



IN-PERSON
*Extended School Year and Credit
Recovery Program*
OPERATIONS PLAN

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BERLIN PUBLIC SCHOOLS
In-Person Extended School Year and
Credit Recovery Program
OPERATIONS PLAN

I. SITUATION:

As part of the efforts to safely reopen Connecticut following the closures prompted by the coronavirus pandemic, the Connecticut State Department of Education has released Summer School Rules for public schools opening for in-person Extended School Year (ESY) and Credit Recovery Program, which will be permitted beginning July 6, 2020. The Berlin Public School District will commence its extended school year and credit recovery program on that date and in accordance with the rules.

II. MISSION:

Our compliance plan addresses education access and equity issues as outlined in the rules, focusing on priority access for special student populations requiring learning recovery support (e.g. Students with special needs; English Learners, Students who had limited to no access to devices to engage in distance learning); safe accommodations for students with special health care needs; and summer distance learning and continued educational opportunities.

The compliance plan addresses health and safety measures as outlined in the rules, including but not limited to student density, material sharing, facility considerations, face coverings and other protection, testing and contact tracing, notice of risks, visitor prohibitions, health screening and attendance monitoring, promoting health hygiene practices, cleaning and disinfection, and bus transportation.

III. CONCEPT OF OPERATION:

Classes will commence on July 6th and be completed July 30th / August 7th. The two locations are:

Catherine M. McGee Middle School - 899 Norton Road, Berlin, Connecticut 06037
Emma Hart Willard Elementary School - 1088 Norton Road, Berlin, CT 06037

The program information is noted below:

- Elementary / BLAST students:	8:30 am - 12:30 pm	Monday – Friday
	Willard	July 6 th – August 7 th
- Secondary BLAST students	8:00 am – 12:00 pm	Monday – Friday
	McGee	July 6 th – August 7 th
- Elementary Program	8:30 am – 11:30 pm	Tuesday – Thursday
	Willard	July 7 th – July 30 th
- Secondary Program	8:00 am – 11:00 pm	Tuesday – Thursday
	McGee	July 7 th – July 30 th
- Effective School Solutions – ESS	10:00 am – 12:00 pm	Tuesday and Thursday
	McGee	July 7 th – July 30 th
- Credit Recovery Program	9:00 am - 11:00 am	Monday – Thursday
	McGee	July 8 th – July 30 th

The Superintendent has appointed the Director of Security, Safety and Residency of the school district to serve as COVID-19 Health & Safety Compliance Liaison. In addition, a school nurse and health aide will be assigned to the school.

The Superintendent, may suspend in-person classes at any time due to health & safety risks.

School District Notifications will made via sub-group within **School Messenger** for Summer School Students 2020 and Summer School Staff 2020.

A. RESTRICTIONS:

1. **No Visitors:** Between the hours of 8:00 am and 12:30 pm, visitors will not be permitted into school facilities unless required by law, or otherwise required by a student's individualized educational plan.
2. **Student Meals:** No student meals will be delivered at these locations.
3. **No Sharing of Educational Materials**

B. STUDENT ARRIVALS AND DISMISSALS

1. **ARRIVAL - Willard**

- a. Transportations buses and vans will utilize the bus loading zone.
 - These students will be health and temperature screened by the transportation monitor prior to boarding the bus-van.
- b. Parents / guardians will utilize the lower lot as common practice during the school year.
 - These students will remain in their vehicle until they are health and temperature screened.
- c. Students arriving on Choice transportation will have their health and temperature screening checked upon arrival.
- d. Students will go to their designated arrival location where they will socially distance themselves as they line with their teacher.
- e. Once the students know where their classrooms are located they will be allowed to proceed to their classrooms.
- f. Students requiring one-to-one assistance will continue to be escorted to their classrooms.
- g. **ENTRANCES:**
 - Pre-school will enter from the Pre-school door.
 - Bus and van students will enter from the Office door.
 - Parent / guardian drop off will enter from the Cafeteria door.

DISMISSAL – Willard

- a. Student will be called for dismissal based on bus and van numbers
- b. Students will remain in their classrooms until they are called.
- c. Students being picked up by parent / guardian will wait in the gym, while maintaining social distancing and will be dismissed once their parent / guardian arrives.
- d. **EXITS:**
 - Pre-school will dismiss from the Pre-school door.
 - Bus and van students will dismiss from the front door.
 - Parent / guardian pick up will dismiss from the Cafeteria door.

2. ARRIVAL - McGee

- a. Transportations buses and vans will utilize the bus loading zone.
 - These students will be health and temperature screened by the transportation monitor prior to boarding the bus-van.
- b. Parents / guardians will utilize the outer perimeter of the parking abutting the athletic fields as common practice during the school year.
 - These students will remain in their vehicle until they are health and temperature screened.
- c. Students arriving on Choice transportation will have their health and temperature screening checked upon arrival.
- d. Students will go to their designated arrival location where they will socially distance themselves as they line with their teacher.
- e. Teachers will bring the students to their classrooms
- f. Students requiring one to one assistance will continue to be escorted to their classrooms.
- g. **ENTRANCES:**
 - Auditorium - BLAST
 - Gym South (closest to the main office) – 6th, 7th, 8th grades
 - Gym North (closest to the athletic fields) – High School, ESS, Credit Recovery

DISMISSAL – McGee

- a. Teachers will wait for an announcement to dismiss students.
- b. Teachers will walk students to the bus, vans and cars.
- c. Parents / guardians will utilize the outer perimeter of the parking abutting the athletic fields as common practice during the school year.
- d. **EXITS:**
 - Auditorium - BLAST
 - Gym South (closest to the main office) – 6th, 7th, 8th grades
 - Gym North (closest to the athletic fields) – High School, ESS, Credit Recovery

C. **HEALTH GUIDANCE:**

1. **Case Protocols and Notification:** If a child or staff member who has been present in school has a confirmed diagnosis of COVID-19, the Central Connecticut Health District shall be notified immediately. In addition, the school superintendent should establish specific notification procedures that must be taken if a staff member or student is suspected of being sick, while maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA). Guidance from the CDC that may inform sick procedures and exclusion protocols are available at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>, including:

- When staff and students should stay home (such as if they have tested positive for or are showing COVID-19 symptoms); and
- Exclusion for staff and students who have recently had close contact with a person with COVID-19 and the duration for when they should stay home and monitor their health.

Staff or students with signs or symptoms of COVID-19 may only return to school may only return to school when they exhibit no fever or other COVID symptoms for 72 hours without the aid of fever reducing medication

2. **School Closure and Reopening:** The decision to suspend or close the school program for some or all participants will be made by the Superintendent. The school will implement short-term closure procedures regardless of community spread if an infected person has been in a school building. The CDC recommends *dismissal of students and most staff for 2-5 days*. This initial short-term dismissal allows time for the Central Connecticut Health District to gain a better understanding of the COVID-19 situation impacting the school. This allows the Superintendent, in consultation with the Central Connecticut Health District, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
 - a. Recommendations for the scope closures and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
 - b. Communicate dismissal decisions and possible COVID-19 exposure with staff, parents, students, and relevant stakeholders.
 - c. Initiate recommended CDC cleaning procedures following a confirmed COVID-19 case.
3. **Health Screening:** All staff and students are required to be screened prior to entering the building for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. If any questions arise regarding the health screener's assessment of the observable symptoms or next steps, the health screener should consult the nurse. Staff and students should also be encouraged to self-report symptoms or exposures. Staff or students who have a temperature *greater than 100 degrees are not permitted into the school*. Staff or students who have a temperature greater than 100 degrees must be excluded from school and may only return to school when they exhibit no fever or other COVID symptoms for 72 hours without the aid of fever reducing medication.

When conducting screening, the school should include the following in their protocols:

- a. Use touchless thermometers. Be sure to provide adequate disinfection between individual uses.
 - b. The health screener must wear a face mask, face shield, rubber gloves while performing screening for illnesses.
 - c. Schools must identify a sick plan for students who develop an elevated temperature or who may become ill.
 - d. In addition to the nurse's office, schools must identify an isolation room where students or staff who exhibit symptoms consistent with COVID-19, can wait for their parent/guardian or responsible party's arrival to pick them up from school.
 - e. Students must never be left unattended in an isolation room.
4. **Attendance Monitoring:** The Compliance Liaison and school nurse will actively monitor staff and student absenteeism to identify any trends that would suggest spread of illness such as COVID-19.

D. PERSONAL PROTECTION:

1. **Wearing Face Coverings or Masks:** All students, school personnel, and parents/guardians dropping off/ picking up children, unless otherwise exempt, must always use a face mask while on school property or a school bus. Face covering includes cloth face covering or face masks. Instructions for the use of face masks or coverings are available from the CDC ([https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting)

[sick/diy-cloth-face-coverings.html](https://www.cdc.gov/media/releases/2020/s110520-diy-cloth-face-coverings.html).) The following individuals are exempt from this requirement per CDC guidelines:

- Anyone for whom use of a face mask would be contrary to his or her health or safety because of a medical condition;
- A child whose parent, guardian or person responsible for the child is unable to remove the face mask safely on their face.

In addition, educators that can maintain a six-foot distance with students and determine that removing their face covering is critical for instruction, can consider removing their face covering. For the safety of themselves and others in the school community, students with special healthcare needs who may require suctioning, nebulizer treatments, high-flow oxygenation, or conditions that aerosolize secretions or conditions that create uncontrolled respiratory secretions, must provide medical and treatment authorizations from their healthcare provider on how to provide their safe and effective care while in school, including the PPE that must be used by school staff.

2. **Providing Face Covering:** We will provide face covering to any student or staff member who does not have one. Face covering includes cloth face covering or face masks.
 - a. Face masks. Surgical or procedure masks should be reserved for healthcare professionals (HCP), such as the school nurse or school medical advisor, or for staff providing direct support to students with special healthcare needs or disabilities.
 - b. 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. These masks must be properly fitted to the wearer to ensure the effectiveness of the mask. Staff not engaged in providing such procedures may wear cloth face coverings (or procedure mask if available).
 - c. Face Shields. Face shields protect the eyes, nose and mouth from contamination from respiratory droplets, along with masks or respirators.
 - d. Face shields should be used by staff (such as school nurses) who are involved in aerosol generating procedures such as, provision of oxygen via high-flow nasal cannula, nebulizer treatments, and open suctioning.
 - e. 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).
 - f. Face shields may also be worn by students during speech and language exercises when face coverings/masks are not appropriate for the activity.
3. **Protecting High-Risk Educators:** In cases where close contact between educators and students is highly likely (such as when interacting with certain students with disabilities who cannot socially distance), we will provide educators with surgical masks and face shields.

E. PHYSICAL SPACE SETUP:

1. **Class Groups:** Group size in every classroom should be limited to no more than one teacher and ten additional individuals.

- a. Individual student needs should determine the exact student-to-teacher ratio. Recommended ratio for students with specialized learning needs is 5:1, but no greater than 7:1.
 - b. Both children and additional support professionals should be counted towards the 10:1 group size limit.
 - c. 10:1 group size limit assumes that the classroom (or other instructional area) is large enough to allow for six-foot social distancing between individuals. If this is not the case, the ratio must be lower.
2. **Social Distancing:** Six-foot distancing should always be maintained. In the few cases where distancing is not possible, appropriate face coverings and other protection (such as face shields) should be available.

The only times when distancing may not be possible should be when staff members are:

- a. Accommodating students with special health care needs or disabilities who may require direct contact (e.g. assisting with toileting or ambulation).
 - b. Conducting health assessments or screenings (e.g. taking temperature or listening to lung sounds by the school nurse). In these circumstances, appropriate face coverings and other protection should be available and utilized (as described in the sections below).
3. **Distancing Strategies:** Appropriate social distancing strategies should be implemented allowing for at least six feet of physical distance between individuals.

To ensure appropriate social distancing, we will select strategies based on feasibility given the unique space and needs of the school as recommended by CDC's Interim Guidance for Administrators of US K-12 Schools and Child Care Programs, including:

- a. Increase the space between desks. Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
 - b. Hallway movements will require all students and staff (unless not feasible due supervisory monitoring purposes) to guide to the right side of the hallways closest to the wall and stairways.
 - c. Floor social distancing markers will be installed at interior and exterior ingress/egress points, hallways, stairways, common space in administration areas.
4. **Consistent Teams:** If more than one adult is required in a classroom, encourage staff to work in consistent teams to minimize cross-contamination of student groups. Prioritize keeping the same group of adults and students together each day when possible.
5. **Material Sharing:** Restrict the sharing of educational materials between individuals. These materials include, but are not limited to: books, computers, calculators, writing utensils, and art supplies.
- a. No two individuals should use the same materials in a given school day.
 - b. Appropriately clean, disinfect, or sanitize materials at the end of each school day.
6. **Storage:** Each student should be provided with a specific cubby or locker to store their personal belongings

7. **Facilities:** Willard Elementary School will share their facilities with the YMCA summer camp will ensure the coordination, collaboration and implementation of safe practices, including:

- Arrival and departure times and processes;
- Bathroom usage;
- Common area usage (such as lunch room, gymnasium, playground).

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

- Maximize ventilation with outdoor air.
- Use outdoor instruction where safety conditions and physical space allow.
- Clean and disinfect areas, equipment and common touch surfaces according to the CDC guidance

Ensure that all water and ventilation systems are safe to use after a prolonged facility shutdown. For additional guidance on facility considerations, click here.

8. **Bus Transportation:** Transportation to summer school should be provided by a parent / guardian if possible. Otherwise, it will be made available where students cannot be transported by their parent / guardian and where it is required as part of an individualized education program or otherwise as required by law. In these instances:
- a. A bus monitor will be employed by the school district to ride on the bus at all times it is transporting students to monitor student density and ensure the use of face masks.
 - b. Student seating must allow for social distancing and adhere to the following restrictions: No more than one student seated per row, unless from the same household; Students seated no closer than every other row; Students seated in a diagonal formation, where if one student is seated on the right side of the bus, the next student is seated on the left side of the bus.
 - c. Face masks for all as described above are required on bus rides, except among exempt individuals.
 - d. Cleaning protocols will be communicated to all staff, including measures to prevent harmful human exposure to chemicals.
 - e. Bus drivers and bus monitors must wear face masks. These must always be worn when children are in the bus

F. CLEANING AND DISINFECTING

1. **Promoting Health Hygiene Practices, and Cleaning & Disinfection:** School administrators, under the supervision of the Superintendent, will communicate cleaning and hygiene protocols as recommended by the CDC (see link below). These protocols will be adhered to by all summer school staff and participants. Signs on how to “*Stop the Spread*” will be posted in all school buildings in easily seen locations.
 - a. Areas where summer school operations are used must be cleaned, disinfected and/or sanitized, as per CDC guidelines. Door handles, desks, and other high contact areas should be given special attention.
 - b. <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
2. **Bathroom Cleaning:** Bathrooms will be sanitized at least twice a day.

3. **Cleaning Logs:** Implement use of cleaning logs to track cleaning frequency. These logs will be completed by Custodial Supervisor and forwarded the Daily Cleaning Log to the Compliance Liaison for record retention.
4. **Hand Hygiene:**
 - a. We will reinforce to staff and children, regular hand washing with soap and water for at least 20 seconds should be done.
 - b. Alcohol-based hand sanitizer will be provided at every school entrance and in every classroom, kept secured in classrooms where children cannot safely use sanitizer without supervision.
5. **Respiratory Hygiene:** We will encourage all staff and children to cover coughs and sneezes with tissues or the corner of the elbow. Dispose of soiled tissues immediately after use.
6. **Training:** An in-person or video training that covers social distancing, cleaning protocols, and hygiene practices must be provided to and attended by all students and staff. This training will be provided by the Director of Pupil Personnel Services.

G. DETAILED BATHROOM PROTOCOLS

1. **Physical Distancing:**
 - a. Multi-stall bathrooms will only be used by those who feel well. A separate bathroom will be designated for any student that becomes ill.
 - b. In multi-stall shared bathrooms, in-use bathroom stalls and sinks will be greater than 6 feet apart with taped off stalls or sinks and place a sign indicating they should not be used where required for physical spacing compliance.
 - c. If there are multiple bathrooms available, specific bathrooms will be assigned to students by zone and students should only use their assigned bathroom.
 - d. Bathroom occupancy is determined by the number of persons who are able to use the facility while maintaining 6 feet social distance, therefore, will vary based on size and layout of each bathroom.
 - e. When there are multiple communal bathrooms available within the floor, bathrooms will be assigned by zone and users should only use their assigned bathroom, to limit cross contamination and assist with traffic control.
 - f. No personal items should be stored within the bathroom (including staff bathrooms).
 - g. Minimize time in the bathroom
2. **Cleaning Practices:**
 - a. Bathrooms will be fully cleaned and disinfected twice a day.
 - b. Conduct disinfection in the absence of children or periods of lowest occupancy.
 - c. In addition to full cleaning and disinfection twice daily, spot-disinfect high-touch surfaces throughout the day. These surfaces include: soap and paper towel dispensers, doors within toilet stalls, and toilet handles.
 - d. Signs will be placed near sinks reminding students and staff to wash hands before and after using the restroom.
3. **Bathroom Fixtures:**

- a. Optimize ventilation – Should exhaust to outside, negative pressure. Optimize fresh air intake.
- b. Place a trash can and pull down paper towel roll by the bathroom door to allow students and staff to prevent from touching the handle with their hands.

IV. **EXECUTION:**

1. **Superintendent - Brian Benigni**

Duties and Responsibilities:

- a. Read the State Department of Education’s Summer School Rules for public schools opening for in person summer classes.
- b. Review our plans with the Central Connecticut Health District before opening schools for in-person summer classes, and I will coordinate with them if suspending classes due to health and safety risks becomes necessary.
- c. Oversee is implementing a plan to ensure compliance with the Summer School Rules and promote a safe school environment for all students and staff.
- d. Will ensure we have communicated our summer plans and safety protocols to students, parents and staff, including by posting the plans on the Berlin Board of Education website.
- e. Will continue to monitor guidance pertaining to COVID-19 from the Connecticut State Department of Education, Department of Public Health, and the U.S. Centers for Disease Control and Prevention, and will incorporate as appropriate into Berlin Public School District’s summer programs.

2. **COVID – 19 Health and Safety Compliance Liaison: John Schmaltz**

Duties and Responsibilities:

- a. Will engage with students, parents, faculty, staff, and administrators to answer questions about the health and safety requirements set out in this document and address questions about compliance.
- b. Will support the implementation of these requirements, as well as the implementation of other school health and safety measures relating to COVID-19 and any additional guidance provided by the Department of Public Health.
- c. Notify the Superintendent, Director of Pupil Personnel Services and appropriate health officials of any reported COVID cases involving summer school staff and or students. These notification will also include presumptive cases of COVID
- d. Review absenteeism of students and staff in consultation with the school nurse.
- e. Conduct COVID 19 inspections for compliance to Rules for Operating Summer School during COVID-19

3. **Director of Pupil Personnel Services – Linda Holian**

Duties and Responsibilities:

- a. Provide oversight and management of the day to day school summer school operations.
- b. Provide Staff and Student training on Social Distancing, Cleaning Procedures and Hygiene.
- c. Will provide age appropriate signage regarding hygiene and social distancing.
- d. Provide Staff and Student training on Arrival and Dismissal protocols.
- e. Provide proper equipment and supplies for students and staff.

V. **ADMISTRATIVE DETAILS:**

1. Superintendent of Schools: **Brian Benigni**
Telephone: 860-828-6581
Email: bbenigni@berlinschools.org
2. COVID -19 Compliance Liaison: **John Schmaltz**
Telephone: 860-828-6577
Email: jschmaltz@berlinschools.org
3. Director of Pupil Personnel Services – **Linda Holian**
Telephone:
Email: lholian@berlinschools.org
4. Central Connecticut Health District - <https://www.ccthd.org/>
2080 Silas Deane Hwy #100
Rocky Hill, CT 06067
(860) 785-8380

VI. **CDC GUIDANCE LINKS:**

When and How to Wash Your Hands

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

Social Distancing

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Face Coverings

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Symptoms of Coronavirus

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/schools-checklist-parents.pdf>