
LCS Reopening Protocols and Procedures

2020-2021 Appendix to *LCS Student/Parent Handbook*

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What are the Phases?

Phase 1 (Minimal COVID transmission) - Social Distancing Model Elementary

Full in Person with Heightened Health and Safety Protocols

- All students will be grouped in cohorts
- Utilize larger spaces to increase social distancing (as needed / possible)
- Staggered movement times for students
- Core Curriculum followed
- Maintain structure of master school schedule

Phase 2 (Moderate COVID transmission) - Hybrid Model

- Students will be separated into cohorts. Cohort A will attend in-person on Monday and Tuesday and do remote learning on Wednesday, Thursday and Friday. Cohort B will do remote learning on Monday, Tuesday and Wednesday and attend in-person on Thursday and Friday. Wednesday will be a day of deep cleaning for buildings.
- Building by building decisions based on case numbers
- Model limits the number of students in the building on a given day
- Live instruction will be in classroom with certified teacher
- Remote instruction will be live streamed to students off site
- Master schedule is maintained
- Model allows students access to all curricula

Phase 3 (High COVID transmission) - Remote Learning Model

- School facilities are closed
- All staff and students are off site (at home)
- Students will receive live remote instruction from certified teacher
- Master schedule is maintained
- Model allows students access to all curricula / programing in a remote setting

Educational Options for Families

In-School

- In-person teaching and learning, with increased health and safety protocols in place
- **Communication Needed:** Assuming your child(ren) is registered with the school, no further communication is needed. We will be planning for your child(ren)'s arrival once school starts.

Remote, General Education Students

- Student virtually participates in daily learning, with live interactions with the classroom teacher while (s)he teaches in-person to students in school
- **Communication Needed:** Please contact your school's principal (deltanol@lpsct.org , 860-567-7510) as soon as you are able, allowing us to ensure that your child(ren) have what they need to begin their remote learning once school starts

Remote, Special Education Students (including 504)

- Student virtually participates in daily learning, with live interactions with the classroom teacher while (s)he teaches in-person to students in school
- **Communication Needed:** Please contact Direct of Special Services, Julie Haggard(haggardj@litchfieldschools.org) , 860-567-7506) as soon as you are able, allowing us to ensure that your child(ren) have what they need to begin their remote learning once school starts.

Homeschooling

- Student is unenrolled from the school and participates in a home-facilitated program. Letters of intent to homeschool should be directed to Superintendent Leone (leonec@lpsct.org).

Safety Protocols

Face Covering

- The expectation and requirement from the Department of Public Health (DPH) and the Connecticut State Department of Education (CSDE) is that all students and staff will have a face covering while on the bus, or in school. This requirement is part of the district reopening plan and will be standard protocol until further notice is given from DPH or the CSDE.



Face Covering

A cloth, paper, or disposable face covering that covers the nose and mouth; may or may not be medical grade



Face Shield

A clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face



Clear Plastic Barrier





A clear plastic or solid surface that can be cleaned and sanitized often

- Should you require a **medical exemption** for a "mask" you must provide a signed doctor's note to the school. Please understand that an exemption for a "mask" does *not* exempt a student from other face coverings.
- The school will have extra face coverings on site for students and staff should one become necessary during the day. The school will also provide students with "face covering" breaks during the day that will occur under proper social distancing guidelines.

Mask Breaks

- Students will be provided with opportunities to remove their mask, outdoors when feasible. Social distancing will be in place during these breaks.

Student Expectations

	<p>Stay home if feeling ill. Students must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had been exposed with a person symptomatic of or diagnosed with COVID-19.</p>
	<p>Masks and Personal Protective Equipment (PPE) required. All individuals will be required to wear a mask throughout the school day to the greatest extent possible. Masks may only be removed during designated activities (such as lunch and recess) and only then if students remain physically distant outdoors. Gloves will be provided to staff members as needed. Parents will be responsible for providing students with face coverings or masks. Schools will have backup disposable masks available for students who forget them.</p> <p>Masks with distracting messages or images will not be allowed.</p>
	<p>Social distancing required. Students must maintain social distancing to the greatest extent possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school. Sharing of school supplies and materials will not be allowed.</p>
	<p>Frequent hand washing or hand sanitizing expected. Students must engage in frequent hand washing or sanitizing including but not limited to upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.</p>

Daily Health Screening

- All Preschool-Grade 3 parents will receive a **daily email or text** prompting them to complete a **Daily Self-Wellness Inventory** which must be submitted prior to entering the building each day. More information regarding this protocol will be sent from Superintendent Leone on or before August 17. Students who are advised not to attend school are expected to remain home.
 - Any student who becomes symptomatic during the school day is expected to report to the nurse's office immediately.
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Reporting an Absence

- The school nurse will be automatically notified when a child's health screening indicates a health concern. In these situations, you do not need to notify the school of the absence.
 - If you are keeping your child out of school for any other reason, please contact the school as soon as feasible by calling 860 567-7510 or emailing us at centerschool@litchfieldschools.org.
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Visitors, Parent Meetings, Conferences, PPTs, 504 Meetings

- For the safety of all students and staff, **visitors generally will not be permitted to enter the building.**
- Parent meetings, conferences, PPTs, and 504 meetings will all be available via **video conference or telephone.**
- All visitors should report to the **main entrance at the front of the building.**

Student Arrival

Standard Buses

- Buses will drop off students on Woodruff St as usual.
- Students will exit from each bus, one student at a time, by grade level, and directed to their classroom in accordance with social-distancing practices.

Specialized Bus

- The specialized bus will drop off students at the back of the school.

Drop-Off by car

- Vehicles should enter the driveway in the rear of the school from Woodruff St (access from Meadow St or Russell St only) and proceed to the designated drop zone
- Vehicles must alternate (one in, one out) in the driveway as it is only wide enough for one car at a time.
- Students should remain in the vehicle until met by a staff member. Parents must remain in the vehicle at all times. Students must be able to unbuckle without staff support.
- Drop off will begin at 8:30.

Drop-Off by walking

- Parents should park in the parent lot and walk their child to the crosswalk with the crossing guard as usual. Please stand socially distanced until the main door opens. Please arrive between 8:30 and 8:40.
- Students will enter the building, one student at a time, and directed to their classroom in accordance with social-distancing practices.

Preschool

- Preschool families will walk to the yellow doors at the front of the building. Please stand socially distanced. Preschool siblings will also enter through this door. Doors will open at 8:25.
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Student Departure

Standard Buses

- Students riding the bus home will exit the building through the main entrance and be directed to their appropriate bus, in accordance with social-distancing guidelines.

Specialized Bus

- The specialized bus will pick up students in the rear of the school.

Parent Pick-up by car

- Vehicles should enter the driveway in the rear of the school from Woodruff St (access from Meadow St or Russell St only) and proceed to the designated drop zone
- Vehicles must alternate (one in, one out) in the driveway as it is only wide enough for one car at a time.
- Parents will be provided with a student identification sign that they must show to alert us to the child(ren) you are picking up. This will allow us to have students ready for dismissal.

Parent Pick-up

- Individuals picking up a student(s) will park in the lot across the street from the school.
- Parents should proceed to the sidewalk area outside of the main door and stay socially distanced.
- Parents will check-in with a staff member (remaining socially distant) and your child(ren) will be released to come meet you.

Preschool

- Preschool families will pick up their child(ren) at the yellow doors at the front of the building. Please stand socially distanced.

Arrival and Dismissal Map



Student Materials

- Each student will be provided with his or her own learning materials, which will not be shared with other students. This includes such things as
 - Chromebook
 - pencils, erasers, crayons, markers, pens
 - storage container(s) for materials
- Students are encouraged to arrive at school each day with their own **labeled**
 - mask (plus an extra or two, if feasible)
 - backpack
 - **water bottle***
 - lunch box
 - small tissue box/pouch
 - healthy snack
 - headphones or earbuds (microphone feature encouraged but not required)

****Traditional drinking fountains will not be in operation.**

Student IDs

- All students will be provided with a student ID and Lanyard
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Special Services, Mental Health, Social-Emotional Learning

Special Education & Related Services

Mental Health

- Support staff are trained to speak with students regarding any concerns they may have resulting from changes in our practices due to the COVID-19 pandemic. We encourage and

welcome conversation and communication regarding any and all questions or concerns regarding the safety of all during these times.

Social-Emotional Learning

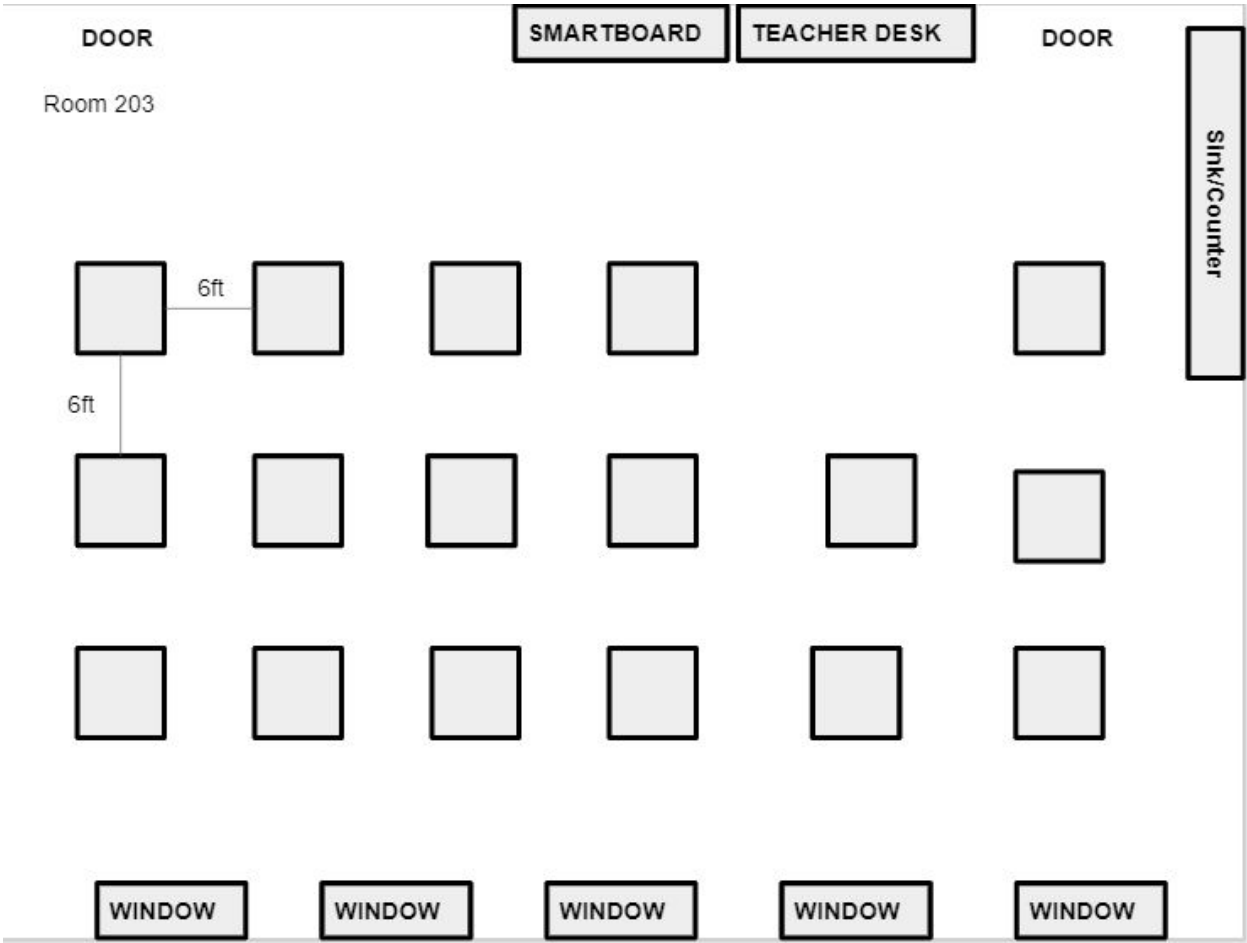
- Students will take part in Social-Emotional lessons through our program titled Second Steps.
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Isolation Room

In the event that the school nurse identifies in an individual symptoms that are consistent with Covid-19, that individual will be provided a private area to rest in a room adjacent to the nurse's office ("isolation room") while the family is contacted to arrange pick-up.

Classroom Setup

- All classrooms and work spaces have been adjusted for **social distancing** (see example below).
- Workspaces are provided with **fans** for air circulation, **hand sanitizer**, and **disinfectant wipes**.
- Students' individual **materials** will be kept in their own school-provided storage bin.



Outdoor Learning

- Outdoor learning opportunities will be provided, at teacher discretion and when feasible.
 - Social distancing will be maintained when feasible.
 - Masks will be required when 6 feet of social distancing cannot be maintained.
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Student Movement Within the Building

- **Scheduled transitions** will be staggered to avoid a large number of students and classes crossing paths.
 - **Signage and floor markers** will be in place to assistance students with maintaining social distancing.
 - When feasible, only one student per class at a time will be permitted to use the **lavatory**.
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Lunch and Snacks

- Lunch will be held in the cafeteria for most students most days. On occasion, lunch may be offered outside or in another room.
- Students are permitted to remove their masks during lunch.
- Lunch waves will be sized in accordance with recommended safety guidelines, when feasible.
- Should guidance change it may require lunch being served in classrooms. We will communicate any change.
- Time will be provided for a **snack break** each day, time determined by the classroom teacher and based on the class's specific daily schedule.
- It is highly recommended that students bring their own water bottle(s) to school with them each day, as the water fountains will be closed for use.

Breaks / Recess

- Students will be provided with multiple brief recesses throughout the day - at least one in the morning and at least one in the afternoon on full school days - rather than a single traditional recess.
- These recesses may take place in a variety of locations, including the playfield, garden area, blacktop, gymnasium, or classroom, subject to weather and social distancing guidelines.

Behavioral Expectations

- Students' who refuse to comply with safety protocols, including wearing masks when expected, may be removed from the activity and subject to disciplinary consequences.

Specials Classes

- Grades K-3 students will have a daily 50-minute block for "specials".
- Preschool students will have a daily 30 minute block for "specials".
- The location for these classes may include the homeroom location, the gymnasium, another room within the building, or outdoors, based on weather, safety protocols, and the nature of the activity.

Field Trips

Field trips will not occur during the duration of the pandemic.

Drills, Fire and Lockdown

Fire Drills will follow regular procedures as, “The State Fire Marshal's Office, at this time, does not intend to modify the requirement as it pertains to fire drills during the COVID-19 pandemic. All participants should wear a mask as social distancing cannot be maintained. Classrooms and spaces with direct access to the outside of the building should be used for evacuation. These exits will need to be maintained for the entire school year.”

Questions?

Please reach out to the building Principal, Lisa Deltano (deltanol@lpsct.org) or Operations Manager, Jeremiah Sattahzan (jsattazahn@rsd6.org) with any questions or concerns.