

# Connecticut LEA Reopening Template



Connecticut State Department of Education • June 29, 2020  
Revision 2/2021

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](mailto:SDE.REOPEN@ct.gov)

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

Date of Submission:	24/2020
Name: AQSQ	St Vincent's Special Needs Services
Reopening Plan Point of Contact:	Karen King
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LEA COVID-19 Health and Safety Compliance Liaison:	Sheri Filanowski - Pandemic Support Committee
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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.

St. Vincent's Special Needs Services (SVSNS) is an approved, private special education facility located in Trumbull. We serve students who are medically complex and have multiple disabilities/autism from 3-21 yrs. of age. As such, many of the families of our students are extremely conservative with regard to their child's health and safety as they consider a return to school. For our modified summer program, about 30% of our students are expected to return, while the remainder will continue with distance learning. We expect a similar number in the Fall, though we will survey parents later in the summer to assess their decisions.

### Fall Reopening Model

Effective September 8, 2020, SVSNS is planning to open for the 2020-2021 school year with our regular full-time schedule. This is contingent on the COVID-19 status in CT. and that contingency will continue throughout the pandemic. We expect that many families will choose to keep their students at home for their own safety. Virtual learning will continue to be offered to all families who make that choice. For students who come to the school building, the following mitigation strategies will be employed.

### Staff Arrival

- Please complete Safe Pass at home each day before you come to work, take a photo of your clearance or be prepared to show the clearance email. If unable to complete Safe Pass before you enter the building, take your temperature at home, then do Safe Pass as soon as you enter the building.
- When you arrive, put your surgical mask on in your car, then enter the building using the Cafeteria side door. Eating and drinking will only be allowed in the Cafeteria, Rec Room or outside with the appropriate 6ft. distance.
- Once cleared to enter, punch in either on your phone or the timeclock. There will be hand sanitizer, gloves and disinfectant wipes at both clocks. Please use hand sanitizer before you touch the clock, punch in, clean the clock with disinfectant wipe, then use hand sanitizer again.
- Go directly to your work area and wash your hands. Hallways will be one way, moving in a clockwise fashion, at all times. Signs will be posted in all hallways.
  - ALWAYS maintain 6ft. distance from your co-workers except when you are assisting a student

### Use of PPE (Personal Protective Equipment)

- Wash your hands and wear a surgical mask at all times. When near the students (classrooms, therapy areas, etc) you must wear the mask and eye protection. Gowns and gloves are available when there is potential for exposure to bodily fluids.
- See the attached CDC handout for how to put on and take off each of these PPE

- At the end of your day at work, wear your surgical mask to your car. Use a fresh mask every day, and discard the used one appropriately.
- A supply of PPE will be given to each classroom/department.

#### Student Arrival

- Upon arrival, student temperature will be checked while they are still on the bus/in their car and they will be assessed for new symptoms
- If all clear, classroom staff for that student will get them off the bus and bring them to the classroom. If they are medically able, a mask will be put on the student, prior to entering the building. All students will enter the building through the Cafeteria side door.
- Students that SVSNS transports will be assessed for new symptoms and have their temperature checked at their home before they board the bus.
- If there is a concern, a decision will be made about returning the student home. Nursing will call the family to inform them.

#### Student Dismissal

- All students will be dismissed from the playground side door. Students should wait in their classrooms until they are called.

#### Classrooms/Therapy Areas

- All students must be kept 6ft. apart from each other at all times. Staff should also stay 6ft. from each other unless they are assisting a student.
- Keep all student belongings in separate areas, and use cleanable bins and containers to store equipment and materials. (plastic, not cloth)
- Students should each have their own materials and must not share these materials. Equipment (standers, side-lyers, gait trainers, etc) can be shared as we always have, provided there is proper cleaning and wait time in between each use.
- Wash students' hands upon arrival, mid-morning and just before dismissal, This should happen after toileting, an art/craft activity and/or when they return to the classroom
- Since students will be in school for a full day, meals and snacks (brought from home) will be offered at the appropriate times. Staff will wear appropriate PPE during these times.

#### Cleaning

- High touch areas in classrooms/therapy areas/nursing/offices will be cleaned every 2hrs., then signed off on log form. See Log form for details. Please assign someone to do this work every 2hrs/every day
- High touch areas in common areas (halls, café, Rec Room, staff bathrooms, lobby, etc) will be cleaned every 2hrs by our cleaning service
- Use disinfectants effective against SARS COV2 for all cleaning.
- In addition to the regular cleaning, bathrooms will be cleaned at 10am every day. In the multi-stall bathrooms, every other stall and sink will be closed to promote social distancing

- The cleaning service will clean and disinfect the building every day after school using the approved disinfectants

#### General

- Pool will be closed until further notice
- No bonded or artificial nail products
- As much as possible, keep all supplies and materials in a closed cabinet
- Please remove all paper coverings from doors — door cleaning should include not only knobs, but the door itself above and below the knob.
- Absolutely no eating or drinking in the classroom/therapy areas/multi-staff offices because this would involve removing your mask. If you need some water, you may briefly go outside, to the cafeteria or Rec Room to remove your mask and drink.
- No visitors will be allowed in the building at the beginning of the school year. As time goes on and depending on the status of the health crisis, we may gradually relax these rules. This includes parents. If absolutely necessary, support vendors such as NuMotion and Biometrics may be on site and will only work in the pool area

Students will be cohorted by classroom group. Some of these groups may need to be divided into 2 rooms depending on the number of students and staff. As we receive more information on which students will be returning, we can better plan this aspect. We have several spaces available in order to allow for this. Classroom teacher will be responsible for both groups with the support of an Instructional Aide. Per diem/retired teachers may be brought in as needed to provide additional support, or to provide distance learning.

Parents who choose to keep their student home will be offered virtual learning on a daily basis. Virtual learning will be a combination of joining in person classroom learning/activities/teletherapy and individual sessions. Individual needs of each student will determine the exact makeup of their virtual learning. Documentation will be provided that will inform them of their ability to change to in school at any time, with appropriate notice for transportation. The opposite is also true. If a family whose child is currently receiving in person services chooses to move to virtual learning, they can do that at any time during this health crisis.

Families will have the choice to transport their child to school only for a specific service/services and then take them home. We will make every effort to accommodate a family's schedule and desire for services to be back to back, but we cannot guarantee that this will be available in every situation.

In the event that CT or the local area see an increased number of Covid-19 cases, we may make the decision to move to remote learning for a period of time until the numbers improve. We monitor the large school districts that send students to us, and will make decisions based on whether these districts go fully remote at any point. Our goal is to remain safely open so that our students receive the most benefit.

#### School Liaison

At SVSNS, we have created a Compliance Committee with representatives of every job title in the school. This committee is tasked with developing the procedures and guidelines, and supporting their

implementation. For purposes of contact with those outside the building (parents, Health Dept., etc.) the Administrator of School Health will be the contact.

### Communication Plans

SVSNS uses the Blackboard system to communicate quickly with families and staff, typically to announce a snow day. We would use Blackboard to announce a school closing or change in model as soon as the decision was made. We will also use Blackboard to notify parents and staff of a positive case in our school community. Since Blackboard is best for brief messages, this would be followed by a more detailed letter that would be both emailed and mailed to all families, This letter would be translated for our families for whom English is not their first language. Letters would include the phone numbers and emails of the Principal, Administrator of School Health and Director of Education should families have any questions. We are planning to offer parents a Zoom meeting to review our plans for the Fall and answer any questions families may have.

A similar letter would be sent to staff detailing the reasons for the closure or change in model,

Any time there is a change in policy, procedure and/or model of service delivery, communication would be sent as soon as the decision was made and prior to the change happening. Since this is an ever-changing situation, there may be times when the notification of change occurs shortly before the change happens. Sending LEAS and transportation companies will also be notified as these changes will impact them as well.

This plan will be available to all families and staff upon request and will be posted on our website.

### Data Collection

A survey was conducted prior to opening summer program, and it will be repeated later this summer in anticipation of the Fall opening. Families will be asked about their plans for their child's education for the Fall, as well as concerns about safety, transportation. We will also offer parents a Zoom meeting to discuss plans and answer any questions. While this information will be helpful, we understand that this is a fluid situation and decisions will change.

The CSDE District Reopening Survey will be reviewed when available, and our survey modified as needed.

### Operations Plan

Training was conducted this summer prior to the opening of our summer program. Staff came into the building in small groups and were trained on new procedures and policies in place. These were also reviewed in early September prior to the opening of school for the 20-21 school year. Ongoing training will be offered as needed, to new staff, and to staff after any extended school closings.

Training includes both online and in person activities that address social distancing, use of PPE, cleaning and hygiene practices. The members of the Pandemic Support Committee will be available to observe practices and provide feedback, answer questions and develop any new practices that may be necessary.

Signs addressing PPE use, social distancing, one-way use of hallways and entry/exits, floor markings and COVID symptoms are displayed throughout the building. Packets of information on similar topics, but also including our specific procedures, donning/doffing PPE, and management of Covid-19 policy were

reviewed and given to staff at training. Signs for students will also be displayed using simple graphics as is appropriate to their developmental level.

Due to the nature of our students' disabilities and medical needs, many will not be able to tolerate a mask. Others will remove any mask that we put on them. We will also try face shields with students, and will continue to try mask wearing on a regular basis to increase student tolerance. We will ensure that students are 6ft. apart from each other at all times. Our students' disabilities require that they be physically assisted to participate in most activities, to be moved from one position to another and to participate in hygiene routines. Our staff will need to be hands on with students for the majority of the day. For that reason, they will require a higher level of PPE for everyone's protection. Staff will have surgical masks, eye protection, gloves and gowns available for their use. N95 masks will also be available as needed.

As noted above, students will be cohorted by classroom group. Those groups may need to be divided into 2 rooms depending on the number of students and staff. As we receive more information on which students will be returning, we can better plan this aspect. We have several spaces available in order to allow for this. Classroom teacher will be responsible for both groups with the support of an Instructional Aide. Per diem teachers may be brought in as needed to provide additional support.

All classrooms have a bathroom within, and hand sanitizer dispensers on the doors. Other dispensers are located throughout the school.

Prior to reopening for summer school, SVSNS invited an infection control specialist from Hartford Healthcare to tour our building and recommend items/processes to be implemented/changed. Their recommendations have been implemented and will continue to be employed. SVSNS complies with all requirements of the DPH Guidance for Cleaning and Disinfecting of Schools. As a school serving students with high medical needs, we are already well-experienced in the employment of many identified cleaning procedures outlined in the DPH document. We will perform high touch area cleaning every 2 hrs. while students are in the building (by classroom staff and cleaning service); use approved cleaners and disinfectants to clean all identified surfaces and areas; have stored or discarded porous materials that cannot be effectively cleaned; and have developed checklists for cleaning to ensure all areas are covered. Bathrooms will also be cleaned in accordance with DPH guidance; there are no hand dryers in our building. Every other sink and stall have been closed to ensure social distancing in the bathrooms. Students only use the bathroom in their classroom.

SVSNS complies with the DPH Return to Service Guidance. During the time the school was closed, the building remained open. A residential program shares the building; additionally, several staff were on site every day. We employed the process of flushing and running taps on a weekly basis. For the past 2 weeks, small groups of staff as well as administration has been in the building each day for preparation and training, so there has been more regular use.

The building has remained open throughout the school closure with a smaller number of staff present. All ventilation systems have continued to operate as usual. Filters have been changed, belts replaced and other routine maintenance has been performed. Fresh air exchange is set at the maximum possible to allow the proper cooling and humidity control for our medically fragile students

As stated earlier, we spent 2 weeks training small groups of staff using 3 trainers on all policies and procedures related to safely returning to summer school. We repeated a modified version of this training prior to the opening of school in the Fall. Any new or outside staff that are present in the Fall will also receive this training when they enter the building for the first time.

Policies and protocols have been developed to ensure flexibility as the situation changes; and a decision-making process when a situation arises. We have engaged our medical director in this process as well as reviewed guidance available from DPH and CDC.

### Daily Operations

Our students are typically in a cohort (their classroom) for the day. While they would also participate in larger group activities, we have suspended all such activities until such time as we can do so safely. Students have lunch in their classrooms as well. Staff will be maintained in their main classroom and not move to other rooms unless absolutely necessary. At that point, they may then remain in the room for a specified duration.

Building hallways are now one way with a specific entrance and exit. Halls are marked at 6ft intervals to remind staff/students of social distancing requirements. Playground time will be scheduled.

Visitors/volunteers/parents will be restricted until further notice. All PPTs and other meetings will be held virtually. SVSNS does not offer any before/after school programs.

SVSNS does not participate in the NSLP, SBP or SMP. Students bring their lunch/snack from home.

### Transportation

Students are transported to school by the sending school district with the exception of Bridgeport students and the students who live in our Children's Residential Group Home. We operate (or contract to operate) wheel chair accessible vehicles to transport our students. During transportation, students (as possible), driver and aide/nurse will be required to wear a face mask and eye protection (except drivers when they are actually driving) at a minimum. Other PPE may also be used depending on the situation. During times of low transmission risk, we will transport up to 3 wheel chair students and 1 seated student. During moderate transmission risk, we will transport 2 wheel chair students or 1 wheel chair student and 1 seated student.

Our drop-off/pick-up process is well-controlled as we must assist each student off their vehicle. Classroom staff will come to get their own students to maintain cohorting.

Parent transportation is encouraged, though many families do not have a wheelchair accessible vehicle to bring their child to school. Parents will be met at their car and staff will bring the student into the building.

### Health Practices and Protocols

The requirement of masks for students will be discussed with them. However, the developmental level of the students we serve makes it challenging, and many of our students will not be able to keep masks on due to medical conditions. Standard health practices have been shared with all staff prior to the opening of our summer program. Families have also been informed as to the requirements at school for their children.

As stated earlier, staff were trained in small groups regarding all aspects of standard health practices and Covid-19 symptoms in preparation for our July 27<sup>th</sup> reopening. Prior to our Fall opening, we reviewed all practices as well as do retraining whenever it is needs.

Supplies have been ordered and received for current use. New supplies are on order for the Fall. As a part of Hartford Healthcare, we are fortunate enough to have access to needed supplies if they are not available through our usual vendors.

Students and staff have been informed that they must stay home if they show any Covid-19 symptoms, and to contact the school or their supervisor in that situation. The School Nurse sent a letter home outlining symptoms of Covid-19, and parents were encouraged to monitor their students for these signs. This letter was resent before the Fall opening. Staff are required to complete Safe Pass, an online self-screener. Student's illness information goes to the School Nurse. Staff illness is reported to the Principal. These 2 administrators will share information on a daily basis, as well as sharing with the Director of Education.

We are aware and are implementing DPH guidance on immunizations and health assessments.

Social distancing has been part of staff training, and is reinforced by signs throughout the building and markings on the floors. Hallways and doors are one way to avoid close contact. Due to the needs of our students, all staff must wear a surgical mask and face shield/goggles at all times. This is provided to staff as well as gloves, gowns and N95 masks.

While we will encourage students to wear a mask of any type, we realize that many are unable to for a variety of reasons. We will continue to work on this, as it is a fact of life now, however we also recognize that it may not be medically safe for them to do so.

#### Health Monitoring Plan/Containment

See SVSNS' policy on Covid-19 management as well as a letter sent to parents from our School Nurse on the next page. DPH and CDC guidance will be monitored regularly and policy revisions will be made as guidance changes. We look forward to the CT DPH's guidance regarding a tiered system to assist us in decision-making when and if we need to consider a partial or full cancellation.

Attendance will be monitored for both staff and students in order to alert others of a suspected or confirmed case. All policies and decision making protocols will be implemented when necessary.

Both staff and families of our students have been notified of the COVID-19 symptoms. If anyone has these symptom(s), they must stay at home and notify the school. Temperatures of both staff and students will be checked daily. If a student is found to have a temperature while in the school building, he/she will immediately be isolated and the parent called for pickup. Staff attending this student in the Isolation Rm. will don complete PPE. Once the student departs, the room will remain empty for 30 min. and then cleaned and disinfected. The school nurse manager will be the keeper of information related to diagnoses on staff and students.

Staff concerned about their own health are encouraged to speak with their own doctor and obtain their guidance. A practice is in place for those for whom being in the school building would pose a significant risk.

Work from home, completing a variety of responsibilities, will be available for the foreseeable future for staff who have a documented medical concern.

When and if a confirmed diagnosis of COVID-19 is made for a student or staff member, we will follow the protocols provided the CT Dept. of Public Health to contain the spread and notify all affected. Per CDC guidelines, the symptoms have been identified and categorized into 2 areas. These are either a single symptom (fever above 100.4, new cough, difficulty breathing) or any 2 symptoms (see CDC guidelines), which would indicate a cause for concern. If any staff demonstrates these symptoms, they will be sent home immediately and told to call their doctor. If any student demonstrates these symptoms, they will be isolated immediately and parents will be called to pick them up.

Re-admittance to school would require either a negative COVID-19 test, a doctor's note indicating an alternate diagnosis and stating that it is safe for the person to return to work/school, or after a 14 day quarantine. We will notify the Trumbull Health Dept. when a positive case is discovered and work with them to determine next steps.

Staff and students in the cohort of the confirmed Covid-19 patient will be notified (anonymity of patient will be maintained) and given guidance regarding self-monitoring. Local DPH will be notified. SVSNS will assist with contact tracing and will follow all recommendations and guidance provided. Administration will follow our established protocols within the building and make determinations with DPH and our medical director regarding the need to send cohorted staff/students home to self-quarantine.

Staff have been trained on our new policies and procedures. This includes proper use and removal of PPE, social distancing, supporting the needs of our students, cleaning/disinfecting, hand washing/hand sanitizer, symptoms/staying home, and to whom to report illness, and other related topics. Staff are asked to use Safe Pass to self-assess for symptoms before they report to work each day. Families have received written information about our plans, symptoms/when to keep their child home/when they will be sent home. Adequate supplies of all needed PPE are in the building and we are ordering additional in preparation for the Fall. Staff have been provided with a surgical face mask for use at school; and students also have masks available to them, if they are able to wear one. A new surgical mask is available to every staff person every day.

Social distancing will be practiced and reinforced. The Pandemic Support Committee is comprised of primarily front line staff who will be able to support all appropriate safety procedures in the moment. SVSNS practices 200% accountability so everyone is responsible for their own practices but also for all others. We have tools at our disposal to remind others when there is a concern.

Since our students require almost constant direct assistance for all aspects of their education and personal care, staff will be in close contact with them frequently. For that reason and because students cannot tolerate a mask, staff will wear a higher level of PPE during the time students are in the building.

Students will each have their own materials and must not share these materials. Equipment (standers, side-lyers, gait trainers, etc) will be shared as we always have, provided there is proper cleaning and wait time in between each use. All student belongings will be kept in separate areas, and cleanable bins and containers will be used to store equipment and materials. (plastic, not cloth)

Surgical grade face masks will be used by all staff and will be provided to them by the school, as well as all other required PPE. Students who can may wear cloth or paper masks; if they don't come to school with a mask, one will be provided.

Mask breaks will be provided to staff as needed. The Cafeteria and Rec Room have been designated as the indoor mask break areas, although staff are encouraged to go outside for a mask break whenever possible.

#### Cancellation of Classes, Remote Learning and Reopening Plans

We will follow the CT Dept. of Public Health's guidance regarding developing specific community and school-based indicators to assist leaders and define the appropriate decision-making approach. We will consult with DPH and CSDE as well as our medical director should a decision about school closure be necessary, then notify those offices once a decision is made.

For the summer, the majority of our students are participating virtually. While we expect a similar or slightly increased number of students to be in person in the Fall, we know that many will still be virtual. Processes will be in place for those students, and it will be a much easier shift back to full virtual learning, should it become necessary.

Should a shutdown or move to hybrid model be necessary and/or dictated by DPH or the Governor, SVSNS will

- Contact all families and staff by Blackboard once the decision is made — Director of Education
- Follow up with a letter with information about virtual learning — Director of Education
- Ensure that virtual learning begins immediately upon closure — Principal and Rehab, Supervisor
- Support staff in providing materials and equipment to families - Principal
- Contact DPH if this was a local decision — Manager of School Health
- Contact CSDE if this was a local decision — Director of Education
- Have the building and buses deep-cleaned prior to reopening — Director of Education

#### Future Planning for Remote Blended Learning

Should a shift to all virtual learning be necessary, remote learning will start immediately. As stated above, many of our students are expected to be virtual in the Fall, therefore, moving all students to virtual will be a much easier process. Once a decision is made, communication will go out to staff and parents, using the communication process described earlier in this document.

As we did in the Spring, equipment, materials and supplies will be sent home with any student who needs them. Parents can either pick them up at school or we will deliver what they need. iPads were also made available when a family only had their phone for virtual learning.

We will survey parents and staff about the successes and challenges of virtual learning over the past several months. Use their thoughts and concerns to make any needed revisions to the remote learning plan.

SVSNS will employ the CDC decision tree as well as follow CT DPH guidance with regard to reopening. We used the decision tree as we planned our reopening this summer.

## Academics

We will review the CT Learning Hub for its application with our special needs students. This resource may be a benefit to our teachers and parents for all students.

As students physically return to our classrooms, we will assess their current levels, and their skills related to their IEP goals. We anticipate spending time acclimating them back to the school environment and supporting any difficulties they may have with this. As they become familiar with the school environment again, we will begin to push forward with new learning. As always, we will continually assess their progress and needs and adjust the learning environment accordingly.

Given the medical needs of our students, it is not unusual for many of them to have frequent absences. We will continue to work with our sending districts to address absences that are significant, while understanding the reasons for these absences.

As addressed throughout this document, the nature and severity of our students' disabilities requires unique considerations. We effectively meet our students' needs through an understanding of their challenges, and through implementation of adaptations of the learning environment. We will work with families to meet the needs of each individual student during this unprecedented time. Our decision to partially reopen during the summer was made, in part, because our students' needs make in person learning the most effective. We knew it was important that they get back to school as soon as is safely possible. Many of the protocols listed in this guidance section are protocols we had in place prior to Covid-19, and will continue. We have a limited number of clear face masks available for the coworkers of a hearing impaired staff member.

Therapy services will be provided using all the procedures and protocols previously mentioned in this document. CDC and SVSNS protocols will be followed for distancing and cleaning of equipment. As we resume art and music activities, we will ensure the same protocols.

SVSNS does not serve any students who are identified as English Learners.

## Family and Student Engagement

As stated earlier in various places, families will be informed about our practices to keep their child safe, procedures in the event there is a suspected or positive case in the school, and availability of virtual learning while this health crisis continues. Reopening plans will be available upon request as well as posted on our website. Prior to the Fall reopening, we offered a parent meeting (virtually) to discuss our plans and answer any parent questions that may arise; and plan to continue offering those opportunities as the school year begins. Our Family Center has been actively engaged with parents throughout this pandemic and will continue to offer support, information and act as a bridge to school when needed.

All families have been engaged to various degrees throughout this health crisis. We will continue to support this engagement, and work to increase it for those minimally engaged, through teacher/therapist contact, communication from administration, virtual parent meetings, and any other protocol necessary for each individual family. Staff are aware of their mandated reporter responsibilities as they recently completed training.

Staff have a variety of online resources available to them personally through the Hartford Healthcare intranet. Some have taken advantage throughout the school closure, and these resources will continue to be available. Our Family Center also offers support to staff as needed. SVSNS does not offer after school programming or adult education.

#### Career and Technical Education

SVSNS does not provide specific career and technical education. In any activity, students do not share materials in order to protect each of them. Any positioning equipment that needs to be shared is cleaned and disinfected prior to use by anyone else.

#### Staffing and Personnel

We are following Hartford Healthcare guidelines regarding personnel issues and flexible sick leave policies.

SVSNS will follow CSDE guidance with regard to Educator Evaluation and Support Plans for the 2020-2021 school year.

As stated earlier, we have provided training to our staff in preparation for school reopening on 7/27. We will review these protocols prior to the start of the new school year and whenever necessary. PDEC will focus on professional development for the school year, both Covid-19 related and other.

**ATTACHMENT 1**

**St. Vincent's**

Special Needs  
Services



Dear Parents/Guardians;

I hope that this letter finds you well. I want to explain some of the changes that we are planning for opening of school this summer. I would like to explain the modifications we have decided upon to keep everyone safe.

**When to keep your child home.**

If any of the following occur, you should keep your child home:

If your child had an exposure with someone who tested positive or is suspected for COVID 19.

If your child has any of the following symptoms: temperature 100.0 or greater, new onset cough, shortness of breath. Also the more subjective symptoms of two or more: headache, muscle ache, chills, shaking chills, sore throat, new loss of taste or smell or abdominal pain with nausea or diarrhea.

These are the symptoms we will be watching for as well. Employees are asked to stay home if symptomatic as well as having a daily temperature check.

We aim to have all students who are able to come to school with a mask. We can provide if needed. We also acknowledge that some students will have restrictions to that.

I hope to work together if a student becomes ill at school. We have an isolation room we will use with appropriate personal protective equipment and nursing staff. We ask that you develop an emergency plan to be able to promptly pick up your child from school if you are called that they have suspected illness.

In addition, we are suspending some services for the four weeks of extended school year that involve aerosolizing procedures. (With the exception of an emergency) These processes can stimulate lung secretions to move and expose others around them. These include: tracheostomy care, suctioning, chest P.T., nebulizer treatments and the high frequency oscillating vest. We will look at all these measures again in the fall. As more information becomes available all these guidelines may change.

I will be available to discuss any of your concerns and specifics to your child. Please call the office and I will return your call as soon as possible, Thank you and stay safe.

Sheri Filanowski BSN RN  
Administrator of School Health  
203-386-2748  
Sheri.filanowski@hhchealth.org

## ATTACHMENT 2

### **St. Vincent's Special Needs Services**

**Effective Date:** February 1, 2021

**Policy:** Managing potential and actual cases of COVID 19

**Purpose:** Reduce risk of transmission in school of SARS-CoV2

**Equipment:** PPE, Isolation room

**This document is based on currently available information. All practices and protocols are based on changing response to the pandemic guidance updates and may change without notice.**

#### **Procedure-students**

#### **Special Considerations.**

All students will have their temperature checked upon arrival to school. If found to have a temperature of 100.4 or greater the student will be immediately returned home.

During school, if a student displays COVID-like symptoms, they will have a facemask placed on and taken to the isolation room for evaluation. If the student is ill, parents will be called for prompt pick up. If dismissed, the classroom staff will disinfect toys, equipment and furniture used by student.

If a student is dismissed with COVID-like symptoms or is suspected to have COVID 19: The parent may quarantine student or provide a negative COVID 19 test or provide a physician's note stating an alternative diagnosis. Student may return to school following 14-day quarantine from exposure or ten days from onset of symptoms. In addition, the student must be fever free for 72 hours prior to return and have an absence or reduction of symptoms. *Parents will communicate directly to Health Office for clearance to return.*

If a student tests positive, then communication to staff and families will come from Blackboard.

Individual staff and student notification to those contacts identified as having been exposed, will be from the Health Office.

School administration will convene as needed to determine the extent of impact on the school community.

Additional disinfecting will be done by the agency cleaning company to thoroughly disinfect equipment, furniture and rooms identified as potentially contaminated with the virus.

We encourage all families to communicate any known COVID 19 illness to the Health Office and follow quarantine.

Specific isolation room is set up.

Use specific disinfecting spray or wipes. approved to kill SARS Cov2.

We cannot require that a student has a negative COVID test to return to school. Due to privacy laws we will not share any student's medical conditions.

Following current CDC and DPH guidelines.

This will be determined with contact tracing of the student in school.

## Procedure –staff

Staff are required to complete a daily self-assessment of temperature or symptoms and record on Safe-Pass prior to arrival at work.

If a staff member should develop COVID-like symptoms during work, then they need to notify their supervisor and call HHC support line for advisement on testing and care and be dismissed from work.

If staff test positive for COVID -19 they need to notify the department of occupational health. Contact tracing will be discussed with them. All staff should be cleared to return to work through occupational health.

Staff are *required at all times* to maintain the use of required personal protective equipment (PPE) and social distancing.

Communication of staff who are positive for COVID 19 will be through blackboard in an anonymous manner.

prevention protocols.

## Special Considerations.

All staff have had an in-service on signs and symptoms of COVID 19.

Any COVID questions should be addressed by calling HHC Community Care Center.

Staff should report to their supervisor anytime that PPE or distance is not maintained while working, especially during breaks or meals when masks are removed.

**Staff are 200 % accountable to maintain safe practices with PPE, distancing and infection**

## DEFINITIONS

**Contact Tracing:** Nursing will complete contract tracing for student at school. Contact tracing starts with the classroom teacher who assists with identifying the student's schedule. Anyone identified as a contact is called by nursing and advised of potential exposure as well as need to quarantine and monitor for symptoms and seek medical care. The window for contact tracing starts from the first day of symptoms or the day of notification of a positive test plus the 2 days prior. Continued monitoring of students will occur from the nursing office.

**Exposure/Close Contact:** Someone would be determined as an exposure/close contact if spending 15 minutes or more within 6 feet of someone COVID positive without proper PPE in use by both individuals.

**Proper PPE:** A medical grade face mask issued by HHC and eye protection of goggles or face shield is required at all times when in the classroom or in a room with students. This includes transporting a student. An HHC issued facemask is required at all times in the building unless taking a mask break, which would require six foot separation from others. Gowns and gloves are to be used as indicated by activity, if you anticipate you may come in contact with body fluids. Gloves are worn to protect from body fluids and do not replace handwashing. You are to protect yourself when at risk of coming in contact with body fluids.

**Face mask:** A medical grade mask provides protection to you as the wearer plus others around you. If HHC has sent us the masks, the buyers have assured us that they are medical grade. These are the masks worn throughout the HHC medical system and are the required face mask to be worn at SVSNS. Cloth face masks are not permitted.

**N95 masks** are indicated for aerosol generating procedures. If performing suction, nebulizer treatment, vest oscillation or assessing for suspected COVID an N95 mask should be worn. For all feeding and oral motor activities a shield and facemask are indicated. Goggles can be used with less cough producing activities.

**Possible exposure at home:** If staff have any concerns re: their own health or possible exposure to COVID-19 outside of school, they should complete Safe Pass and contact the HHC Community Care Center at (860) 972-8100 or (833) 621-0600 for advice.

**Incubation period:** The time it takes from your contact with someone ill until you become ill. This is generally 2-14 with COVID 19. On average symptoms develop near day 6 after exposure.

**Infectious period:** The timeframe that a person is contagious to spread the virus to others. This period starts two days prior to the development of symptoms and strongest the day of feeling ill. It ends at approximately 10 days later if symptoms are reduced or resolved and fever free x 72 hours.

**Asymptomatic cases:** Remember some people will contract the illness and show no signs of illness. This is why wearing a mask even when you are well is so important. These individuals would still be considered contagious for 10-14 days after exposure.

**Signs and Symptoms of SARS-CoV-2:** New onset cough, Fever >100.0 (for staff) 100.4 ( for students) , shaking chills, muscle pain, headache, sore throat, new loss of taste or smell, abdominal pain, nausea and diarrhea.

**Disinfectant:** The correct products to use at school to clean for SARS Cov-2 is: purple top sani clean wipes = 2 min dwell time OR Oxivir white tubs = 1 minute dwell time OR Rejuvinal spray dwell time 10 mins.

## **FAQs**

### **Who do I call for advice about COVID concerns?**

HHC Community Care Center  
1-833-621-0600

### **When can I use pandemic sick pay on our accruals?**

Pandemic sick pay is for associates who test positive for COVID 19. If you are home for quarantine or other concerns, you will use your PTO.

### **Why can't we all be notified when someone tests positive for COVID 19 for our own protection?**

Students and staff have privacy rights and COVID-19 test results are confidential.

### **Why can't I wear my own face mask if it is more comfortable or preferred?**

HHC has required that they provide the PPE as it is required. They also confirm the quality of the products.

**How do I keep myself safe so I don't infect my family?** The best way to keep yourself safe is to closely follow recommended PPE and frequent handwashing. It is critical that you always follow face mask, eye shield, gown and glove use as directed.

You are at increased risk during breaks while eating or drinking because you will not be wearing eye protection and face masks, therefore you must maintain 6ft distance or greater between others.

Follow all cleaning protocols every two hours as recommended.

Complete safe pass daily. Any failure of safepass will lead you to the Community Care Center to provide guidance on care and testing.

**Get vaccinated against COVID 19.**