

Connecticut LEA Reopening Template

Connecticut State Department of Education • June 29, 2020



This document identifies the critical “REQUIREMENTS” needed for each local educational agency (LEA) or school operator to submit a reopening plan in accordance with the Connecticut School Reopening Plan — *Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together*. In providing the LEA’s response, it is imperative to work through the Connecticut School Reopening Plan, which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing the unique local approach.

While the submitted plans do not require approval by the Connecticut State Department of Education (CSDE), plans will be retained. Receipt and consideration of the plans will allow the CSDE to share best practices and provide technical support for those LEAs who require it.

LEAs should submit a reopening plan that clearly and specifically addresses the requirements outlined in each section below. The CSDE recommends plans be developed inclusive of, but not limited to school-based administrators, teachers and school staff, health and nursing staff, nutrition services, transportation services, boards of education, local health officials, municipal leaders, parents and other relevant stakeholders.

Additional Details:

Plans should be submitted in font size no greater than 11pt, in PDF format. Due:

July 24, 2020

Submit to: SDE.REOPEN@ct.gov

Include the following completed table at the top of your submitted plan:

Date of Submission:	July 22, 2020
LEA Name:	Winchester Public Schools
Reopening Plan Point of Contact:	Melony Brady-Shanley
Contact Email:	melony.brady-shanley@winchesterschools.org
Contact Phone:	860-921-1747
LEA COVID-19 Health and Safety Compliance Liaison:	Melony Brady-Shanley
Liaison Email:	melony.brady-shanley@winchesterschools.org

If schools plan to iterate and/or improve their plan as result of newly released guidance and/or changes in their local communities, those should also be submitted to the CSDE at the email listed above.

This document reflects preliminary guidance and considerations as of the date published, and should not be interpreted as mandates, except where there is indication of a requirement. The Connecticut School Reopening Plan — *Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together* may be updated due to the rapidly changing response to this pandemic emergency and ongoing updates from Centers for Disease Control and Prevention (CDC) and/or changes to federal and state orders and guidance. The Connecticut State Department of Education will provide any such updates to Superintendents.

Clearly and specifically detail how you will address each critical “REQUIREMENT” listed below in your plan. While crafting your responses, it is imperative to work through the Connecticut School Reopening Plan which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing a unique local approach.

Priorities	School Plan
<p>Fall Reopening Model</p> <ul style="list-style-type: none"> • LEAs should plan to have all students, in all districts, return to schoolhouses for full-time instruction at the beginning of 2020-2021, so long as public health data continues to support this model. This model will be supported with more intensive mitigation strategies and specific monitoring, containment and class cancellation plans. <ul style="list-style-type: none"> – In addition to full-time instruction plans as indicated above, LEAs must be prepared to modify their plans to support a partial reopening or to allow for scaling back at a future date if the public health data changes. • Identify gaps and develop action plans for reopening that specifically address inclusion, equity, and access for all learners with strategies and clearly defined action steps. 	<p>Winchester Public Schools (WPS) is prepared to safely open schools to all students and staff on August 24, 2020 (staff) and August 31, 2020 (students). WPS is prepared to move to hybrid (split – in-person/distance) learning or full-distance learning should public health data support it. This decision would be made in consultation with the Torrington Area Health District, State Department of Education, the Board of Education, and Superintendent.</p>
<p>Temporarily Choosing Not to Participate</p> <ul style="list-style-type: none"> • Plan for parents and students who may temporarily choose not to participate in the return to school. 	<p>Temporarily Choosing Not to Participate Statement: On July 10, 2020, a Participation Survey was sent to all WPS families. This survey had three choices – In-Person Learning, Distance Learning, or Homeschooling. To date, 20% of families have indicated they will be participating through Distance Learning. All families should be aware that they can re-join the in-person learning community at any point.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. On August 3-7, 2020 all families will be personally called, asked to confirm their choice to participate in distance learning. 2. Distance Learning will begin on Monday, August 31, 2020. 3. Instruction will be provided by certified teacher(s). Distance learning support will be available during regularly scheduled school hours. 4. Distance Learning will utilize the Google Classroom Platform, Google Meets, and a weekly instructional schedule will be provided. Students will be expected to complete the same work that is completed in-person for core subjects. Work submission will be completed through Google Classroom. 5. IEP/504 students will to the best of our ability receive services virtually. Providers will supply resources and opportunities for in-person lessons through Google Classroom. 6. WPS staff will document student participation and work completion weekly. Students will be assessed during this time. WPS staff will contact the parent(s) at least once weekly to provide a check-in on progress, support, and troubleshooting.

	<p>Gap(s)/Further Investigation:</p> <ol style="list-style-type: none"> 1. Connecticut Learning HUB is underdevelopment (online platform for student learning).
<p>School Liaison, Communications Plans, and Data Collection</p>	
<ul style="list-style-type: none"> • Designate an employee to serve as a COVID-19 Health and Safety Compliance Liaison. This designated person will be responsible for engaging with students, parents, faculty, staff, and administrators to answer questions or concerns about health and safety requirements regarding COVID-19 concerns (e.g., school nurse). • Put systems in place to communicate the most up to date policies and protocols related to the considerations herein, for staff, students, and families. • Make communications plans available in relevant languages of families in the community, as well as accessible to those with visual and/or hearing impairments. • Ensure the development of plans for ongoing two-way communication with the school community (staff, families, and students) about any new policies and/or protocols <i>prior to</i> reopening, any time there is a significant policy change, and upon re-entry if a school closes temporarily during the year. • Develop expectations around frequency of communication, and ensure detailed updates are provided any time critical information regarding policies, protocols, or health data changes. • Put in place a plan for how the community will be notified of any changed policies, need to cancel classes, or other changes or restrictions. • Make plans easily accessible, including but not limited to being visible on the main landing page of the LEA and school websites. • Prioritize gathering information from families prior to reopening. Collect information from families to properly plan for resuming classes in the fall. <ul style="list-style-type: none"> – This should align with the forthcoming CSDE District Reopen Survey 	<p>COVID-19 Health and Safety Compliance Liaison: Name: Melony Brady-Shanley Office Phone: 860-379-0706 Cell phone: 860-921-1747 Email: melony.brady-shanley@winchesterschools.org</p> <p>Communication:</p> <ol style="list-style-type: none"> 1. All information regarding WPS Re-Opening will be posted on our website, Facebook Page, and sent out via email and/or phone through our School Messenger system. 2. Information will be posted in a timely manner allowing for families and staff to communicate regarding questions/concerns. 3. Translation services are a selected option for our School Messenger System. Families can self-select this option. The WPS website is ADA Accessible.

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Operations Plan	School Plan
<p>Facilities</p> <ul style="list-style-type: none"> • Maximize social distancing between student workstations, achieving 6 feet when feasible, when determining the classroom layout. • Where necessary, assess other space that may be repurposed for instruction in the school, in municipal or other community space, or if the school will require additional modular space. • Maximize space between the teacher and students due to the risk of increased droplets from teachers during instruction. • Ensure all signs and messages related to stopping the spread are accessible for students with disabilities and in languages appropriate for the school population. • Identify the training needs of staff related to health and safety protocols; perform such training prior to the first day of classes. • Consider having training days and days to practice new protocols with staff only prior to having students enter the building. • Plan an in-person or online training that includes: social distancing; cleaning protocols; and hygiene practices. Require attendance by all students and staff, and make available to families who are interested. Consider repeating this training during the first months that school reopens, and as needed. • Ensure training is provided to substitutes or others who may enter the school outside of the first day or typical calendar start. 	<p>Set-Up:</p> <ol style="list-style-type: none"> 1. Workspaces, classrooms, etc. will be purposely set-up to maximize distancing when possible. 2. Each grade level is provided with an additional classroom to support effective distancing. 3. Teacher and students will maximize personal space when possible. Teacher desk will be facing students to enable proper monitoring. Student desks will be placed in rows to support maximum distancing. 4. The main offices will have barriers to ensure proper social distancing. 5. An additional facility has been rented at 55 Oak Street Winsted, CT to ensure proper distancing. Students in grade 2 and 3 will be attending at this location. 6. Staircases will be one-way and clearly marked. <p>Signage:</p> <ol style="list-style-type: none"> 1. All buildings will have social distancing signage posted and on the floor where appropriate. 2. Stop The Spread Posters will be posted in the Main Offices: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html 3. All staff and students should acknowledge and sign off on the COVID - Notice of Risk and Permission to Participate memo. <p>Training:</p> <ol style="list-style-type: none"> 1. On August 24, 2020, all staff will participate in a virtual training on safety, policy, and the practice of re-opening of Winchester Public Schools. 2. A safety video for students will be developed to ensure they are ready to participate in school. This video will be posted online and also viewed during their first day morning meeting. 3. All substitute teachers will watch the training video prior to the start of school. 4. Staff will receive refresher reminders on protocols through the Daily Bulletin and participation in staff meetings.

	<p>Ventilation:</p> <ol style="list-style-type: none"> 1. All ventilation filters have been changed in July 2020. This is done quarterly as part of routine maintenance. 2. Classrooms/offices that have exterior windows should remain open when possible. 3. Teachers are encouraged to instruct outdoors when and if possible.
<p>Daily Operations</p>	
<ul style="list-style-type: none"> • Implement the key strategy of establishing stable cohorts within the school population, when feasible. Placing students in cohorts is <i>strongly encouraged</i> for grades K-8, and <i>encouraged where feasible</i> for grades 9–12. • Develop consistent policies to address when clubs, before- and after-school programs, or other voluntary groups may be allowed to use school space. Include ways to safely allow access for before- and after-school and childcare programs. 	<p>Cohorts:</p> <ol style="list-style-type: none"> 1. Pre-Kindergarten Age 3 to Grade 6 will operate in cohorts. These students will remain in their classrooms/designated areas for core instruction, art, music, and library media. 2. Physical Education will be held outside when weather permits and in the gymnasium during inclement weather. 3. Service providers will conduct service through a pullout model. In the smallest service groups possible. Inclusion for special education will be permitted. <p>After –School Programming:</p> <ol style="list-style-type: none"> 1. Enrollment will be at 50%. 2. Students will be cohorted. 3. No additional outside experiences will be allowed until data allows. 4. Staff assignments will be consistent. 5. Proper face coverings must be worn at all times. 6. No outside volunteers allowed; only employees. 7. All staff must be trained on distancing and cleaning protocols. 8. No sharing of materials. 9. Students should be socially distant when possible. 10. Outside activities should be planned when weather permits. 11. Parents will pick up their child at the designated door. The director’s cell phone number will be posted. Parents will be directed to call the number

	<p>and the child will be escorted to the pick-up location.</p> <p>12. Parents must have a mask on during pick-up.</p> <p>School Events:</p> <ol style="list-style-type: none"> 1. All events through December 1, 2020 will be held virtually. In-person events will be reviewed and reconsidered following December 2, 2020.
<p>Child Nutrition</p>	
<ul style="list-style-type: none"> • Schools and institutions that participate in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program, and Special Milk Program (SMP) as applicable, must continue to determine eligibility for and make available free and reduced-price meals and snacks and free milk to all eligible students. • Schools and institutions must comply with the U.S. Department of Agriculture's (USDA) regulations and policies for school meals and milk including the meal pattern requirements. • Schools and institutions that participate in the NSLP are required to claim meals/milk provided to eligible students using accurate counting and claiming methods. 	<p>Food Services:</p> <ol style="list-style-type: none"> 1. The Director of Food Services through our partnership with EdAdvance will ensure compliance with all federal guidelines and local health official guidelines and any other guidelines introduced regarding child nutrition. 2. 100% of Winchester Public School students will continue to receive free breakfast and lunches through the Nation School Lunch Program. 3. The Director of Food Services will comply with all USDA regulations and policies for school meals/milk including the meal pattern requirements. 4. The Director of Food Services will ensure that the school claims meals/milk using appropriate counts. 5. Director of Food Service will be prepared to provide meals for distancing/hybrid learning should data warrant it. 6. Director of Food Service will oversee PPE for food service operations such as masks, gloves, physical barriers, etc. 7. Meal distribution process will be altered to ensure social distancing, traffic patterning, etc. 8. A combination of classroom and lunch room service will be offered. Administration will schedule in conjunction with the Food Services Director. Scheduling restrictions have been relaxed. 9. Maximized distancing will be marked on tables in the cafeteria for assigned student seating. 10. No self-serve condiment areas will be offered. 11. Meals served within a location other than the cafeteria will receive additional trash pickup and cleaning attention. 12. Meals will be served at the drive through for distancing learning.

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Operations Plan, continued	School Plan
<p>Transportation</p> <p>Low Transmission Risk</p> <ul style="list-style-type: none"> Plan to operate at full capacity or close to while maximizing health and safety protocols, as well as considerations outlined in the plan. Require passengers to wear a face mask or cloth face covering that completely covers the nose and mouth during transit, prior to boarding the bus, and must be kept in place until they are completely off the bus. Passengers should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row) and then unload the bus in a controlled manner upon arrival at the school from front to back by seat. <p>Moderate Transmission Risk</p> <ul style="list-style-type: none"> Plan to operate at significantly reduced capacity while maximizing health and safety protocols, as well as considerations outlined in the plan. Bus passengers should be spaced with family members sitting together and non-family members should be spaced 6 feet apart utilizing alternating diagonal seating. Require passengers to wear a face mask or cloth face covering that completely covers the nose and mouth during transit, prior to boarding the bus, and must be kept in place until they are completely off the bus. Passengers should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row) and then unload the bus in a controlled manner upon arrival at the school from front to back by seat. 	<p>Statement: On July 10, 2020, families were asked to identify their transportation choice for our re-opening. The selection options were: bus transportation (if they met the distance requirements), parent pick up and drop off, or walking. To date, 52% will be taking the bus, 30% parent pick up/drop off, and 14% walking.</p> <p>Bus Stop Practices:</p> <ol style="list-style-type: none"> Parents will assist younger students at the bus stop with appropriate social distancing. Face coverings must be worn. Hand sanitizer should be maintained by a parent. <p>Bus Driver Protocols:</p> <ol style="list-style-type: none"> Passive Temperature Screening – Drivers are encouraged to self-temperature check daily. Drivers must use hand sanitizer once on the bus. Drivers must wear a face covering while on the bus. These must be worn at all times when children are on the bus. No driver with a temperature over 100.4 will be allowed to drive. Drivers will be allowed to return to work 24 hours after fever free with a note from a doctor or a negative COVID-19 test. <p>Bus Transportation – Safe Status:</p> <ol style="list-style-type: none"> No special requirements. Traditional ridership rules. <p>Bus Transportation – Low Transmission – This is the Re-Opening Status:</p> <ol style="list-style-type: none"> Bus can operate at capacity. All passengers must wear a face covering during transport, prior to getting on and until they are completely off the bus. Students will load the bus starting with the back and will exit the bus starting with the front. The bus company will clean all bus/transportation vehicles following each usage. No bus passes will be permitted. <p>Bus Transportation – Moderate Transmission:</p> <ol style="list-style-type: none"> Restricted ridership, limited/spaced

	<p>seating, face covering required, and loading/unloading restrictions.</p> <ol style="list-style-type: none"> 2. Family members must sit together to conserve space. 3. All passengers must wear a face covering during transport, prior to getting on and until they are completely off the bus. 4. Students will load the bus starting with the back and will exit the bus starting with the front. 6. The bus company will clean all bus/transportation vehicles following each usage. 7. No bus passes will be permitted. <p>Parent/Guardian Transportation:</p> <ol style="list-style-type: none"> 1. Parents are encouraged to transport their children to and from school. 2. Administration will alter location and schedule of pick up and drop off locations. 3. Administration will post a traffic flow map for pick up and drop off. 4. There will be limited person to person contact during pick up and drop off. 5. Parents will not enter the buildings during pick up or drop off. Parents must remain in their cars or in the designated pick up location.
<p>Health Practices and Protocols</p>	<p>School Plan</p>
<ul style="list-style-type: none"> • Ensure that students are educated and engaged in the new expectations related to all public health policies and protocols. As part of this requirement, assess the best approach to communicating the information for the age group, and plan to set aside time at the beginning of the school year, as well as frequent reminders, to review the new policies and protocols. • Familiarize all participants of the standard public health practices used to prevent the spread of diseases. These practices include, but are not limited to: <ul style="list-style-type: none"> – social distancing; – frequent hand washing and use of hand sanitizer; – use of face coverings that completely cover the nose and mouth; – respiratory and cough etiquette; and – enhanced cleaning/disinfection of surfaces. • Provide adequate supplies, including soap, hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/ foot-pedal trash cans. 	<p>Health Practices:</p> <ol style="list-style-type: none"> 1. Students and staff will receive regular communication and training regarding best practices with regards to hygiene. 2. Training videos, in-person demonstration, and staff support will assist students with social distancing, hand washing, sanitizer usage, respiratory and cough etiquette and cleaning/disinfection procedures. 3. Students and staff will have an adequate supply of soap, hand sanitizer, paper towels, tissues, disinfectant, face coverings, and open trash cans.

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Health Practices and Protocols, continued	School Plan
<p>Reporting Illnesses and Addressing Vulnerable Populations</p> <ul style="list-style-type: none"> • Instruct students and staff to inform the school if they are sick with COVID-19 related symptoms, particularly if they had a known contact with someone diagnosed with COVID-19 and have also had contact with the school population. • Develop consistent protocols for information reporting, and a point person to appropriately receive and safeguard this information, such as the school nurse, district nursing supervisor, or principal. • Educate staff and families about when to. Schools should properly communicate the content of this or any updated guidance. <ul style="list-style-type: none"> – Instruct staff and students (or their parents and guardians) to perform a self-assessment prior to leaving for school to identify fever and other possible COVID-19 symptoms. Communicate this expectation and provide parents with reminders about the symptoms consistent with COVID-19 that require keeping their students at home. • Establish and communicate school-wide sick protocols, including signs and symptoms of COVID-19, and temperature thresholds requiring students or staff to stay home. 	<p>Illness:</p> <ol style="list-style-type: none"> 1. All students and staff are required to stay at home if they are ill. Staff and students that are symptomatic of COVID-19 must have a doctor’s note or negative COVID-19 test to return. The Equal Employment Opportunity Commission (EEOC) has provided guidance that allows during a pandemic for an employer to ask employees if they are experiencing symptoms of the pandemic virus (such as chills, fever, cough, shortness of breath, or sore throat). All information must be kept confidential for both students and staff. 2. All reports of illness should be made to the school nurse immediately. 3. Staff and students should self-assess daily to ensure they are able to arrive to the school in a healthy state. 4. If unable to attend work or school, proper notification must be made. 5. Winchester Public Schools temperature threshold for staff and students is 100 degrees. Staff and students that exhibit – cough, sore throat, fever, chills, and/or shortness of breath will not be permitted to be in attendance.
<p>Social Distancing</p> <ul style="list-style-type: none"> • Assist staff and students to maintain maximum social distancing between individuals to reduce the transmission of the virus per the public health guidelines at that time. 	<p>Social Distancing:</p> <ol style="list-style-type: none"> 1. To the extent possible staff and students should consistently maintain a distance of 6 feet or maximum possible. 2. Signage and frequent reminders will assist with this process.
<p>Use of Face Coverings, Masks, and Face Shields</p> <ul style="list-style-type: none"> • Adopt policies requiring use of face coverings for all students and staff when they are inside the school building, with certain exceptions listed below. <ul style="list-style-type: none"> – For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks should not be required, per CDC guidance. – For anyone who has a medical reason making it unsafe to wear a face covering, masks should not be required. • Be prepared to provide a mask to any student or staff member who does not have one. 	<ol style="list-style-type: none"> 1. All individuals inside of the school building must wear a face covering at all times. 2. The only time a mask is to be removed is in a health emergency such as difficulty breathing, unconscious, etc. 3. Only those with a medical note will be permitted to not have a mask on. Proper documentation is required. 4. All staff and students will be supplied with re-usable face coverings. Laundering services are available at the school. Additional disposable/reusable face coverings

	<p>are available.</p> <ol style="list-style-type: none"> 5. Students will be provided with three ten-minute mask breaks outside daily. This will be scheduled into their daily schedule. 6. If a service plan requires that the face of a students or staff members must be visible, face shields will be utilized. i.e. Speech and Language, Occupational Therapy, Physical Therapy, etc.
<p>Health Monitoring Plan</p>	<p>School Plan</p>
<p>Planning and Distribution of Information</p>	
<ul style="list-style-type: none"> • Include in the LEA reopening plan written protocols for monitoring of symptoms that could be related to COVID-19, with the goal of decreasing the risk of spreading or contracting the virus and maintaining oversight related to the pandemic while complying with relevant privacy and health laws. 	<p>Planning and Distribution of Information:</p> <ol style="list-style-type: none"> 1. Daily, the COVID-19 District Liaison will monitor in conjunction with local health officials the status of local and state spread. Should a status change happen, WPS will use the protocols set forth in the ‘Communications’ section of this document. 2. Should the pandemic status change and require screen of health protocols, WPS is prepared to complete all screen procedures as directed. This would take place at the direction of local and state health officials.

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Containment Plan	School Plan
<ul style="list-style-type: none"> • <i>The Connecticut Department of Public Health will be providing a tiered system to assist leaders and define the decision-making approach should partial or full class-cancellation become necessary. Anticipate this will be available at the time decisions will need to be made related to containment and possible school class cancellations.</i> • Include in the LEA reopening plan written protocols for containment and immediate response if an individual has signs or symptoms of COVID-19, there is a known exposure, or a member of the school community has a confirmed diagnosis of COVID-19. The purpose of containment plans are to decrease the risks of spreading COVID-19, and shall include the following: <ul style="list-style-type: none"> – Immediate coordination with the local health department, including being ready to comply with requests for information from the local health department to assist with contact tracing. – Identification of a response team within the school and LEA with specific responsibilities. – Consideration of what signs and symptoms exhibited by students or staff would require their immediate dismissal from school; for what period of time; and conditions for their re-admittance to school. • Identify an “isolation room” (besides the health office) to accommodate students who exhibit symptoms consistent with COVID-19 until a parent or guardian arrives. • Create a consistent policy for dismissal of students or staff who exhibit symptoms of COVID-19 and must be dismissed from school. 	<p>Containment Plan:</p> <ol style="list-style-type: none"> 1. If a student, staff member, volunteer, or visitor that has been present in school has a confirmed diagnosis of COVID-19, the school nurse, administration, and the Superintendent of Schools. The superintendent will be notified immediately if a student is suspected of being sick, maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA). 2. Superintendent will notify local health official (Torrington Area Health District). 3. Torrington Area Health District will assess risk of further transmission in the school. 4. Decisions will be made with respect to contact tracing, closure, cleaning, continuity of education, and reopening of school. 5. A decision to suspend or close as school is made by the superintendent based on information and recommendations from local health officials. The Winchester Board of Education, Connecticut State Department of Education, and Town of Winchester will be notified. 6. Plan for short-term closures of 2-5 days or longer-term 10 day closures will be considered in conjunction with local health department. This will allow for proper cleaning, disinfection, and contact tracing to take place. 7. Communications will be made following the ‘communication’ section of this document. 8. Isolation Room – Each school building will have a designated isolation room should any member of the school building become ill or have COVID-19 symptoms. The nurses’ offices are designated as the isolation room. First Aid emergency kits for routine nursing needs will be located in the principal’s office. Student must remain in the room until a parent arrives, school personnel must be present to observe child at all times. Contact tracing will begin at this time. Cleaning of all entered areas will commence immediately.

Cancellation of Classes, Remote Learning, and Reopening Plans	School Plan
<ul style="list-style-type: none"> • <i>The Connecticut Department of Public Health will be developing specific community and school-based indicators to assist leaders and define the appropriate decision-making approach.</i> • Develop a plan for school class cancellations and reopening to be implemented in the event that the superintendent, their designee, or state government suspends or cancels in-school classes for some or all participants. • Notify and consult with the CSDE immediately if the LEA is contemplating class cancellations. • Include a communication plan and clear policies for faculty and staff regarding individual roles and responsibilities in the event of a shutdown occurring during the school year. • Prioritize ongoing educational opportunities when drafting the plan for shutdown. Materials for continuity of learning must be made available to allow for school sessions to continue remotely. 	<p>Three Models of Instruction:</p> <ol style="list-style-type: none"> 1. In-Person Model (see this plan) 2. Hybrid Model – Students will attend in-person and distance. Students will report by Cohort A or Cohort B. Cohort A will attend Monday and Tuesday, full-day. Cohort B will attend Thursday and Friday. Cohort A and B will attend distance learning on Wednesday. Staff will report to work all days, in-person, staff will work from their classrooms/offices (as long as facilities are open). If facilities are closed, staff will work in a remote location. 3. Full Distance Learning Model – 1:1 learning technology will be provided for Kindergarten through Sixth grade. See PowerPoint presentation for thorough outline of plan. 4. CSDE will be notified if Winchester Public Schools is contemplating canceling classes. 5. Staff will be provided with directives as to work expectations during this time.

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Cancellation of Classes, Remote Learning, and Reopening Plans, continued	School Plan
<p>Future Planning for Remote Blended Learning</p>	
<ul style="list-style-type: none"> • Be prepared to provide remote blended learning opportunities immediately upon cancellation of in-school classes. <ul style="list-style-type: none"> – Consider implementing a plan to gather feedback from families, students, teachers, and leaders on experience with remote learning. Incorporate any feedback into a revised remote learning plan and incorporate into hybrid learning model. • Develop a plan for extended absences and communicate it with parents or guardians in the event of a second extended closure. 	<p>On-line learning feedback was sought by teachers and administration. Feedback was garnered to ensure that the student learning experience would be similar to that of in-person instruction.</p> <ol style="list-style-type: none"> 1. Each student has been provided with a 1:1 technology device 2. Students will have their own individual email address to ensure they can access Google Classroom. 3. Staff and students should seamlessly be able to switch to online learning. 4. The CT Learning HUB is also available for student learning.
<p>Academics</p>	<p>School Plan</p>
<p>Special Education</p>	
<ul style="list-style-type: none"> • Prepare with the understanding that there has been no waiver of requirements under the IDEA for provision of a free and appropriate public education (FAPE) in the least restrictive environment (LRE). During COVID-19 school closures, schools were required to provide FAPE consistent with the need to protect the health and safety of students, as well as those individuals providing education, specialized instruction, and related services to these students. Schools may not have been able to provide all services in the same manner that they are typically provided. Federal disability law allows for flexibility in determining how to meet the individualized needs of students receiving special education services. • Treat students eligible for special education and other special populations as general education students first. Guidance and policies related to school reopening plans apply to all students, including students with special needs who qualify for individual education programs under the IDEA and accommodation plans for eligible students under section 504 of the Rehabilitation Act. If students with disabilities are unable to access the reopening plan as designed, facilitate individualized and alternative means of re-entry based upon student need, present levels of functioning, developmental levels, and student/parent input. Consider blended learning schedules if needed. • Do not make programming decisions based on a student’s disability category. However, the nature and/or severity of a student’s disability may require unique considerations. Protocols should consider the student’s developmental level and skills. • Address mask and face covering use for the population of special education students, including cases where masks may need to be removed to provide appropriate services, and the approach to implementing any other possible mitigating strategy, including but not limited to maximum social distancing. 	<ol style="list-style-type: none"> 1. The district is/will adhere to all federal guidelines and mandates. The district will be 100% compliant with FAPE and LRE not otherwise affected by federal, state, and/or department of health guidelines. 2. Safety of students will be the number one priority of the district in adherence with the CT State reopening plan, while still providing a free and appropriate public education in the least restrictive environment. 3. The district will adhere to all district policies and special education policies set forth by the board of education. In collaboration with the Board of Education, Superintendent of Schools and the Special Education Director the district will provide appropriate services mandated by the IEP. 4. The district will continue to educate all students in the least restrictive environment, implementing inclusion to the greatest extent possible, while maximizing time with non-disabled peers, and accessing quality instruction from certified content area teachers. 5. The district will continue to service IEP and 504 students based on the recommendations made in the students individualized plans and accommodation plans. PPT/504 meetings will be scheduled to discuss all students needs and to accurately

reflect service being provided to students to meet their academic and social/emotional needs. The district will use a variety of tools and data, not limited to Distance Learning Plans, District Assessments, Evaluations, Progress Monitoring, etc., to implement high quality IEP's that meet student learning needs.

6. In adherence with state guidance, and if necessary the district will be offering alternative means to special education and 504 services to meet the needs of all learners. Services, if necessary, can be implemented virtually through FERPA compliant platforms, blended schedules, split schedules, and cohort models.
7. The district will follow protocols around the implementation of services. The district as previously stated will use a variety of methods to determine student needs based on current performance and developmental stages. The district will accommodate and modify plans to meet the needs of all learners. The district in accordance with health department guidance and IEP service recommendations meet the needs of all learners at their level. The district will safely provide students and staff with PPE in case by case scenarios and this type of service will be documented in the student's IEP/504. The district will go with least restrictive measures to safely educate all of our students.

Clearly and specifically detail how you will address each critical “REQUIREMENT” listed below in your plan. While crafting your responses, it is imperative to work through the Connecticut School Reopening Plan which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing a unique local approach.

Academics, continued	School Plan
<p>English Learners (ELs)</p> <ul style="list-style-type: none"> Understand that like all other students, ELs are entitled to FAPE. The Civil Rights Act of 1964, Title IV, the Equal Educational Opportunities Act (1974) and the Elementary and Secondary Education Act (1965) provide guidance on the services to which ELs are entitled. ELs must have access to the general education curriculum as well as to a supplemental language instruction education program. During school closures due to COVID-19, ELs continue to be entitled to receive their supplemental EL instructional program in addition to their general education program of mainstream, grade-level and content-area instruction. Such language instructional education programs may consist of a range of services, including bilingual education, English as a Second Language (ESL), Sheltered Instruction and others. When returning to school buildings, language instruction education programs must continue Comply with the requirement that eligible students in bilingual mandated districts are offered bilingual education programs. During COVID-19, school districts that are mandated to provide bilingual education remain required to offer a bilingual program to eligible students who have opted into the program. While program implementation may be altered during COVID-19 as compared to traditional in-building schooling, students in bilingual programs are still entitled to receive native language support as part of their school’s designated bilingual program model. As with other language instruction education programs, when returning to traditional schooling, bilingual programs must continue. Communicate with parents and guardians that have limited proficiency in English in a language they understand as required by Title III of the Elementary and Secondary Education Act. As during traditional schooling, communications during school closures due to COVID-19 may be provided through translation and/or interpretation. Provide ELs who are also identified as students with disabilities supports for their EL needs, as well as supports for their disabilities. During COVID-19, these dually identified students must continue to receive these supports. As in times with traditional schooling, dually identified students should have their language needs represented in their annual meetings about their IEP. 	<p>English Learners:</p> <ol style="list-style-type: none"> Winchester Public Schools will comply with FAPE. Winchester Public Schools will use the Civil Rights Act of 1964, Title IV, the Equal Educational Opportunities Act (1974) and the Elementary and Secondary Education Act (1965) provide guidance on the services to which ELs are entitled. All ELs will have access to the general education curriculum in conjunction with their support programming. Communication to parents and guardians that have limited proficiency in English in a language they understand will be provided translation services. Winchester Public Schools will use the “Language Line.” Dually identified students must continue to receive all service supports during the COVID-19 crisis. Winchester Public Schools is required to continue identification of ELs using the Home Language Survey and English Language Proficiency Screener.

Clearly and specifically detail how you will address each critical “REQUIREMENT” listed below in your plan. While crafting your responses, it is imperative to work through the Connecticut School Reopening Plan which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing a unique local approach.

Family and Student Engagement	School Plan
<p>Family Support and Communication</p> <ul style="list-style-type: none"> Comply with all state and federal family engagement requirements (e.g., School Governance Councils and Title I requirements) during the COVID-19 pandemic. Prepare to provide families with clear and ongoing communication about what to expect, during and prior to reopening. This includes, but is not limited to, guidance on the school protocols related to health and safety guidelines. Continue to engage with families and students as the reopening moves forward to ensure they are informed and have the ability to provide feedback. Make reopen plans available on the LEA website, accessible, and clearly identify the school liaison. 	<p>Communications:</p> <ol style="list-style-type: none"> See ‘Communication’ section of this document Winchester Public Schools will continue to seek parental support and participation through surveys and committee participation aligned to our Re-Opening. All Re-Opening Plans will be posted on our ADA compliant website. www.winchesterschools.org
<p>Social-Emotional Learning (SEL) and Mental Health</p> <ul style="list-style-type: none"> Develop a detailed plan to reengage all students, staff and families. Particularly identify strategies to identify and engage populations and specific students that have been disengaged. Prepare staff to identify issues related to abuse and neglect in the context of the pandemic and comply with all mandated reporting requirements. 	<p>Social Emotional Health:</p> <ol style="list-style-type: none"> District will implement the Devereux Student Strengths Assessment (DESSA) universal screener system for all students K-6 twice a year. Add additional evidence based SEL interventions to the tiered system to address anxiety and trauma. Train related staff in cognitive behavior therapy for trauma in schools (Bounce Back) Provide opportunities for staff debriefing and training on secondary trauma utilizing current structures within the school calendar including: faculty meetings and team meetings. Additionally, provide staff with reminders regarding the Employee Assistance Program (EAP). 211 and the Department of Children and Families will continue to serve as routine supports to the district for students/families in crisis.
<p>After-school Programming</p> <ul style="list-style-type: none"> Programs receiving funding from the CSDE through the State After School, Extended School Hours (ESH) and 21st Century Community Learning Centers (21CCLC) programs, consult with the CSDE for individual grant-specific guidance. Follow the requirements outlined in this document, as applicable, including but not limited to requiring the use of face coverings that cover the nose and mouth, and maximizing social distancing. 	<p>After –School Programming:</p> <ol style="list-style-type: none"> Enrollment will be at 50%. Students will be cohorted. No additional outside experiences will be allowed until data allows. Staff assignments will be consistent. Proper face coverings must be worn at all times. No outside volunteers allowed; only employees. All staff must be trained on distancing and cleaning protocols. No sharing of materials. Students should be socially distant when possible.

	<ol style="list-style-type: none"> 10. Outside activities should be planned when weather permits. 11. Parents will pick up their child at the designated door. The director's cell phone number will be posted. Parents will be directed to call the number and the child will be escorted to the pick-up location. 12. Parents must have a mask on during pick-up.
Career And Technical Education	School Plan
<ul style="list-style-type: none"> • Develop a plan for cleaning and disinfecting shared equipment in the shop or lab, before and after each use. 	Not applicable.

Clearly and specifically detail how you will address each critical “REQUIREMENT” listed below in your plan. While crafting your responses, it is imperative to work through the Connecticut School Reopening Plan which elaborates on certain requirements with additional considerations and also includes “GUIDANCE” to consider while developing a unique local approach.

Staffing and Personnel	School Plan
<p>Certification and Personnel Planning</p> <ul style="list-style-type: none"> • Prepare with school human resources and board counsel to comply with legal and regulatory requirements related to personnel, including but not limited to the EEOC guidance related to the ADA and the COVID-19 pandemic. • Assess how to engage a full roster of staff, including potential substitute plan, and whether stipends or changes in substitute pay is required to support the needs of the school. 	<ol style="list-style-type: none"> 1. Shipman and Goodwin will continue to advise Winchester Public Schools and the Board of Education on the policies and regulations related to all aspects of this Re-Opening Plan. 2. All personnel will be assigned duties of instruction/coverage to ensure proper social distancing of students. Assignments will be dependent upon the model of instruction.
<p>Professional Development</p> <ul style="list-style-type: none"> • Prioritize mandatory training for staff, before the beginning of the school year, that covers signs and symptoms of COVID-19, Standard Public Health protocols, Hygiene Practices, PPE, Reporting Illnesses, and supporting SEL. Plan ongoing trainings as changes occur in recommendations and public health data. 	<p>Staff and Student Training:</p> <ol style="list-style-type: none"> 1. Staff Training – All staff will participate in mandatory trainings from August 24 to August 28, 2020 regarding: Signs and Symptoms of COVID-19, Standard Public Health protocols, Hygiene Practices, PPE, Reporting Illness, and Supporting Social Emotional Health. 2. Students – A video will be provided as part of the morning meeting. Student video will focus on social distancing, wearing of a face covering, hygiene, reporting an illness, social emotional health, hand washing, how to apply sanitizer, etc. 3. Routine trainings will occur to support data trends and serve to keep staff up to date on proper hygiene practices.