ACES Village School
Fall RE-OPENING PLAN

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Jenn Santarcangelo Assistant Principal
Version 1.0
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ACES VILLAGE SCHOOL FALL REOPENING PLAN

ACES Village School is committed to providing high quality education and services for our students and families. Due to the current world health pandemic, services must be adjusted based on current health data and guidance from the State Department of Education as well as the CDC and other health organizations. The plan in this document has been written to provide instruction to our students that complies with all current guidance. The plan should be considered to be in draft form as new guidance comes it will change and adapt.

Below you will find the Health and Safety protocols that will be implemented by ACES Village School to support the continued health and safety of students and staff who return to in-person instruction for the 2021 school year. The protocols below are consistent with CDC, state, and local guideline 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've been in contact with traveled domestically or internationally in the last 14 days? (Y/N)
● Have you or someone you've 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've 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 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 visitor 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.*
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 and 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 immediately isolate the student or staff member 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](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
  - Before and after meals
  - 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.
**Student Face Mask Exemption**

- Mask exemptions will be based on documented, diagnosed health issues including physical, physiological, behavioral, and mental health issues.
- Exemption decisions will be made by the appropriate school professional:
  - School Nurse
  - School Social Worker, Psychologist, Guidance Counselor
  - BCBA
  - School Principal or Assistant Principal  OR
  - Student’s Health Care Provider (HCP)
- Each student’s exempt status will be noted and tracked. This information will be shared with Transportation.

**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 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 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 who walk by 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 impacting 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.
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>Position</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>
</tr>
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<tbody>
<tr>
<td>Parent Orientation</td>
<td>ACES Village School’s Reopening Plan will be shared with parents prior to students returning to school. ACES Village School Administration will conduct an orientation with the parents where the ACES Village School plan will be reviewed (recorded presentation). Additionally, an orientation on ACES overall plan will be provided. Information regarding these sessions will be sent to parents via Parent Square and Email.</td>
</tr>
<tr>
<td>Staff Orientation</td>
<td>All ACES Village School Staff will be trained on the Reopening Plan and Procedures prior to students starting. Additional training will occur periodically utilizing Wednesday afternoons as the primary time to conduct these sessions.</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>Due to the nature of the students that ACES Village School serves, students will be instructed on their plan at the individual classroom level where appropriate. Staff will review key elements with the students and prompt students as necessary due to the student’s needs. Due to the nature of the students that ACES Village School serves, students will be instructed on their plan at the individual classroom level where appropriate. Staff will review key elements with the students and prompt students as necessary due to the student’s needs. ACES Village 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.</td>
</tr>
</tbody>
</table>
Students in the EIBI Program will return on August 19, 2020 8:30am-1:00pm. All four classrooms will return on the same day (Classroom Numbers 4, 8, 16, and 20).

Students in the Village Program will follow the schedule below. Students will be in attendance from 8:30am-1:00pm.

Village Program:
September 3-Classroom Numbers 2, 3, 7, 9, and 12
September 4-Classroom Numbers 5, 13, 14, and 23
September 8-Classroom Numbers 11, 15, 17, 19, and 24

*Students in EIBI Program will be in attendance on these three days for full day instruction*
Personal Protective Equipment (PPE) will be available for all staff and students as needed.

All staff and students are expected to wear a mask when inside the building unless the following two exceptions are met (pg.20 “Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together”):

1.) “For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance.”

2.) “For anyone who has a medical reason making it unsafe to wear a face mask covering.”

When working with a student who is not wearing a mask, staff will wear a face shield in addition to a face mask.

Face shields are reusable. Each face shield will be labeled with a staff’s name for their personal use as needed. Face shields will be washed at the end of each day - or as needed throughout the day - with soap and water. Cleansers and disinfectants should not be used.

Staff will remove masks during designated mask breaks and meal times. Masks will only be removed in areas (indoor or outdoor) when social distancing of 6 feet or more is possible.
## Classification of Staff Wearing Protective Equipment

<table>
<thead>
<tr>
<th>Classification of Staff Wearing Protective Equipment</th>
<th>N95 or KN95 Respirator</th>
<th>Face Shield</th>
<th>Disposable Gowns</th>
<th>Disposable Gloves</th>
<th>Gowns or Other Body Coverings</th>
<th>Face Mask (cloth or disposable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All staff in all areas of Village School</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>X</td>
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<tr>
<td>Transportation staff while in vehicles</td>
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<td>X</td>
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<tr>
<td>All staff who may potentially be exposed to bodily fluids when providing personal care to students (feeding, toileting . . .)</td>
<td>X</td>
<td></td>
<td>X</td>
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<td></td>
<td>X</td>
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<tr>
<td>Nurses performing or present during aerosol-generating procedures such as inhalers, suctioning</td>
<td>X</td>
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<td>X</td>
<td></td>
<td>X</td>
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<tr>
<td>All staff engaging in direct physical contact during emergency restraint or seclusion</td>
<td>X</td>
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<tr>
<td>All staff in care of a student identified at school with COVID-19 symptoms</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</table>

### MASK BREAK PROTOCOLS

Face coverings may be challenging for students to wear in an all-day setting such as school with no breaks. Face coverings will be worn by students and strictly enforced when they are most essential in times when physical distancing is difficult. Students will be given numerous mask breaks throughout the day. Scheduled breaks will be worked into students’ schedules during various times throughout the day. Staff will do their best to accommodate students who can request or may be in need of additional mask breaks. Staff will make every effort to utilize outdoor space to ensure mask breaks occur in and out of the classroom when supervision and CDC guidelines can be ensured.
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 not be allowed to enter the building.

**Drop-Off:** Parent/Guardian will drop off students at the main entrance of the building. Parent/Guardian will pull car into the circle and phone the school from their car (203-234-7611). A staff member will then go to the entrance in order to receive the student from the parent.

**Pick-Up:** Parent/Guardian will remain in their car. Parent/Guardian will pull car into the circle near the front entrance. Parents will phone the school (203-234-7611) upon arriving to the school. A staff member will go to the front entrance where they will check the ID of the person picking the child up and have them sign the student out in the school issued log. Then the child will be released to the Parent/Guardian.

Parents who are picking up or dropping off during normal dismissal time will follow procedures below.

STUDENT SCHOOL ENTRY/DISMISSAL PROTOCOLS

Classrooms will be assigned a designated entrance and exit door in order to maximize social distancing at arrival and dismissal times.

Student transportation vehicles (including parents arriving at the start of the school day) will be directed to the proper entrance/exit area upon arrival onto the property. For vehicles who transport students from multiple classrooms, they will be directed to unload in the front circle and staff from the classroom will receive the student and walk to the proper entrance/exit. All efforts will be made to limit the number of vehicles unloading at one time in one area. As such, we anticipate this process to take much longer than usual so patience is required.

Social distancing protocols will be in place. This includes markings on the designated path to illustrate foot-traffic pattern expectations. Staff will be socially distanced along the sidewalk awaiting arrival of students.

At dismissal time, all students will remain in their assigned classroom until they are called for dismissal to their vehicle. Staff will escort the student to the vehicle through the designated entrance/exit location. Once staff have safely secured the student in their vehicle, they will enter through the same door and return to the classroom. As this process will take longer than typical dismissal, we will start the dismissal process at 2:15pm each day (12:45pm on Wednesdays).

STUDENT BELONGING STORAGE

Each student will be provided with an individual cubby or locker to store items brought in from home (i.e. backpack, lunch, coat, extra set of clothes, etc). Parents should limit the amount of personal belongings sent into school each day to only the necessary items. All belongings should be labelled with student names (including articles of clothing).

Only one student at a time will be allowed to access their locker or cubby. This will eliminate clustering of individuals in a close space.
VISITORS TO SCHOOL

We understand that there may be a need for a parent to drop something off for their child during the school day. We also know that there may be the need for a meeting at school. We ask that in both instances that parents/guardians call the school ahead to inform them that you are coming. The majority of our meetings will be conducted virtually (including PPTs where appropriate and available). Meetings that must occur should be scheduled in advance.

When arriving at the school, you will follow normal safety protocols. All visitors (including parents) will be required to wear a mask inside the building and follow marked foot traffic patterns. When it is necessary to come into the building, visitors will need to sign in at the main office in order to allow for contact tracing if needed. All visitors entering the building must have their temperature taken. Anyone with a temperature 100 degrees or above will be asked to leave the building immediately.

During this period of COVID-safe practices, volunteers will not be entering the building. Although volunteers are an important part of our school functioning, we are choosing to limit student exposure at this time.

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 for all students to be in the learning environment.

SCHOOL MOVEMENT PROTOCOLS - (HOW STUDENTS WILL MOVE AROUND THE SCHOOL)

All movement in the hallways will be on a limited and as required basis. Movement through high traffic areas (such as the main office) are marked with one-way direction arrows. Students who must move to a location other than their classroom will be required to have an adult with them. Staff and students should move through the hallways remaining as far to the right hand side of the hallway as possible to allow for two way flow in areas where there is no alternative.

USE OF OUTDOOR SPACES

Where appropriate, classrooms will be encouraged to have lessons outside when possible.

For students who require movement breaks or walks as part of their programming, these will be conducted outside of the building on school property.
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 for 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 in their assigned classroom within their cohort.

If students supply their own meals they will transport their food and utensils in a closed container labeled with the student’s name. The container will be placed in the student’s locker/cubby until meal time and returned immediately following meal time. Students who require adaptive equipment will have their own and each item will be labeled with the student’s name. Following use, these items will be cleaned. When assisting students with feeding, staff will wear gloves, a mask, and face shield.

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

Classroom staff will not eat with the students. Break times will be developed for staff to eat in a designated area away from students and socially distanced from other staff.

**Breakfast:**

Each classroom’s cart will be labeled with room number.

In the morning, meal distribution staff will stock each cart based on the orders received from each classroom and deliver to the appropriate classroom by placing the cart in the hallway outside the classroom door.

Classroom staff will bring the cart into the classroom. Each staff will retrieve the needed food items for their assigned student(s).

After breakfast the empty cart will be wiped down and placed back in the hallway for pick up by the meal distribution staff.

**Lunch:**

Meal distribution staff will stock each cart based on the orders received from each classroom and deliver to the appropriate classroom by placing the cart in the hallway outside the classroom door.

Classroom staff will bring the cart into the classroom. Each staff will retrieve the needed food items for their assigned student(s).

After lunch, the empty cart will be wiped down, placed back in the hallway for pick up by the meal distribution staff, and returned to the cafeteria to be ready for breakfast the following day.
RECESS PROTOCOLS

A recess schedule will be set up to maximize outdoor recess space while allowing all classrooms to have individual access to the space at least once per day. Recess areas will include playground behind the Principal’s Office; swing and slide area; blacktop area in the back parking lot; and Pre-School playground area. Classes will be assigned a specific time and location for each day of the week. Recess may not be in conjunction with identified lunch time due to the number of classrooms.

Recess times will be limited to one classroom in a space at a time. Staff will station around the recess space to ensure supervision and monitoring of social distancing by students.

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 PROTOCOL

**Bathroom Access Assignments:**

a. Staff who work in the main office, custodial office, the Behavior Office (Room 1), Classroom Numbers 2-9, AT office, PE Office, Mezzanine, and Nurses’ Office will utilize the bathrooms located in the conference room area (labelled Bathroom 1 and Bathroom 2).

b. Staff who work in Classroom Numbers 10-24, Social Work Office, Speech and Language Office, EIBI Office, and Music Therapy Room will utilize the bathrooms located in the Social Work Office area (labelled Bathroom 3 and Bathroom 4).

c. Students who are located in the “classroom space” in the Cafeteria will utilize the group bathroom in the front hallway (labelled Bathroom 5). One student at a time will be allowed into the bathroom in this space.

d. Any outside visitors will utilize the group bathroom in the front hallway (labelled Bathroom 6). This should be minimal due to no visitor policy.

e. Students will utilize bathrooms in the back area of their classroom only.

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

BATHROOM CLEANING PROCEDURES:

Each 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 each 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 need to call the nurses’ office (ext. 42235 or 42246) to ensure a nurse is in the office before coming down with a student. If a nurse is not available, leave a phone message. If an emergency please call the main office or Mr. Blue code as appropriate.

There will be seating to wait in the hallway outside the nurse’s office. Only one student at a time in the office.

Entry door for the nurse’s office will be in the main hallway. Exit will be out the circle area and to the right. Please follow marked signage for traffic flow pattern.

All students will be supervised and stay in designated space marked on the floor.

Medications will be administered in the classroom.

Classrooms have been supplied with basic first aid supplies for the classroom for minor injuries, cuts, scrapes, etc.

Students cannot be sent unaccompanied to the nurse’s office. Students must be accompanied by a staff member.

All inhalers must be given in the nurse’s office.

In an effort to eliminate unnecessary visits to the nurse’s office, staff will first phone the office prior to coming down and provide nurses with information related to the situation.

If medication/paperwork arrives from home in a backpack, classroom staff will call the nurse’s office and one of our nurses will retrieve the items from the classroom.

Staff with non-emergent injuries will continue to call Telecare 866-730-1143. If staff need to be seen they will contact building administrators i.e.: principal and assistant principal.

Nurses will go to classrooms to address malfunctioning feeding pumps, hook and unhook feeds and any student health need.
**ACES RELATED SERVICES**

Related services will be offered along a continuum of methods (e.g., telehealth, in-person) based on student need.

Families opting to keep their students home, related services will be offered via telehealth (i.e., synchronous and asynchronous options).

In the school environment, related services will be conducted in one of three ways (or any combination of the three): telehealth in the classroom, in-person in the classroom, or in-person in a related service room/designated workspace.

Practitioners will follow safety procedures (e.g., social distancing guidelines, wash hands before and after sessions, disinfect equipment, wear PPE in accordance with guidelines).

Scheduling will be developed to minimize travel throughout the day and to allow for cleaning/disinfecting procedures between students.

**PHYSICAL EDUCATION CLASSES**

Physical Education will be provided to the students on a scheduled basis with each classroom cohort receiving services as a consistent group. Classroom Cohorts will not be combined. To the greatest extent possible, Physical Education Classes will be held outside. All equipment will be cleaned and sanitized in between each class use.

**MUSIC THERAPY**

Music Therapy will be provided to the students on a scheduled basis with each classroom cohort receiving services as a consistent group. To the greatest extent possible, Music Therapy will be provided utilizing an outdoor classroom space. When not possible, the music therapist will conduct sessions within the classroom, travelling to students as needed. Depending upon the needs of the students and the current transmission level, the music therapist may video conference into the classroom space to conduct the music therapy sessions. Materials will be provided to the classroom and the staff will assist with the instruction being conducted virtually.
**EDUCATIONAL PROGRAMMING**

<table>
<thead>
<tr>
<th>Color (Based on Guidance from Governor or Designee)</th>
<th>In-Person</th>
<th>Distance Learning</th>
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<tbody>
<tr>
<td>Low-Level Transmission (Green)</td>
<td>Village School is prepared to offer in-person education to 100% of the enrolled students under the Low Transmission Level (Green). Classrooms have been restructured to provide social distancing to the maximum extent possible. For more information, please see procedures stated above.</td>
<td>Families that opt to have their child (ren) not attend school for in-person instruction will be provided with distance learning. <em>Please refer to the section below regarding detailed information for families who opt-out of in-person instruction.</em> These students will continue to work with their identified classroom teacher and therapist unless a situation presents where the balance of in-person and distance learning is not feasible for one person. Students will participate in a mix of synchronous and asynchronous activities. Students/Families will be asked to submit work back to the teacher for data collection and to review student progress towards IEP Goals and Objectives. Attendance will be taken daily. If your child is going to be absent, please follow the normal attendance protocols by calling the school to notify them.</td>
</tr>
<tr>
<td>Color (Based on Guidance from Governor or Designee)</td>
<td>In-Person</td>
<td>Distance Learning</td>
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<td><strong>Moderate Level Transmission (Yellow)</strong>&lt;br&gt;Classes will be split into two groups to attend in-person instruction two days a week.&lt;br&gt;Group A - Monday, Tuesday&lt;br&gt;Group B - Thursday, Friday&lt;br&gt;Classrooms will be rearranged to increase social distancing under reduced capacity.&lt;br&gt;Students will be split into the two groups based on needs for scheduling related services as well as other supports. Where siblings attend the same school, groupings will be made to ensure siblings are in school on the same day.&lt;br&gt;On days when the student is in-person, a high priority will be given to scheduling of related service sessions to be in-person (Speech and Language, Physical Therapy, Occupational Therapy)&lt;br&gt;On Wednesday, all students and staff will participate in distance learning.</td>
<td>Under Moderate Level Transmission (Yellow), families can continue to opt to have their child(ren) not attend school for in-person instruction. These children will be provided with distance learning. Students will continue to work with their identified classroom teacher and therapist unless a situation presents where the balance of in-person and distance learning is not feasible for one person.&lt;br&gt;Students will participate in a mix of synchronous and asynchronous activities. Synchronous activities will be during the days that the assigned cohort is in the building (including for the students who are opting to remain home).&lt;br&gt;Asynchronous activities will be provided to the students for the days that the assigned cohort is learning from home.&lt;br&gt;On Wednesdays, instruction will be provided both synchronous and asynchronous depending on the student needs and schedules.&lt;br&gt;Students/Families will be asked to submit work back to the teacher for data collection and to review student progress towards IEP Goals and Objectives.</td>
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<td>Attendance will be taken daily. If your child is going to be absent, please follow the normal attendance protocols by calling the school to notify them.</td>
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<td><strong>High Level Transmission (Red)</strong></td>
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<td>If the level of concern regarding community spread or the number of cases increase, we may be required to move to a High Level (Red) response.</td>
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<td>The key plan components are:</td>
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<td>● Schools closed</td>
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<tr>
<td>● 100% distance learning</td>
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<tr>
<td>Under High Level Transmission (Red), all children will be provided with distance learning. Students will continue to work with their identified classroom teacher and therapist unless a situation presents where the balance of providing distance learning for their caseload is not feasible for one person.</td>
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<td>Students will follow a traditional school schedule participating in a mix of synchronous and asynchronous activities.</td>
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<td>Students/Families will be asked to submit work back to the teacher for data collection and to review student progress towards IEP Goals and Objectives.</td>
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ADDITIONAL INFORMATION REGARDING FAMILIES VOLUNTEERING TO PARTICIPATE IN TEMPORARY REMOTE LEARNING

Village School will make every effort to provide a comprehensive remote learning experience for the families who opt-out of in-person instruction. Under this model there are some limitations that apply. Should public health data support a changed approach, the policy directives from CSDE related to the provision of this option may change to determine there is no longer a need for this temporary option. It is important to note that this option may not be available for the full school year.

In addition, please note the following:

- Families must inform ACES Village School of the decision to opt-out of in-person instruction by August 28, 2020. This can be done by calling the school at (203) 234-7611 during the hours of 8:00am-3:30pm Monday-Friday. Families should also notify the assigned classroom teacher via email.
- Upon the return to school, Classroom teachers will coordinate with families regarding remote learning for families who opt-out of in-person instruction.
- Students/Families will be asked to submit work back to the teacher for data collection and to review student progress towards IEP Goals and Objectives.
- Attendance will be taken daily. If your child is going to be absent, please follow the normal attendance protocols by calling the school to notify them.
- The voluntary remote learning programming may not result in matching instructional hours 1:1 with an in-person learning model. Every effort will be made to provide tele-therapy services for the students in all areas of related services on the student IEP; however hours may not match the amount of hours received when in-person instruction is delivered.
- Consistent communication must be maintained with the classroom teacher and the families. In order for the teacher to provide support and instruction, it is imperative that families communicate with the teacher regarding the home learning process. If communication is not maintained, the sending LEA will be notified of the loss of communication with a family.
- Families continue to have a legal obligation to engage in public school education unless the children are receiving equivalent instruction elsewhere (such as through home-schooling or in non-public schools), as set forth in Connecticut General Statutes Section 10-184. Therefore, in collaboration with the school district, parents who decide to opt into voluntary remote learning will also be expected to supervise and engage their children to fully and effectively access the remote learning programming that is offered through the public school district.
- Families who wish to have their student return to in-person classes must provide one-week notice prior to the student returning to in-person instruction. Providing schools a reasonable time for students changing their learning location will be of the utmost importance for proper planning. ACES Village School and the family will determine an appropriate re-entry date based upon adjustments to the classroom environment that need to be made.
- Please be aware that the voluntary family choice to opt-out of in-person instruction is different from the circumstance where classes are cancelled for a broader population, should public health data require it.