.

**Where will my child store their mask when they are not wearing it?**
Masks will be stored in your child’s backpack or in paper bags clearly marked with the child’s name.
**Instructional Day Questions**

**Will my child stay in their homeroom class all day?**
No, students will remain with their team of students and change their classes within the team only. We will not mix teams.

**Where will they eat lunch?**
Students will eat lunch in the cafeteria with their cohort only. The capacity in the cafeteria will remain at less than 50% at all times to ensure safe social distancing. Students may be able to eat in an outdoor area outside of the cafeteria as well (weather dependent). The cafeteria tables and chairs will be sanitized in between lunch waves and as needed.

**Can we buy lunch from the cafeteria?**
Breakfast and lunch are provided to all of our students free of charge. They will still be able to receive lunch from the cafeteria although the choices will be reduced to allow for efficient and safe service. Menus will be posted in advance, so parents know what the choices are. At this time there will not be any ala carte purchases: chips, juice, ice cream, etc. Students will remain seated and be called up to get their lunch to ensure social distancing is able to be maintained in the lunch line.

**Will my child still have creative arts courses (art, music, PE, etc.)?**
Yes, Creative Arts classes will still be provided to all students. Protocols will be developed to best support the cohort model. More information will be communicated regarding this question as we receive additional guidance from the state.

**Will my child still get small group instruction/differentiation?**
Yes, each classroom has been arranged to provide an area for small group instruction with mitigating strategies.

**If my child receives tiered instructional support in math or reading will he/she still get this small group instruction?**
Yes, students will still attend small group instruction with our reading/math consultants and aides. There will be designated meeting spaces that abide by social distancing guidelines, reduced group sizes, and cleaning procedures between groups.
My child has an individualized education plan (IEP), what will his/her support services look like?
The support services are determined by the IEP. It is our full intention to implement the IEP while we are in-person using mitigating measures. Should distance learning be necessary, we will implement the IEP to the greatest extent possible under distance instruction and/or in-person if feasible.

ACES has offered learning flexibility. Parents may express their preferences for in-person learning, distance learning, or a combination of both for the beginning of the upcoming school year.

Students with IEPs will receive FAPE (free appropriate public education) regardless of whether their learning takes place in a school building or from home. If the PPT determines a student requires distance learning due to health reasons, the Planning and Placement Team (PPT) will develop a distance learning plan to ensure equitable access to learning opportunities.

The school-based team will communicate with families. The school nurse and/or case manager will have individual conversations with families of students with medical challenges to talk about the available learning options. We encourage parents to reach out to their child's health care provider for precautions to follow for attending classes in school buildings and to share any concerns with the school-based team.

The PPT will consider the least restrictive environment placement for medically fragile students on an individual basis, but we have flexibility if students' health and safety are threatened (additional mitigation strategies will be discussed and agreed upon).

Will parent meetings, such as 504 or IEP meetings, be in person?
These meetings will still occur. We encourage these meetings to take place in a virtual format.

How far apart will my child’s desk be from another student?
The ACES Facilities Department and Reopening Crews have worked to adjust classroom layouts to meet guidance regarding social distancing. As a guideline, children will be 3-6 feet apart depending upon the size of the room. As we layout each classroom, we are finding that space between students will be on the higher end of that range (4.5 to 6 feet or more) in many instances.

Will my child have his/her own device to use in class?
Each student in grades 6-8 will have their own Chromebook designated for them to use if they attend in person or if parents select the distance learning option for their child. Chromebooks should be brought to and from school every day and must be charged at home each evening. We will be scheduling roll out days prior to the first day of school to ensure all new students have their devices before in person or distance learning begin.
Facilities Questions

What are the ventilation requirements? Are our schools up to the requirements?
Area Cooperative Educational Services or ACES is addressing all school ventilation and air filtering systems in accordance with guidance from the CT Reopening School Adapt, Advance, Achieve document sent to all school districts for school reopening planning purposes. Below are several action items that will be addressed at all buildings:

- Classroom univent systems thoroughly cleaned and filters replaced
- Cleaning of the interior surface of the supply and return ducting associated with the HVAC system. This includes cleaning all diffusers and grilles as well as bathroom exhaust registers
- Commissioning of all building mechanical systems to ensure they are working to their fullest capabilities.
  - Inspection of all building ventilation systems both automated and manual.
  - Includes visual inspection of dampers and all of the controllers and actuators.

How will the building/ my child’s class be cleaned each day?
Following guidance from the State of Connecticut Department of Public Health, we are currently conducting deep cleaning of our schools during the summer months. We are also developing cleaning protocols for identifying which areas will require routine daily cleaning and which will require cleaning, followed by disinfection.
Building plans for cleaning and disinfecting high touch surfaces will include:

- Door handles
- Handrails
- Sinks, toilets and fixtures
- Light switches and cover plates
All efforts will be made to minimize contact with common surfaces.

- All building restrooms will be sanitized multiple times daily. Soap and/or sanitizer will be available in the bathroom and throughout the school buildings.
- Frequently touched surfaces and other equipment will be cleaned throughout the day.
- Hand sanitizing stations installed at school entrances and throughout the building
- Continue the training and Implementation of cleaning and disinfecting procedures recommended by the CDC and Department of Public Health
- Third party training of custodial staff for enhanced cleaning & disinfecting procedures in schools

Areas requiring routine daily cleaning include:

- Outdoor areas such as benches, tables, railings, and play equipment. Do not spray disinfectants on these surfaces, as it is a waste of disinfection products, unnecessarily exposes children using equipment to disinfectants, and is not shown to provide any additional protection above routine cleaning alone. Cleaning of wooden surfaces outdoors is not recommended.
- Areas or items located indoors that are not touched or used frequently, such as floors, walls, windows, carpeting, light fixtures, and air vents.

Areas requiring routine daily cleaning, followed by disinfection include:

“High-touch areas”, which refers to hard surfaces indoors that are routinely touched by different individuals. Examples may include (but not limited to) desks and chairs, doorknobs, countertops, bathroom surfaces, copiers/scanners/fax machines, computer equipment, shared laptops, Chromebooks, or tablets, physical education equipment, locker rooms (benches, showers, and toileting areas), shared break room appliances, handrails, door knobs, and light switches.

Schedules will be developed at each school to complete this cleaning during and after school hours daily.
Transition Questions

What are the arrival and dismissal procedures for my child’s school?
Your child’s principal will communicate these routines with families in September.

Health and Wellness Questions

How will I know if I should keep my child home from school because they are ill?
Please review the following [document](#) from the CDC on what to do if you suspect you are ill with COVID-19. For other illnesses such as the flu, etc. it is good practice that students remain home if they have a fever and/or experiencing vomiting or diarrhea within 24 hours. Students may return if they remain fever free without the administration acetaminophen or ibuprofen. ACES will communicate further guidelines at a later time. If it is determined by the school nurse that a child is experiencing COVID-19 like symptoms while in the school building, both the school nurse and the parent will work together in quarantining the child safely and together plan next steps for the proper care of the child and those students and staff that remain in the school.

Will my child’s temperature be taken at school?
ACES is working with local health officials to make a final determination on this. We ask that parents take temperatures at home before sending a child to school each day.

Substitute Questions

How are substitutes trained and vetted in the reopening procedures and protocols?
Substitutes will be required to review and sign off on the safety procedures outlined in our reopening plan.

Parent Volunteer/ Early Dismissal Questions

Will parents still be allowed to come into the building to volunteer for activities?
At this time, we are limiting the number of visitors permitted in the building in order to adhere to contact tracing guidelines in efforts to reduce the spread of COVID-19.
What is the procedure if my child has an early dismissal from school?
Parents will still be able to pick their child up early from school. We ask that parents email both the morning meeting teacher and school secretary mcolon@aces.org if a child needs an early dismissal. Please be sure to include the child’s name, team, and time of early dismissal.

When you arrive at school for your child’s early dismissal, please ring the bell and tell the secretary you are picking up your child for early dismissal. Please identify yourself, your child, and show your ID through the camera. We will record your name in our log and send your child outside for early dismissal. We kindly ask that all early dismissals occur before 2:30 PM as it gets very busy in the office at the end of the day.