

**University of Hartford Magnet School
Reopening Plan
July 21, 2020**

Priorities		
Category	CREC Plan	UHMS Plan
Fall Reopening Model	<p>CREC will have three (1,2,3) levels of opening. Available data for the region and guidance from the SDE and DPH will determine the level under which the district operates.. Levels 1 and 2 will include the use of mitigation strategies including the requirement to wear a mask, social distancing and frequent hand-washing.</p> <p><u>Level 1 (All in-person learning):</u> All students and staff are invited back to school to learn on a full time basis. School will run each day identified on the school calendar during normal operating hours. Class sizes will not be reduced from the normal number unless students choose not to attend. Students will be assigned to cohorts to reduce student interaction with other students and staff interactions will be limited to essential interactions. Some classes or activities, such as assemblies, field trips, and the use of student interns, may be discontinued temporarily based on the recommendation from CREC’s health advisor. Classroom activities will be modified as needed to reduce student interaction when appropriate. Some families may opt out of in-person learning and instead will be offered the opportunity to continue their learning through the CREC Distance Learning Academy (CDLA). Some staff may ask for the opportunity to work from home and they will be considered for assignment to CDLA based on student enrollment and a process negotiated with the teachers’ union, CREC-EA. Teachers in CDLA will be replaced with substitute teachers in the building classroom.</p> <p><u>Level 2 (Hybrid Model):</u> Students who are attending school will be divided into two groups (Red & Blue). On a designated red day students in that group will attend school in a fashion similar to Level 1. As a result class sizes on average will be cut in half. Blue group students will access classroom materials virtually using remote and flipped classroom techniques. The following day will be a blue day and those students will attend for in-person learning while the red group accesses school virtually and via flipped classroom strategies. This will have no impact on CDLA.</p> <p><u>Level 3 (All distance learning):</u> All staff and students will be home utilizing distance learning technology in a synchronous mode with their teachers. At this point students participating in CDLA may join their classmates in the classrooms as they would exist in Level 1 if school returns to normal.</p>	UHMS will follow CREC’s plan.
Temporarily Choosing Not to Participate	<ul style="list-style-type: none"> • CREC will establish the CREC Distance Learning Academy (CDLA) for students who temporarily choose not to participate in in-person learning. Students who are accepted into CDLA will remain enrolled in their CREC school. Students who need internet access and/or devices for learning will have them provided at no cost. Acceptance into 	UHMS will follow CREC’s plan.

	<p>CDLA will be determined based on the timing of the request. All students will be considered for enrollment regardless of disability status, and CREC expects to accept all students who identify themselves prior to August 10th. Students asking for a seat after August 10th will be admitted through a process that will take into account seat availability and staffing. Classes will follow CREC’s curriculum. Students will receive instruction by a set of district teachers who are full members of the CREC-EA and are certified in the content area(s) they teach. Class sizes will resemble class sizes in the in-person setting under normal conditions. Classes will be offered in a synchronous mode with teachers running virtual classes and following a “normal” school schedule.</p> <ul style="list-style-type: none"> Teachers for CDLA will be chosen among those who apply for the positions. Teachers will be chosen based on an agreement with CREC-EA that takes into consideration student demand, certification, health needs and seniority. Teachers who are assigned to CDLA will get their full pay and benefits without using FMLA or other benefit time. The length of the assignment for teachers will be determined by the Executive Director based on student need. Teachers are expected to spend their work day on line, participate in school based meetings, professional development and conduct parent meetings. Teachers will be issued CREC equipment, materials and curriculum to conduct their classes and are expected to participate in training prior to the start of the school year. Teachers will be observed and evaluated by an administrator at CREC and have access to the same support as any other teacher at CREC. At the conclusion of their service all teachers assigned to CDLA will report back to the original school for reassignment. 	
<p>School Liaison, Communications Plans, and Data Collection</p>	<ul style="list-style-type: none"> CREC’s Director of Health Services will serve as the COVID-19 Health and Safety Compliance Liaison. This individual directly supervises the school nurses, and will be in constant communication with them regarding policies, procedures and protocols as they relate to health and safety requirements. CREC has a robust employee portal that is the hub for all important employee communications. A dedicated COVID-19 page was created when the schools first closed, and is updated frequently as new information and new policies and procedures emerge. The employee portal also contains an FAQ document related to COVID-19 that is updated as new questions come to the agency from employees. There are several ways that CREC communicates with families: direct communication from the Superintendent, SchoolMessenger, and the district and school websites. Currently each school website has a pop up window that links to a COVID-19 informational page which will be updated with each school’s reopening plan. The expectation is that each school’s webmaster will keep these pages updated as new information becomes available. Changes to policies, procedures, or school operations in general will either be communicated to families directly from the 	<p>The UHMS Nurse will remain in constant contact with CREC’s Director of Health Services to:</p> <ul style="list-style-type: none"> keep informed on latest health and safety requirements keep the Director informed of the health and safety of our students and staff <p>UHMS webmaster will continuously update our school webpage to keep families informed.</p> <p>UHMS’s reopening plan will be reviewed by select school staff and parents as adjustments are made.</p> <p>UHMS will consistently keep families updated with information throughout the summer and upon reopening. We will communicate using School Messenger and S’more.</p>

	<p>Superintendent or the school principal via SchoolMessenger (both voice and email messages), while at the same time the new information will be posted on the websites. Messages will be translated in Spanish.</p> <ul style="list-style-type: none"> CREC will communicate its reopening plans to parents at the end of July, after the district plan and each school's plans have been vetted by stakeholders. 	<p>UHMS will share its reopening plan with families and staff after the district plan is shared by our superintendent.</p>
Operations Plan		
Facilities	<p><u>Social Distancing in Classrooms</u></p> <ul style="list-style-type: none"> Each school was tasked with reconfiguring classrooms to allow for maximum distance between student workstations, with 6 feet being the goal. In cases where 6 feet is not feasible, schools reconfigured rooms so that all workstations are facing the same direction, with maximum allowable space between the workstations. Face shields were ordered for every teacher, and markings will be placed on floors indicating where the teaching space should end to maintain 6 feet between teacher and the first row of students. <p><u>Signage</u></p> <ul style="list-style-type: none"> Each school is outfitted with multiple signs in bright colors, easy to see, and printed in English and Spanish. Signs include reminders to wear face coverings, wash hands frequently, cough into your elbow, and maintain 6 feet of distance between individuals. Signs are also used to indicate any hallways and stairwells that are one-way, and the limitations on occupancy in bathrooms. <p><u>Training</u></p> <ul style="list-style-type: none"> CREC has three days before the first day of school dedicated to teacher training and professional development. The District Central Office will mandate that education related to health and safety amid COVID-19 occur on one of these days. CREC's Health Services Division will provide videos that cover social distancing, the proper use of PPE, hand hygiene, and cleaning protocols for staff to view before the first day of school. 	<p>UHMS will follow CREC's plan with the following adjustments and/or additional information.</p> <p><u>Social Distancing in Classrooms</u></p> <ul style="list-style-type: none"> We will maintain social distancing of six feet OR to the maximum extent possible. All kindergarten - 5th grade classrooms will be configured to allow for maximum distance between students. Foot traffic patterns will be established for each classroom to maximize distance between individuals. <p><u>Signage</u></p> <ul style="list-style-type: none"> UHMS will utilize signage provided by CREC. <p><u>Training</u></p> <ul style="list-style-type: none"> UHMS will utilize our first full day of professional development to educate our staff on our health and safety procedures, protocols, and supports. UHMS will dedicate, at a minimum, an additional half day prior to students starting to address staff additional questions, ideas, and needs.
Daily Operation	<ul style="list-style-type: none"> Each CREC School will develop and implement a plan to place students into cohorts, to the greatest extent possible, for the purposes of social and academic interaction. When determining cohorts schools are expected to consider race/ethnicity, town of residence, gender expression, English language learning and Special education status to assure that all cohorts reflect the diversity that is a CREC school. In addition, each school will determine the most effective level of interaction taking into account interaction with other students, academic needs AND the social and emotional needs of students as they navigate a 7 hour day. Students will be restricted to their cohort as much as possible without interfering with their academic placement or their need to find social and emotional well being in the school. The school will maintain lists of 	<p>UHMS will follow CREC's plan with the following adjustments and/or additional information.</p> <ul style="list-style-type: none"> Each class will serve as a cohort. Each cohort will remain together in the same classroom for the entirety of the day with the exception of: <ul style="list-style-type: none"> Outdoor breaks (when possible) Outside recess (when possible) Bodily-Kinesthetic Class (outside when possible)

	<p>cohorts so families can be notified in the event of a report case of COVID.</p> <ul style="list-style-type: none"> External organizations will not be permitted in schools to run before or after school programming. Any such programming will be led by a member of the school staff. Before and after care, and after school clubs and activities, will follow the same health and safety protocols as during the school day. The high school athletic program is following guidance from the CIAC. 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Lunch Students will have the same Essential Monday - Friday for two weeks in a row. This will reduce the number of students that our Essentials teachers are exposed to and, therefore, the number of people that students are exposed to. Only students, UHMS/CREC staff/substitutes, and others authorized by building administrators will be permitted into the school building. Parents/family members of students will not be allowed into the building until further notice. All kindergarten - 5th grade students will enter the building through the main entrance. Pre-K students will enter the building through designated entrances. UHMS Staff will meet students outside to welcome them. Before and After Care will be open: <ul style="list-style-type: none"> 7:30 am - 8:40 am 2:35 pm - 5:30 pm All meetings will be held virtually until further notice.
<p>Child Nutrition</p>	<p>CT's requirements are currently in place and will continue in the future.</p> <ul style="list-style-type: none"> The below response to the guidance recommendations are based on what we currently know at this time and what we feel works best for ensuring that all CREC students have safe access to a variety of healthy and nutritious meals every day while preserving CREC's financial resources: We are recommending that students continue to obtain their meals thru the cafeteria line with staggered small lunch waves while maintaining social distancing and other health protocols, and if necessary, some can return to the classrooms to consume their meals. This ensures better meal accountability and alleviates some custodial issues with classroom waste/clean-up. It also eliminates the need and cost for delivery carts and some increased cost for packing meals by the food service staff. It will allow a greater variety of meal choices and greatly reduce the waste that will occur with packing all pre-plated meals and sending them to the classrooms. Plexiglas sneeze guards are being installed on all service lines to protect students and staff, and 6' distancing lines, markers, and signs will be placed in all areas as needed. Sealable food containers will be used for cafeteria line service if needed so that students obtaining meals in the cafeteria can safely return to their rooms. <p><u>Response to SDE Guidance Recommendations:</u></p> <p><i>On-site Meal Service (for students while in school) meal distribution method(s):</i></p>	<p>UHMS will follow CREC's plan with the following adjustments and/or additional information.</p> <p><u>Breakfast</u></p> <ul style="list-style-type: none"> Students will pick up a "Grab & Go" breakfast when entering the building and go straight to their classroom to eat. <p><u>Lunch</u></p> <ul style="list-style-type: none"> Pre-k students will eat lunch in their classrooms. Pre-k lunch will be delivered to the classrooms. Kindergarten through 5th grade students will eat in either the cafeteria or in a designated classroom.

	<ul style="list-style-type: none"> Primarily; a cafeteria pick-up model with students coming to the cafeteria service line in their cohorts in small staggered waves and returning to classrooms or social distancing seating within their cohorts in the cafeteria as much as possible if space allows. Weather permitting, schools with outside seating capability may be able to move some tables outside to improve social distance seating and reduce the number of students in the cafeteria. Cafeteria/group seating will be maintained with a goal of 50% of capacity. Secondarily; a classroom delivery model with meals being pre-plated/bagged, placed on carts, and picked up, distributed, and accounted for by classroom staff. A hybrid delivery model with a combination of both of the above may be needed in some sites. <p><u>Off-site Meal Service (for days students who are remote learning or for unanticipated school closures) model of meal service delivery options to be implemented:</u></p> <ul style="list-style-type: none"> Primarily; a dismissal time distribution of a breakfast and lunch meal for students not attending school the following day due to a possible alternating day schedule. Staff will be scheduled to accommodate simultaneous operation of congregate and non-congregate meal service and ensure the social distancing of staff. Food, equipment and supplies, and storage space is being planned and will be adequate. Secondarily; several distribution sites for pick-up of take home meals can be made available if the students are unable to obtain their meals in their town of residence if not attending school or due to school closures. <p><u>Financial Considerations:</u> Food, supply, and labor cost will be closely monitored, and strong meal accountability procedures will be put in place to maximize state and federal meal program reimbursements and funding.</p> <p><u>Cleaning and Sanitation:</u> Updated local health department regulations and safety protocols, including standard operating procedures for sanitation will be implemented for all kitchens, cafeterias, alternative meal distribution locations, and central production kitchens.</p> <p><u>Communication with Families:</u> CREC’s School Messenger alert system will be used to communicate any necessary information or changes in meal program distribution to families . CREC’s website and social media sites will be updated with important meal program information as needed.</p> <p><u>PPE:</u> Masks, gloves, and face shields will be used when required by food service staff. Physical barriers will be used as required in serving areas.</p>	
<p>Transportation</p>	<p>Transportation will operate to full capacity or close to while maximizing health and safety protocols; specifically:</p> <ul style="list-style-type: none"> All passengers will wear face coverings for the duration of the ride until they are off the bus. For the morning routes buses will be loaded back to front and at school unloaded 	<p>UHMS will follow CREC’s plan.</p>

	<p>front to back. In the afternoon schools will load the buses back to front.</p> <p>CREC uses a variety of transportation contractors; CREC has asked the following of them:</p> <ul style="list-style-type: none"> ● Follow disinfecting guidelines before and after bus runs ● Provide PPE for drivers ● Follow the SDE recommended loading and unloading procedure <p>Bus monitors will be assigned as needed to assist with ensuring students keep their masks on at all times, and with loading and unloading procedures.</p>	
Health Practices & Protocols		
<p>Reporting Illnesses & Addressing Vulnerable Populations</p>	<p>CREC’s Health Services will provide age appropriate educational videos related to hand hygiene, social distancing and proper use of masks for students. CREC Nursing staff will be available to answer any health related concerns of staff, students and their families.</p> <p>The recommended signage will be placed throughout all school buildings indicating the importance of using face coverings, the importance of hand hygiene, and social distancing reminders. We will also utilize our internal and external websites, as well as, send home important informational updates and reminders to families through school messenger services, backpack reminders, school newsletters and social media, Hallways will be marked regarding foot traffic directions and 6 foot markers will be placed where appropriate.</p> <p>CREC will provide face covering to any student or staff member who does not have one. Face covering includes cloth face covering or face masks.</p> <p>Face masks: Surgical or procedure masks should be reserved for healthcare professionals (HCP), such as the school nurse.</p> <p>N95 respirators: N95 respirators will 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 fit tested 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).</p> <p>Face Shields: Face shields will be provided to 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.</p> <p>Face shields worn with face coverings, will also be provided to 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)</p> <p>Face shields may also be worn by students or the speech pathologist if the student is unable to wear one during speech and language exercises when face coverings/masks are not appropriate for the activity.</p>	<p>UHMS will follow CREC’s plan with the following adjustments and/or additional information.</p> <p>The UHMS Nurse will virtually visit each class within the first week of school to educate the students on the importance and necessity of wearing a mask, washing hands, and practicing social distance.</p> <p>The health office will be divided into two areas:</p> <ul style="list-style-type: none"> ● Wellness - area for nurse to administer medical attention to students with non-Covid related issues ● Isolation - area for students with Covid-related symptoms to be isolated and picked up by a family member or designee ● No staff members will be able to enter the isolation area of the health office.

	<p>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), CREC will provide educators with the appropriate PPE as needed based on CDC and OSHA guidelines and in consultation with the Medical Advisor</p> <p>CREC will reinforce to staff and children, regular hand washing with soap and water for at least 20 seconds should be done. Alcohol based hand sanitizers will be available throughout the school building at every school entrance and in every classroom. Sanitizers will be kept secured in classrooms where children cannot safely use sanitizer without supervision.</p>	
<p>Social Distancing</p>	<p>Each individual CREC school will attempt to implement social distancing measures where and when they are feasible. Since each school has variance in enrollment, furniture, classroom size and layout, attempts at social distancing will be determined by school based staff. Instruction will most often take place in the classroom with a normal class size under Level 1 of school operations. To the extent feasible and practical student desks/tables will be placed in a manner that faces all students in the same direction and places them as far apart as possible based on student enrollment and square footage. Extraneous furniture will be removed weekly based on enrollment and student learning spaces will change as enrollment changes.</p> <p>Schools will develop plans for movement around the building taking into account cohorts, and attempt to limit exposure across cohorts. Schools where appropriate may develop movement restrictions of both staff and students by identifying hallways, stairwells and bathrooms as either one way or for use by only certain cohorts. This work will be reviewed to assure it meets local codes for egress in the event of an emergency. Students and staff will be reminded to avoid interaction with students from other cohorts both in and out of school as a mitigation strategy.</p>	<ul style="list-style-type: none"> • Schedules will be developed to reduce the number of classes utilizing hallways at the same time. • All students and staff will maintain social distance to the maximum extent possible. • All kindergarten - 5th grade classrooms will be configured to allow for maximum distance between students. • Foot traffic patterns will be established for each classroom to maximize distance between individuals. • All Essentials classes (Music, Visual-Spatial, Bodily-Kinesthetic, and Library) will be held in the student's homeroom classroom or outside. • All student bathrooms are single occupancy. • Students will only use the bathroom directly outside of their classroom.
<p>Use of Face Coverings, Masks, & Face Shields</p>	<p>All staff and students who are not exempt are expected to wear a mask while on the bus or on campus. CREC will provide a mask at the start of the school year to anyone who needs one and offer masks to staff and students on an as needed basis. Schools will plan times periodically through the day for mask breaks when proper social distancing can be observed. Students or staff who remove their masks will be reminded of its importance and be spoken with by school officials.</p> <p>CREC recognizes that some students will have difficulty with a mask based on age, medical or emotional disability/need. Care will be taken with these individuals to assure their inclusion in school, while trying to maintain a safe environment for the larger community.</p>	<p>UHMS will follow CREC's plan with the following adjustments and/or additional information.</p> <ul style="list-style-type: none"> • All students and staff are required to wear a mask when entering, leaving, and while in the building.
<p>Health Monitoring Plan</p>		
<p>Planning & Distribution of Information</p>	<p>Case Protocols and Notification: If a child or staff member who has been present in school has a confirmed diagnosis of COVID-19, the local health department will be notified per protocol. The school superintendent or designee (such as the Managing Director of Health Services or school medical advisor) based on a risk assessment and Department of Public Health guidance,</p>	<p>UHMS will follow CREC's plan.</p>

	<p>will notify those staff and/or students that may have been exposed to anyone suspected of being sick, while maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA).</p> <p>CREC Health Services has an electronic medical documentation system and will have all health office visits be documented within it. CREC Health Services will use identified templates for SUSPECTED COVID-19 or CONFIRMED COVID-19 or EXPOSURE TO COVID -19 in order to allow monitoring of trends.</p> <p>Mitigation The following are factors which can mitigate the spread of infectious disease; they will be taught and reinforced often. Nurses will post information visually with signs throughout the building as well as add information to websites and newsletters regularly such as those found within the CDC Guidelines:</p> <ol style="list-style-type: none"> a. Avoid contact with people who are sick b. Stay home if sick c. Cover cough or sneeze into your elbow or tissue, then throw the tissue in the trash. d. Follow hand hygiene. e. Follow CDC recommendations on face cloth coverings. f. Avoid touching your eyes, nose and mouth. If you do, wash your hands afterwards g. Wash hands often with soap and water (20 seconds) h. If you do not have soap, use hand sanitizer (60-95% alcohol based) i. Clean and disinfect frequently touched objects and surfaces using an approved cleaning spray or wipe. j. Ensure all vaccines are up to date of self and household members <p>We will teach and reinforce the use of cloth face coverings. Face coverings should be worn by staff and students as feasible and are most essential in times when physical distancing is difficult. We will provide information to staff, students and families on the proper use, removal and washing of cloth face covering.</p> <p>We will utilize social distancing, as defined as staying 6 feet apart from others whenever possible. When it is not possible, we will reinforce the use of a cloth face covering.</p>	
Containment Plan		
	CREC Plan	UHMS Plan
	<p>When conducting screenings, the following protocols will be followed: Health Office Point of Entry <i>Alternative areas within each school have been defined to be able to maintain and manage an isolation area</i></p> <ol style="list-style-type: none"> 1. Student requires further assessment and the nurse is notified by phone from the classroom. 2. Student enters the health office and follows the instructions toward SICK area or WELL VISIT area, as marked at the entrance. 3. Separate entrances for sick and well students are preferred, when possible. 4. Student performs hand hygiene upon entry 	<p>UHMS will follow CREC's plan.</p>

Triage Area

1. Each health office will have a designated triage area at or near the point of entry.
2. Observing PPE guidelines, the nurse assesses students for fever and other symptoms indicative of COVID19 including, but not limited to fever, body aches, chills, sore throat respiratory difficulties or new loss of taste or smell.
3. Non-contact temporal thermometers are preferred and will be used for determining temperature.
4. Masks are given to students with respiratory symptoms if not already in place.
5. Based on guidelines, Nurse sends the student to a non-isolated area of the health office or to isolation.

Isolation Area

1. Each Health Office is to have an isolation area. Preferably, this is a separate, well ventilated room with a closed door and near access to running water and a bathroom. If an adjacent room is not possible, curtains or a floor-to-ceiling barrier to designate such an area may be necessary.
2. Entry into the isolation area is restricted to the nurse and requires donning of appropriate PPE.
3. All PPE is to remain within close proximity to the isolation area to prevent the spread of infectious material to non isolated areas.
4. Nurse notifies the parent of the need for dismissal. Parents are required to pick up student as soon as possible.
5. Each Health Office will have a designated area for the performance of routine procedures such as medication administration, injury treatment, and diabetic testing that is physically separate from the isolation area.
6. There is to be a minimum of 6 feet between beds, desks and chairs within the Health Office. All persons within the Health Office are to maintain a distance of at least 6 feet from each other, except for the duration of assessments or treatments when necessary.
7. This area is to contain access to soap and water or 60% alcohol sanitizer for hand hygiene.

Dismissal to Home

1. Parent is to be instructed by the nurse to call the school when they have arrived
2. Upon parent or designee arrival, main office staff is to notify the nurse via phone or intercom. Parent/designee is requested to wait in car.
3. Nurse or designee is to escort the student from the health office or isolation area to parent car.

Students with signs or symptoms of COVID-19 may only return to school with a documented negative COVID-19 test result or a note from a healthcare provider clearing them to safely return to the school program. For individuals who tested positive for COVID-19, they may return to school when 10 days have passed since the test and

	<p>depending on their healthcare provider’s advice and availability of testing, they should get tested to see if they still have COVID-19. If a student is to be tested, they can be around others after they receive two negative test results in a row, at least 24 hours apart.</p> <p><u>Isolation and Personal Protective Equipment (PPE) Standards in the health office</u> <i>They are subject to change based on national supply and infectious disease outbreak.</i></p> <p><u>Uniform and Standard PPE</u> In order to prevent cross-contamination between personal and professional environments, as well as easily identify health office personnel, medical scrubs may be worn. Appropriate PPE will be worn in the health office when caring for sick children and will wear a lab coat when leaving the health office to be in other parts of the building. Closed-toe shoes will be worn on a daily basis.</p> <p><u>PPE for other purposes</u></p> <ol style="list-style-type: none"> 1. Separate PPE should be donned for the isolation room/area. 2. For on-site calls, triage symptoms on telephone and prepare necessary PPE for on scene response. <p>The appropriate PPE will be utilized in conjunction with universal precautions and proper hand hygiene</p> <ol style="list-style-type: none"> 1. Hand hygiene is required before and after each office encounter and after each Intervention. 2. Soap and water scrubbing for 20 seconds is the preferred method. Hand sanitizer with at least 60% alcohol also is acceptable. 3. Soap and water handwashing must be used in the case of gross soiling <p><u>Cleaning</u> After a student is dismissed from the isolation area, the nurse will contact custodian for cleaning of the area.</p>	
Cancelation of Classes, Remote Learning, & Reopening Plans		
	CREC Plan	UHMS Plan
	<p>CREC will enter the year planning for the eventual use of all three levels of learning (in school, hybrid and distance learning). Through either executive order or through consultation with our health director, CREC will be ready to move between these three levels at the district, school and cohort levels. Once a decision has been enacted, notification will be transmitted to the impacted group of staff and families giving them a reason for the shift and the details of the change. When a decision is made to go to Level 3 (full distance learning), staff and students will be instructed to go to their checklist of materials they need to take home so they can continue their learning remotely. This checklist (a.k.a. “Go Bag” more information is in the next section of this plan) will include school owned equipment including devices, materials relevant to their grade level and mobile internet hot spots as needed.</p>	<p>UHMS will follow CREC’s plan.</p>
Future Planning for Remote	<p>CREC Magnet Schools will be ready to move to Level 3 (distance learning) as necessary. In order to do this, a series of steps have been taken at the district level to create consistency</p>	<p>UHMS will follow CREC’s plan.</p>

<p>Blended Learning</p>	<p>and predictability for students and staff across the three levels of school opening.</p> <p>The 2019-2020 school year “Interim Learning Plan” will be revised and ready based on spring 2020 implementation and feedback received by parents, students, and staff. The plan will reflect this feedback and current state recommendations and includes the following:</p> <ul style="list-style-type: none"> ● A set of prioritized content standards to communicate the most important content to be taught during the school year. The prioritized curriculum is based on the critical content from the spring of 2020 and the 2020-2021 school year. The prioritized curriculum will focus on accelerating students knowing that there will be less direct instructional time due to the impact of lost instructional time and increased time for social emotional learning. ● Standardizing policies regarding the grading of students. These policies will focus on the assessment of the key prioritized standards that will allow for, in the case of Level 2 and 3 school operations, students to be able to achieve at the highest level even if they may only be able to participate asynchronously. Teachers will use formative assessments of pre-requisite skills and concepts in lieu of larger grade level assessments to help determine where students are in relation to the critical standards. There will be a focus on student feedback that is specific, consistent, and empowering to identify where students are and what they need to get to the next level. ● Purchasing specific instructional online applications for all staff and students depending on grade level bands. The identification of these specific apps allow for focused, ongoing learning to support the integration of online applications in all three levels of school opening. In this regard, staff will be well prepared for a shift to Level 3. In addition, we will utilize the CT Remote Learning Hub (https://portal.ct.gov/SDE/Academic-Office/CTLearning-Hub) to provide high quality, high impact resources from experts in the field for academic content, social, emotional health and well-being. ● Creating and maintaining a “Go Bag” (a bag of essential school supplies for each student) and check list of materials students and teachers will need to take home so they can continue their learning remotely. This checklist and “Go Bag” will include school owned equipment including devices, materials relevant to their grade level, and hot spots as needed. ● Incorporating regular student check-ins to assess social-emotional well-being in an online format. ● Setting expectations for synchronous and asynchronous experiences for students that reflect the 7.25 hour school day with teachers available during this time less contractual breaks and other duties. <p>Each CREC school will develop a plan that will include how the school schedules will operate in each of the three levels of operation. These plans will be communicated to parents along with guidance of how parents will be notified if the levels of operation change.</p> <p>Each CREC school will also develop a system to track attendance and follow-up with</p>	
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	attendance issues; to track communication with students and parents and to report student progress.	
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Academics

Special Education	<p>CREC special education, 504 and related services, following state law and SDE guidance, will continue to be determined through PPT and 504 meetings held in conjunction with, or under the direction of, the sending LEA.</p> <p><u>PPT/504 Meetings</u></p> <ul style="list-style-type: none"> ● To the extent possible, and with the cooperation of the appropriate LEA, PPT and 504 meetings will be conducted virtually moving forward. ● Issues of equity in terms of parental involvement will be addressed. ● For the foreseeable future, the primary purpose of PPT and 504 meetings (for existing CREC students) will be to identify student progress during the pandemic and develop appropriate recovery services through the IEP or 504 plan. ● For students involved in virtual instruction; CREC magnet schools will comply with all CSDE guidance regarding the development of IEPs for a virtual learning environment. <p><u>Direct Academic Instruction</u></p> <ul style="list-style-type: none"> ● To the extent possible, all direct instruction of students will occur in the students' cohort groups in the general education classroom. ● Instruction will be delivered by certified special education teachers, substitute teachers, if available, and paraeducators working under the direction of special education teachers. ● Those adults working with students will wear masks and/or face shields to the greatest extent possible ● Materials for each student will be available and will be disinfected (to the extent possible) and bagged at the end of each instructional session. ● Adults will wash their hands before and after each student instructional session. ● Direct instructional services will also be available through the CREC Distance Learning Academy, for those students needing to remain at home during any period of time, through CREC approved electronic platforms. ● Virtual special education teachers may work with students in grade level cohort groups across CREC magnet schools as necessary. <p><u>Assessments and Evaluations</u></p> <ul style="list-style-type: none"> ● Following guidance being issued from CSDE; CREC will purchase those assessments deemed appropriate for virtual administration. Virtual administration of assessments will be conducted for those students in need who are attending the CREC Distance Learning Academy. ● Adults and students working together to complete face-to-face assessments will wear masks, use face shields or plexi-glass dividers depending on the assessment tool itself and the content area being assessed. ● Adults conducting assessments involving hand-over-hand, touching of assessment materials or adult manipulation of the students' limbs or face will additionally wear 	UHMS will follow CREC's plan.
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gloves. Once the evaluation session is over, the gloves will be disposed of in an appropriate manner under the direction of the CREC Director of Health Services.

- In order to reduce sharing of assessment materials from one school to another or from one practitioner to another; additional assessment kits will be purchased.
- At the end of each evaluation session all materials will be disinfected.
- Adults conducting assessments will wash their hands before and after each session.
- To minimize the number of adults entering schools, all evaluations will be conducted by CREC staff for the 2020- 2021 school year.

Related Services

- Related services will continue to be made available to students both through the CREC Distance Learning Academy and in-person.
- Virtual related services staff members may work with students in grade level cohort groups across CREC magnet schools as necessary.
- All services needing a HIPAA compliant platform will continue to be conducted virtually as necessary, through Zoom, following existing CREC guidelines.
- **School counseling** services will be implemented in students' cohort groups in the general education setting whenever possible. One to one school counseling sessions may occur either virtually (recommended) or with both parties wearing masks and social distancing only if necessary. Developmental guidance lessons, taught in the students' cohort groups, may be recorded so that students attending the CREC Distance Learning Academy may access them.
- **School social work/psychology** services will be conducted in one of two ways in the school environment: in the general education classroom for those topics that apply to most children in the group (ie: social skills development, culture and climate, race relations etc.) or in 1:1 situations between an adult and a student for those more individual and critical needs (ie: abuse, pregnancy, divorce etc.) Practitioners will follow social distancing guidelines, wash hands before and after sessions, disinfect materials, wear masks, use face shields or use portable plexi-glass units as determined appropriately.
- **OT/PT/SLP** services will be conducted in one of two ways in the school environment: in the general education classroom working with groups of students with similar needs (recommended) or in 1:1 situations as the circumstance demands. Practitioners will follow social distancing guidelines, wash hands before and after sessions, disinfect materials, wear masks, use face shields or use portable plexi-glass units as determined appropriately.

Restraint and Seclusion

- De-escalation training of staff will be emphasized and will be used at all times with students.
- Staff will be re-trained in use of emergency physical interventions and use of PPE.
- Staff will wear face coverings and gloves. Staff will maintain a second set of clothing on-site in case it is necessary for them to change.
- If staff PPE is removed while administering an emergency physical restraint

	<p>procedure, a second adult with PPE will be on call to replace staff.</p> <ul style="list-style-type: none"> ● A student’s mask must be removed prior to the use of an emergency restraint procedure or seclusion. ● Any room used to isolate a student will be cleaned once the student has exited the space. ● Any mats used during emergency restraint or seclusion will be cleaned once the student is no longer in contact with the mats. 	
<p>English Language Learners</p>	<p>The schools will oversee programming for the fall with the understanding that there has been no waiver of requirements under the Civil Rights Act of 1964, Title IV, the Equal Educational Opportunities Act (1974) and the Elementary and Secondary Education Act (1965) for provision of a free and appropriate public education (FAPE) for English Language Learners. English Learners will continue to be viewed as general education students first and receive instruction in the general education classroom with necessary EL support and programming. Schools will provide continued EL instruction via the dedicated EL teacher(s) who will provide the programming required to meet the students’ academic needs. To the extent possible, all direct instruction of students will occur in the students’ cohort groups in the general education classroom. This may include pull-out or push-in support, or participation in a bilingual program. When necessary, teachers will serve students virtually in grade level cohort groups across CREC magnet schools as necessary.</p> <p>Instruction will be delivered by certified teachers in most every case and associate instructors for programs with low enrollment under the direction of certified teachers or building administration. All adults working with students will wear masks at all times and will utilize portable plexi-glass dividers when determined appropriate. Adults will wash their hands before and after each instructional session.</p> <p>Materials for each student will be disinfected and bagged at the end of each instructional session. Additional online resources have been purchased to support continued instruction and acceleration of our EL students in accordance with their English proficiency goals and prioritized curriculum.</p> <p>Bilingual students will receive instruction in the general education classroom and bilingual programming required to meet the students’ academic and language needs. To the extent possible, all direct instruction of students will occur in the students’ cohort groups in the general education classroom. This may include pull-out or push-in support. When necessary, teachers will serve students virtually in grade level cohort groups across CREC magnet schools as necessary. Schools will oversee the bilingual programming required to meet the students’ academic needs,</p> <p>Instruction will be delivered by certified bilingual or Spanish speaking TESOL teachers if available under the direction of building administration.</p> <p>EL and bilingual instruction will also be available through the CREC District Learning</p>	<p>UHMS will follow CREC’s plan.</p>

	<p>Academy for those students needing to remain at home during any period of time through CREC approved electronic platforms.</p> <p>Additional online resources have been purchased for our EL and bilingual students and this will be implemented in either a face-to-face or virtual format.</p> <p>Should we move to level 3 instruction, EL and bilingual instruction will continue virtually with the assigned school staff in accordance with the school specific schedule.</p> <p>Teachers of English Learners will continue to reach out to parents via phone, email or video conferencing. All letters (EL/Bilingual Services Initial Consent, EL/Bilingual Services Exit Notification, EL/Bilingual Continuation of Services) will be conveyed via mail or email and translated into the preferred language when possible. If the student is being served on an electronic platform, the teacher will communicate with the student’s guardian to ensure that the student will have access to the technology required to participate fully. Additional training will be provided to parents in their native language when available.</p> <p>For ELs who are also identified as students with disabilities, to the extent possible, and with the cooperation of the appropriate LEA, PPT and 504 meetings will be conducted virtually moving forward. The EL teacher will represent the student’s language needs in these meetings.</p> <p>For the foreseeable future, the primary purpose of PPT and 504 meetings will be to identify student progress during the pandemic and develop appropriate services through the IEP or 504 plan.</p> <p>For students involved in virtual instructions; CREC magnet schools will comply with all CDSE guidance regarding the development of IEPs for a virtual learning environment.</p>	
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Family & Student Engagement

<p>Family Support and Student Engagement</p>	<p>Ongoing communications in collaboration with Community based Organizations (i.e. Compass, Catholic Charities, Peace Center of CT, Mi Casa Family Services, OPP), where Family and Community Engagement (FACE) team can meet with families on school protocols related to health and safety guidelines.</p> <p>The FACE team will continue engaging families and students as the reopening moves forward to give the families the opportunity to ask questions, express concerns and provide feedback via zoom, community based meetings, and FaceTime.</p> <p>FACE will continue to reach out to families who are not connecting to school either virtually or in person in order to re-engage families as necessary. Home visits/sidewalk visits will take place in collaboration with community based agencies that are working with those families. The district and school websites will include links to reopen plans and FAQ documents, and will be available in English and Spanish.</p>	<p>UHMS will follow CREC’s plan.</p>
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Social Emotional Learning & Mental Health

Student Engagement

- The CREC Family and Community Engagement (FACE) team will continue to track and connect with those students who are not present for learning, either virtually or in person. Virtual connections, or porch visits, will occur to re-engage students as necessary.
- Working in conjunction with school-based teams FACE personnel will develop support plans for disengaged students.
- Upon return to school all students will be screened to assess for pandemic trauma. Students who are at risk will be included in CBITS or BounceBack groups to address these needs.
- During the first week of in-person learning all students will be provided with the opportunity to participate in “circle” groups to discuss the impact of the pandemic on them and to discuss recent national events involving race relations. The ultimate goal of these groups is to develop a healthy and happy community of learners.
- If schools do not re-open in August; virtual circles will occur for students who wish to participate.
- As in pre-pandemic times; support services will be available to students both virtually and face-to-face.

Staff Engagement and Well-Being

- CREC has a robust Employee Assistance Program for its employees. Staff will be reminded of this free service at the beginning of the school year.
- Building-based staff meetings, district-wide leadership meetings and team meetings with pupil services supervisors will continue utilizing Zoom to ensure that all staff members feel heard and supported.
- CREC Human Resources and all Collective Bargaining Units will continue to work together to provide a positive and healthy work environment.

Family Engagement

- The FACE team, in conjunction with school social workers, school counselors and school psychologists, will continue to provide support and referral services to all CREC families.
- CREC will ensure that all families have the necessary technology should we move back in a virtual environment. This includes assisting families in securing “hotspots” as necessary and providing technical assistance.
- Zoom meetings will continue to be utilized to engage families for: intake meetings, parent/teacher conferences, PPT and 504 meetings and other opportunities to speak with families.

Mandated Reporter Obligations

- CREC will provide a refresher course for all staff on mandated reporting responsibilities, as well as to ensure that all staff needing to take the on-line DCF Mandated Reporter Training do so.
- DCF 136 Reports will continue to be reviewed by the Director of Pupil Services, post

UHMS will follow CREC’s plan.

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After School Programming	CREC's Before and After Care programs will follow SDE and OEC guidelines as they relate to health and safety; PPE will be made available to the staff working in these programs.	UHMS will follow CREC's plan. Before and After Care will be open.
Career and Technical Education		
	CREC Plan	UHMS Plan
	<ul style="list-style-type: none"> ● Classroom experiences for hands-on activities will be modified to ensure social distancing and minimizing shared workspaces and equipment. ● Simulations will be used for science labs when possible. ● Hand sanitizer will be available for use for all lab spaces. ● Disinfecting wipes will be available for wiping all shared equipment before and after use. ● UV Disinfecting cabinets will be used to sanitize equipment (such as goggles) , as available. ● Work stations will be made to maximize room between students, where possible. ● Moveable plexiglass barriers will be available to provide protection when stations cannot be physically separated. ● Students and staff will use gloves during labs, and have training for minimizing contamination. ● Gloves will only be used during the lab surfaces. 	<p>UHMS will follow CREC's plan where applicable.</p> <p>UHMS's Maker Space will be closed.</p>
Staffing & Personnel		
Certification & Personnel Planning	<p>A COVID-19 webpage is available to CREC employees with telephone numbers and general information as it relates to employment situations impacted by COVID-19. In addition, links are available to staff for external online resources that provide information on the coronavirus disease 2019 outbreak and prevention as well as the specific links to various US agencies.</p> <p>Human Resources, in consultation with legal counsel, developed a Frequently Asked Questions (FAQ) document that is available to all staff on the internal employee portal. The HR FAQs are updated as changes are made on a State and Federal level or as determined by CREC Leadership. The document serves as a resource for our administrators to assist and support their school community. The topics include:</p> <ul style="list-style-type: none"> ● Pre-Opening Building Conditions ● Face Covering/Exposure ● Returning to the Workplace/Available Leave ● Hiring Process ● Educator Certification ● Telecommuting Policy <p>CREC Leadership, including Principals and Program Directors, along with HR staff continue to be educated on the legal requirements CREC must comply with by the Human Resources leadership as presented by Executive Orders, the CDC and our legal counsel.</p>	UHMS will follow CREC's plan.

	<p>The <i>Intake Form Regarding Eligibility for FFCRA Leave</i> is utilized by Human Resources staff when an employee contacts CREC to inquire about eligibility for leave under the Families Coronavirus Response Act (FFCRA). The form, which is for internal use only, is a means for gathering initial information about whether an employee is entitled to leave under the Emergency Paid Sick Leave Act (EPSLA) or Emergency Family and Medical Leave Expansion Act (EFMLEA).</p> <p>With the establishment of the CREC Distance Learning Academy (CDLA), Teachers for CDLA will be chosen amongst those that apply through the CREC posting. In addition, CREC will hire Temporary Substitute Teachers to prepare and deliver curriculum and instructional activities for the 2020-2021 school year for in-school instruction. Prior to COVID, to remain competitive with the market, CREC made changes to its substitute rates to improve our ability to hire qualified candidates.</p>	
<p>Professional Development</p>	<p>CREC has three days before the first day of school dedicated to teacher training and professional development. The District Central Office will mandate that education related to health and safety amid COVID-19 occur on one of these days. CREC's Health Services Division will provide videos that cover social distancing, the proper use of PPE, hand hygiene, and cleaning protocols for staff to view before the first day of school.</p>	<p>UHMS will follow CREC's plan.</p> <ul style="list-style-type: none"> ● UHMS will utilize our first full day of professional development to educate our staff on our health and safety procedures, protocols, and supports. ● UHMS will dedicate, at a minimum, an additional half day prior to students starting to address staff's additional questions, ideas, and needs.