Trumbull Public Schools Reopening Plan

Submit to: SDE.REOPEN@ct.gov and SDE.ReopenPlan@ct.gov

<table>
<thead>
<tr>
<th>Date of Submission:</th>
<th>July 24, 2020</th>
<th>Rev. July 28, 2020</th>
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<tbody>
<tr>
<td>LEA Name:</td>
<td>Trumbull Public Schools</td>
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<tr>
<td>Reopening Plan Point of Contact:</td>
<td>Mr. Ralph M. Iassogna, Acting Superintendent</td>
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<tr>
<td>Contact Email:</td>
<td><a href="mailto:RIassogn@trumbullps.org">RIassogn@trumbullps.org</a></td>
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<td>Contact Phone:</td>
<td>203-452-4301</td>
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<tr>
<td>LEA COVID-19 Health and Safety Compliance Liaison:</td>
<td>Superintendent, in collaboration with Director of Nursing Lynn Steinbrick</td>
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<tr>
<td>Liaison Email:</td>
<td><a href="mailto:RIassogn@trumbullps.org">RIassogn@trumbullps.org</a> <a href="mailto:lsteinbrick@trumbull-ct.gov">lsteinbrick@trumbull-ct.gov</a></td>
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Forward

I would like to thank the Trumbull educational community for their support, cooperation, and professionalism in assisting the school district in meeting the unprecedented challenge of the COVID-19 pandemic. In addition, recent social and racial acts are posing added pressures on returning to an environment that promotes equity, diversity and inclusion. Never before have public schools been tested to this level, but I am extremely pleased to say Trumbull Public Schools met this challenge that helped lay the groundwork for the 2020-2021 school year. Although new challenges surely lie ahead, if we continue to expend the same energy, effort, and commitment as in the past, we will succeed in moving forward the established educational priorities we have emphasized.

As you are aware, the Governor, Commissioner of Education and the Connecticut State Department of Education have developed reopening plans entitled Adopt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together. This plan primarily addresses the following key principles:

1. Safeguarding the health and safety of students and staff;
2. Allowing all students the opportunity to return to school full time starting in the fall;
3. Monitoring the school, students, and staff and, when necessary, potentially canceling classes in the future to appropriately contain COVID-19 spread;

4. Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;

5. Fostering strong two-way communication with partners such as families, educators, and staff; and

6. Factoring into decisions about reopening the challenges to the physical safety, social-emotional well-being, and the mental health needs of our students when they are not in school.

Probably the most integral and widely addressed area focused on learning and instruction. The state is requiring districts to develop three models to possibly implement:

- In-school, Traditional Learning
- Hybrid Setting
- Remote/Distance Learning

The Trumbull Public Schools provide this document as a guide to “Education 2020-2021”. We see this as a fluid plan that will evolve as time progresses and new information becomes available. We encourage committees and educational community to continue to provide input that may augment our efforts. As with all endeavors such as this, differing opinions will be promoted and not everyone will agree with its content. The new reality is that Connecticut schools will look differently in September, but will strive to provide our students with a productive and meaningful learning opportunity and experience.

Thank you and Be Safe and Healthy!!!

Ralph
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Committee Participants

To implement the identified tasks, we have established the following subcommittees to address the area specifics and kudos to each of them:

- **Instruction and Learning (3 Models)**
  - Christina. Hefele - Director of Digital Learning
  - Mary Santilli - Math Program Leader
  - Marc Guarino- THS Principal
  - Gary Kunschaf – Elementary Principal
  - John Mastrioni – TEA President
  - Ray Leonzi - Parent
  - Alison Jasgur - Parent

- **Special Education**
  - Kim Hapken, Interim PPS Director
  - Barbara Beaman, Coordinator of Special Ed

- **Facilities**
  - John Morello - Supervisor Maintenance
  - Dave Erwin – Alternate
  - Custodian

- **Technology**
  - Jeff Hackett – Technology Manager
  - Christina Hefele – Director of Digital Learning

- **Transportation**
  - Dawn Perkins – Transportation Coordinator
  - Durham Bus

- **PPE and Health Requirements**
  - Lucienne Bango – Director of Health
  - Megan Murphy – Fire Marshal
  - Lynn Steinbrick – Nursing Director
  - Samantha Cousins, Public Health Nurse

- **Funding**
  - Al Cameron – Interim Business Administrator
  - Peg Brindisi – Assistant Business Manager
  - Department Heads

- **Nutrition**
  - Betty Sinko – Director Food Services
  - Laurie Stolba, Assistant Food Services

- **Communication Sharing**
  - Superintendent and Staff

- **Family Involvement**
  - Administrative Staff
  - PTA

- **Administrative Support**
  - Guy Stella, Former Superintendent
  - Dave Erwin, Former Superintendent

- **Containment Plan**
  - Long Hill Administration

These groups have met individually and with the full committee and their work has been outstanding. They have contributed a tremendous amount of insight and expertise in creating their individual sections.
TEAMWORK
For any operation of this magnitude, this initiative will require the hard work, energy and effort of all involved in the Trumbull educational community, primarily staff, students and adults/parents as noted below:

Keeping our schools open...is everyone’s responsibility!

Trumbull Public Schools will rely on the cooperation of families, students, and staff members to reopen and stay open.

The hope for the Fall of 2020 is to safely bring back students to in-person school settings and to maximize learning and address our students’ social and emotional needs. This document plans for a return that outlines multiple possibilities, with a focus first and foremost on getting our students back into our school buildings safely.

There is a clear consensus from both education and medical groups that we must keep in mind not only the risks associated with COVID-19 for in-person school programs, but also the known challenges and consequences of keeping students out of school. While distance learning has provided the best possible alternative during school closures, there is no substitute for in-person instruction when it comes to the quality of students’ academic learning. In-person school plays an equally important role in our ability to support students’ social-emotional needs, including their mental and physical health, and in mitigating the impacts of trauma. We also recognize how disruptive the school closures have been to families trying to maintain regular work schedules and manage household needs, including childcare, while also facilitating remote learning.

Families play a critical role in supporting the new culture of health and safety that each of our schools will establish. Most importantly, families can help mitigate the transmission of COVID-19 in our schools by checking their children daily for any COVID-19 symptoms and keeping them home from school if they are sick or have had close contact with a person diagnosed with COVID-19. Families can also contribute by supporting the use of face coverings or masks in school and on the bus, arranging alternate transportation whenever possible, communicating concerns with teachers and school leaders, and continuing to follow state guidance on health and safety outside of school.

With adherence to the State of Connecticut’s comprehensive set of critical health and safety requirements along with the Trumbull Public Schools commitment to a safe and appropriate education, we can bring our students, staff, and families safely back to school...and keep them in school!

Student Expectations
Stay home if you feel ill.
Students must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.

Morning health check by parents required.
In order to prevent transmission among the school population, parents are instructed to screen students before leaving for school. Check to ensure temperature is below 100.0 degrees Fahrenheit and observe for symptoms associated with COVID 19 outlined by public health officials.
Trumbull Public Schools Reopening Plan

**Face coverings or masks required.**
Students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus, with exceptions only for those students for whom it is not safe to do so due to medical conditions. “Mask Breaks” will be provided during the day. Parents will be responsible for providing students with face coverings or masks. Schools will have backup disposable masks available for students who forget them.

**Social distancing required.**
Students must maintain social distancing to the greatest extent possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school.

**Frequent hand washing or hand sanitizing expected.**
Students must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.

**Students may not change buses.**
Students will be expected to ride the same bus to school in the morning and the same bus to home in the afternoon every day. Face coverings or masks should be worn prior to entering the bus.

*Parents are encouraged to drive their children to school each day.*

**Adult Expectations**

**Stay home if you feel ill.**
Teachers and staff must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.

**Morning screening required.**
In order to prevent transmission among the school population, teachers and staff are instructed to self-screen before leaving for school. Check to ensure temperature is below 100.0 degrees Fahrenheit and observe for symptoms associated with COVID 19 outlined by public health officials.

**Face coverings or masks required.**
Teachers and staff must wear face coverings or masks that completely cover the nose and mouth while inside the school, with exceptions only for those for whom it is not safe to do so due to medical conditions. Teachers will be allowed to remove masks during the direct instruction with permission and greater social distancing. Schools will have backup disposable masks available.

**Social distancing required.**
Teachers and staff must maintain social distancing to the greatest extent possible.

**Frequent hand washing or hand sanitizing expected.**
Teachers and staff must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.
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**PRIORITIES**

**Fall Reopening Model**

- In Phase 1 Trumbull Public schools will open for all students to return to school every day for **In-Person Learning** with an emphasis on implementing best practice health and safety protocols and social distancing practices.

- In Phase 2 a **Hybrid Model** will be used. Students will be split into two cohorts with 50% attending in-person on Monday and Tuesday and a second cohort of students attending in-person on Thursday and Friday. When a cohort is not scheduled to participate in-person they will be participating via distance learning and be required to complete assignments independently. On Wednesdays the buildings will be disinfected and all students will participate via distance learning. Wednesday afternoons will be reserved for teacher planning, staff meetings, and professional development. Special education, English language learners, and highly disengaged students may be invited for in-person learning up to 4 days per week.

- In Phase 3 all students will be participating via **Distance Learning**. Learning activities will be both synchronous and asynchronous. Students can expect to participate in live video-instruction at least three times per week. All students are expected to participate and submit work as assigned. Our goal is to improve upon the Distance Learning program offered in the spring with an emphasis on best practices for blended learning providing more rigorous and challenging learning opportunities for students.

- In all 3 phases plans specific to TECEC will be developed based on upcoming guidance from CSDE and the office of Early Childhood Education.

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<tr>
<th>Phase</th>
<th>Monday</th>
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<tr>
<td><strong>1 - Schools Fully Open</strong></td>
<td><strong>In-Person Learning:</strong> All students return to school with emphasis on heightened health and safety protocols</td>
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Parents can elect not to send their children to school and opt for distance learning consistent with Connecticut guidelines. As CSDE releases future guidance, TPS will issue additional processes and expectations.

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<th>Phase</th>
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<tr>
<td><strong>2 - Hybrid</strong></td>
<td><strong>Cohort A (in-person)</strong></td>
<td><strong>Cohort A (in-person)</strong></td>
<td><strong>All Students Distance Learning from home</strong></td>
<td><strong>Cohort A (Distance Learning)</strong></td>
<td><strong>Cohort A (Distance Learning)</strong></td>
</tr>
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*Cohort B (Distance Learning)  
*AM - Teacher Office Hours for students  
*PM Staff meetings, PD, Planning

**Consideration for Subgroups:** Students receiving special services (special education, English Language Learners) will receive services in the school building when they attend in person. Students will be supported by paraprofessionals as needed during distance learning days.

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<th>Phase</th>
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<td><strong>3 - Distance Learning</strong></td>
<td><strong>Distance Learning for all students</strong></td>
<td><strong>Distance Learning for all students</strong></td>
<td><strong>Distance Learning for all students AM</strong></td>
<td><strong>Distance Learning for all students</strong></td>
<td><strong>Distance Learning for all students</strong></td>
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**Consideration for Subgroups:** Depending on health metrics some students may have the option to receive services during distance learning in person.
Identifying & Addressing Gaps

- All students who do not have access to a learning device or internet capabilities at home will be provided with one from the district. Surveys, as well as the school social workers, will be utilized to identify any families in need.
- Teachers will be responsible for identifying any learning gaps throughout the school year and using the intervention processes in place to identify and respond to student needs.
- Teachers will utilize a variety of tools to help identify students with learning gaps including: STAR, iReady, F&P, SBA interim assessments, and classroom assessments.
- Teachers will continue to support students requiring intervention using a variety of tools and strategies including, but not limited to: Lexia, IXL, differentiated instruction, small group instruction, intervention support etc...
- Special education students, English language learners, and highly disengaged students could be invited to in person learning up to 4 days per week during hybrid learning - Phase 2.
- The PPS Department will be a valuable resource for implementation of our plans.

OPERATIONS PLAN

Facilities and Daily Operations

The Facilities Department, in coordination with custodians and school administrators, will attempt to maximize distance between student workstations. Desks will be facing in the same direction and additional desks will be ordered for primary classrooms where tables currently exist.

If tables remain operational, students will be spaced apart and will only sit on one side of the table.

Storage containers will be rented to hold materials that will be removed from existing classrooms.

Tables will be placed between the closest student and the teacher’s desk when barriers are unavailable.

Signage will be posted (entrances, staff areas, and restrooms) promoting protective measures, hand washing and face coverings.

Hallways will be marked with tape to establish traffic patterns and safe social distancing in each building. This will be done by custodial staff in conjunction with the school administration.

Pertinent PPE instruction will also be provided via school communication.

The Facilities Department and Administrators will communicate cleaning protocols to staff and custodians. Schools will be deep cleaned prior to opening and addressed daily.
High touch surfaces will include:
- Door handles
- Sinks
- Restroom surfaces

Frequently touched surfaces will be cleaned throughout the day as much as possible. Desks and classroom equipment should not be shared by different grade levels. Students will be allowed, by cohort group, to be on the playground, but will not be allowed to use any playground equipment or structures. Limitations and/or restrictions of non-essential visitors/volunteers will be enforced.

Where permitted, doors will be propped open in accordance with fire and safety codes.
- Pump dispensers, with hand sanitizing products, will be placed in each classroom. Soap and water with paper towels will remain operational in classrooms where they exist.
- Hand dryers will be turned off in restrooms and new paper towel machines will be installed to replace the hand dryers.
- Open topped trash cans will be placed in classrooms and lavatories.
- Administration will determine, to the greatest extent possible, a use of lavatory schedule in school.
- Bathrooms will be sanitized at least twice per day, staff permitting.
- A checklist will be used in each building to track cleaning of rooms, including bathrooms.
- Plexiglass shields will be installed in front of the security desk, health office, secretary/reception desk, drop-off areas.
- The Facilities Department will utilize the DPH guidelines including:
  a) Guidance for Cleaning and Disinfecting of Schools during COVID-19
  b) Return to Service Guidance for Building Water Systems
  c) Guidance for School Systems for the Operation of Central and Non-Central Ventilation Systems to include filter replacements in HVAC units. Where applicable, air flow, CFM will be increased and monitored daily via the schools Building Management Systems. In buildings without HVAC systems, windows may be open in order to refresh stale air, as well as exhaust systems forced on. Fans of any type (except for exhaust fans) will not be permitted.
- A medical isolation room has been identified in each school building to accommodate students/staff thought to be infected.
- Classroom use will be maximized by removing storage cabinets, rugs, bookcases and other non-essential equipment.
- Signs and messages related to stopping the spread of COVID are accessible for students and staff in each building. These signs will be posted in highly visible locations.
- Administration will work with staff to ensure that sharing of educational materials among individuals is restricted. If items need to be shared, they must be disinfected before the next user.
- Seating on rugs, shared seating in reading areas or group areas will not be permitted.
- Student materials/supplies will be separated and labeled and placed in a designated area depending on grade level. Students should be encouraged to take items home daily to be cleaned. Lockers at the middle and high school level will not be utilized.
In cooperation with the Human Resources Department, custodians, staff and students will be trained in proper hand washing procedures, how to properly wear masks, and how to prevent the spread of the virus, as well as other health related issues.

Child Nutrition

The Director will oversee the entire operation to ensure that all meals meet State and Federal requirements for the National School Lunch Program and will also meet all requirements put forth through the CDC for COVID protocol. The Director will coordinate with local health officials to ensure the food safety and temperature requirements are all in compliance.

AVAILABLE OPTIONS

**PHASE 1 – FULL SCHOOL OPENING – TRADITIONAL LEARNING**

Breakfast and lunch meals containing all of the components of a complete reimbursable meal will be packed in bags that will be transported to classrooms. Teachers will communicate with the kitchen staff how many meals will be needed per classroom. Trumbull High School students may be able to get and eat food in the cafeteria, if social distancing and health guidelines permit.

**PHASE 2 – HYBRID LEARNING**

**ALL GRADES**

2 DAYS ON/2 DAYS OFF – Students would be in school Monday, Tuesday, Thursday and Friday with Wednesday used as a cleaning/disinfecting day. The meal plan would be done the same way as Traditional Learning on the days that students are in school. Details regarding Wednesday will mirror the Remote Distance Learning Plan.

**PHASE 3 – REMOTE/DISTANCE LEARNING**

**ALL GRADES**

All meals containing all of the components of a complete reimbursable meal will be packed at Trumbull High School and picked up between 10am-12pm as was done in Spring 2020.

**PLEASE NOTE**

For all options, rosters of all students will be used to ensure that meals are charged to the appropriate student accounts and that all free, reduced and paid meals are properly tracked for appropriate reimbursement. If we go to a No Fee State’s Seamless Summer Option (SSO), we would track meal +counts for reimbursement from State/Federal agencies.

Transportation

As we continue to plan a “live” reopening in the fall, we are developing various transportation scenarios to ensure that we are ready to reopen in compliance with health and CDC guidelines to ensure the safety of all.
IN SCHOOL LEARNING

If the state considers the status of COVID-19 transmission to be low, buses can operate with full capacity; however, students will be required to ride the bus with a face mask or face covering. The student must have a mask on when boarding the bus. To reduce the risk of any virus transmission, students should load the bus from rear to front, thereby reducing the number of students each passenger has to pass. When exiting the bus, students should unload from the front to the back.

As necessary, a bus monitor should be assigned to all elementary school buses. The responsibilities of the bus monitors will be as follows:

- To ensure students keep masks and/or face coverings in place throughout the entire bus ride.
- To monitor that boarding and unloading procedures are followed and that students do not change seats.
- To provide hand sanitizer to students as they board the bus. The Connecticut Department of Transportation has determined that fixed, mounted sanitizer stations are not permitted on bus as they are in direct violation of school bus safety protocols.
- To provide follow up and feedback to Transportation Manager on any issues or concerns regarding student ridership expectations as related to COVID-19.

HYBRID LEARNING

If the state determines we are at a moderate transmission level, the same guidelines followed above for low transmission status will apply. In addition, ridership will be reduced to accommodate social distancing guidelines. The CDC recommendation of “every other seat/every other row” would mean that there will be room for approximately 14 students per bus for students riding on 84 passenger buses and 12 students per bus on those students assigned to 72 passenger buses. The concern at this transmission level would be the ability to transport all students to/from school. Our current bus routes have between 40 and 75 students on each bus. As you will note from the above calculations, we would need an additional 4 buses for every bus route. This is not feasible as the resources are not available.

A recommendation at this level would be to encourage all parents to drive their child(ren) to/from school to avoid possible exposure on the bus, and reserve transportation or those in need or with a hardship who have no other way of getting to/from school.

REMOTE LEARNING

No impact on transportation.

EXPECTATION OF DISTRICT TRANSPORTATION PROVIDER

- Drivers will be required to wear masks when transporting students.
- Drivers must sanitize hands prior to entering their bus.
## Trumbull Public Schools Reopening Plan

- Drivers will have temperature checks upon morning and afternoon sign in.
- Seats and high touch areas on buses will be cleaned by drivers between runs.
- Buses will have deep cleaning after morning runs are completed and again at the end of each day.

### COMMENTS/OBSERVATIONS:

- Parents should review proper bus hygiene habits with their children and ensure masks are on at the bus stop.

- At larger bus stops, parents should be at the stop with their child to ensure that the social distancing guidelines are followed. Parents should be encouraged to work together to ensure coverage by an adult or guardian at each bus stop on a daily basis.

- An administrator from each school should communicate, with the Transportation Department, different points of entry, varied pick up/drop off locations, and timing of unloading students to avoid large groups getting off at the same time. This process should be put in place to accommodate social distancing as much as possible.

- To ensure consistency and have as little impact as possible, bus routes should not be adjusted. If, for example, K-2 students go on a particular day(s), routes will remain the same and drivers will go to all stops. In doing so, timing will remain consistent. When models change, we enter new phases, and/or parents opt in/opt out of transportation, adhering to set routes will afford greater consistency and less disruption.

- If contractor-provided monitors are added to all elementary school buses it will be necessary for them to hire approximately 50 additional staff members. The timeline for this is approximately 3-4 weeks (including background checks). Additional resources will be pursued if necessary.
The health and safety of students and staff is the most significant priority in planning for the Trumbull Public Schools’ reopening. Trumbull Public Schools will work in collaboration with the Trumbull Department of Health, the Connecticut State Department of Education, and the Office of the Governor in planning for the health and wellness procedures, as well as making decisions regarding the status of school.

<table>
<thead>
<tr>
<th>Health Expectations for Reopening the Trumbull Public Schools</th>
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<tbody>
<tr>
<td>1 Conditions for reopening have been confirmed by the State of Connecticut and/or Trumbull Health Department.</td>
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<tr>
<td>2 Planning guidelines for reopening have been issued by the State of Connecticut and Trumbull Public Schools plans have been developed and approved at the local level under the supervision of the Superintendent of Schools.</td>
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<tr>
<td>The State of Connecticut and State Department of Education have issued guidelines on which school reopening plans are to be based.</td>
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<tr>
<td>The Trumbull reopening plan, <em>Path to Reopening 2020-21</em>, has been developed in consultation with the Town of Trumbull’s Health Departments.</td>
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<tr>
<td>3 The Nursing Coordinator and the Supervisor have confirmed that there is adequate protective equipment in place for reopening.</td>
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<tr>
<td>There is protective equipment (including masks) for students in the classrooms and throughout the facilities.</td>
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<tr>
<td>There are sufficient supplies that include hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.</td>
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<tr>
<td>4 The Superintendent of Schools has established a procedure should there be COVID-19 cases in the schools or in the community that could possibly impact the schools.</td>
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<tr>
<td>The Superintendent and Principals have updated the Trumbull Pandemic Response Plan that includes procedures for a case or cases of COVID-19. This procedure includes communication to the local health officials (Trumbull Health Department) when a student, teacher, or staff member or a member of their household has tested positive for COVID-19 and has possibly exposed others at the school.</td>
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<tr>
<td>The Principals and Facilities Supervisor have procedures for an isolation room in the school for (1) students or staff who are exhibiting symptoms associated with COVID-19, and (2) the risk level within the school/community as determined by the local health officials.</td>
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<tr>
<td>The Superintendent of Schools has a procedure for the closure of schools for a length of time based on (1) a positive COVID-19 case or cases, and (2) the risk level within the school/community as determined by the Trumbull Health Department.</td>
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<tr>
<td>The Superintendent has the authority to limit access to public school grounds and school buildings during school closures or elevated levels of transmission in the area.</td>
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<tr>
<td>Under the supervision of the Director of Nutrition and Food Services and the Business Administrator, the schools are able to provide for continuity of meal service, if necessary.</td>
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<tr>
<td>5 The Nursing Coordinator and Principals have organized a screening procedure for students at home and to the extent possible, at school.</td>
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</table>
**Passive Screening:** Parents are instructed to screen students before leaving for school by checking to ensure temperatures are below 100.0 degrees Fahrenheit and to observe for symptoms consistent with COVID-19. Parents are asked to keep students at home if they are feeling sick, have any symptoms associated with COVID-19, or have had close contact with a person diagnosed with COVID-19.

**Active Screening:** Schools will screen students as they enter school consistent with state and local health guidance, which includes visual wellness checks and any necessary follow-up temperature checks with no-touch thermometers (checking to ensure temperatures are below 100.0 degrees Fahrenheit). Students will be observed for illnesses including cough or respiratory distress. Students may be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

*NOTE: Screening procedures for all children are not required at the point of entry to the school.* However, school staff will observe students throughout the day and refer students who may be symptomatic to the school nurse.

*NOTE: Temperature checks for all children at the point of entry will not be included* due to the high likelihood of potential false positive and false negative results but will be available in the school under the supervision of the school nurse.

In screening students who appear ill, only the nurse shall use a thermometer requiring a touch method (under the tongue or arm, forehead, etc.). Caution will be taken by the nurse, including wearing gloves, eye protection, and a mask.

Students with a temperature greater than 100.0 degrees are not permitted in the school. Students will be allowed to return 24 hours after a fever has broken, or with a note from their healthcare provider, or with a documented negative COVID-19 test.

The school nurse will monitor screening information/data of students while complying with relevant privacy and health laws.

The school nurse will monitor symptoms in students and staff that could be related to COVID-19, with the goal of decreasing the risk of spreading or contracting the virus while complying with relevant privacy and health laws.

Building Administrators will oversee procedures for all students to sanitize hands while at school.

Building Administrators will oversee that upon entry to school, large gatherings are avoided. Students will proceed directly to classrooms or small group designated areas.

The Nursing Coordinator and Principals have organized a screening of staff at home and to the extent possible, at school.

**Passive Screening:** Teachers and staff are instructed to self-screen before leaving for school by checking to ensure temperatures are below 100.0 degrees Fahrenheit and to observe for symptoms consistent with COVID-19. Teachers and staff are to stay at home if they are feeling sick, have any symptoms associated with COVID-19, or have had close contact with a person diagnosed with COVID-19.

Teachers and staff with a temperature greater than 100.0 degrees are not permitted in the school. Teachers and staff will be allowed to return 24 hours after a fever has broken, or with a note from their healthcare provider, or with a documented negative COVID-19 test.

The school nurse will monitor screening information/data of teachers and staff while complying with relevant privacy and health laws.

The school nurse will monitor symptoms in staff that could be related to COVID-19, with the goal of decreasing the risk of spreading or contracting the virus while complying with relevant privacy and health laws.
### Building Administrators will oversee procedures for all teachers and staff to sanitize hands while at school.

#### 7 The Superintendent of Schools has developed a uniform procedure for all schools for symptomatic students.

- Students who are symptomatic while entering school or who become symptomatic during the school day will be separated from others in the supervised isolation room by the school nurse.
- Students exhibiting symptoms will be required to continue to wear mask and wait in a supervised, isolated room which others do not enter until the student can be transported home.
- If more than one student is in the isolation room, physical distancing will be maintained.
- The school nurse will have a plan for triaging students in the health office, recognizing that not all symptoms are COVID-19 related.

The school nurse will advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation ([https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)). Students will be allowed to return 24 hours after a fever has broken, or with a note from their healthcare provider, or with a documented negative COVID-19 test.

There will be no COVID-19 testing of students at school. Local testing site information will be shared with families. The schools’ nursing offices will monitor testing results of students once made available by parents, complying with relevant privacy and health laws.

If a student has been present in school and has a **confirmed diagnosis** of COVID-19, the School Nurse and the building Principal will contact the Superintendent of Schools who will notify the local health officials (Trumbull Health Department) immediately. In addition, the Superintendent will be notified by school personnel that a student is suspected of being sick, maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA).

Each school has a response team coordinated by the Principal with designated responsibilities including monitoring of attendance, symptoms, and screening; communications to families; overseeing cleaning procedures; and responding to suspected confirmed cases.

#### 8 The Superintendent of Schools has developed a uniform procedure for all schools for symptomatic teachers and staff.

- Adults who are symptomatic while entering school or who become symptomatic during the school day will be sent home and advised to seek medical care.
- The school nurse will advise adults not to return until they have met CDC criteria to discontinue home isolation ([https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)). Teachers and staff will be allowed to return 24 hours after a fever has broken, or with a note from their healthcare provider, or with a documented negative COVID-19 test.
- There will be no COVID-19 testing of staff and volunteers at school. Local testing site information will be shared with staff. The schools’ nursing offices will monitor testing results of teachers and staff, complying with relevant privacy and health laws.
- If a teacher or staff member who has been present in school has a **confirmed diagnosis** of COVID-19, the School Nurse and the building Principal will contact the Superintendent of Schools who will notify the local health officials (Trumbull Health Department) immediately. In addition, the Superintendent will be notified by school personnel that a teacher or staff member is suspected of being sick, maintaining confidentiality in accordance with privacy expectations and the Americans with Disabilities Act (ADA).

#### 9 Outside visitors and groups will have very limited or no access to schools during the school day.

Access to the buildings by visitors/parents will be extremely limited.
Each school will post a “No Visitors Policy”

**Passive Screening:** Visitors/parents with prior approval to enter the building are instructed to self-screen before leaving for school by checking to ensure temperatures are below 100.0 degrees Fahrenheit and to observe for symptoms consistent COVID-19. Visitors/parents are to stay at home if they are feeling sick, have any symptoms associated with COVID-19, or have had close contact with a person diagnosed with COVID-19.

**Active Screening:** Schools will screen visitors/parents with prior approval to enter the building as they enter school consistent with state and local health guidance, which includes visual wellness checks and any necessary follow up temperature checks with no-touch thermometers (checking to ensure temperatures are below 100.0 degrees Fahrenheit). Visitors/parents will be observed for illnesses including cough or respiratory distress. Visitors/parents may be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

Each school’s Main Office will maintain a log for those visitors allowed into the building. The log will include name, contact phone number, and arrival/departure time of each individual.

Principals and office staff will organize parent pick up/drop off procedures for students, which will be modified at each building. The use of a face mask will be required of all parents who are picking up or dropping off students during the school day and are required to enter the school office in the process. Pick up in the afternoon will be modified to ensure that parents have limited or no access to the interior of the school building.

The Superintendent of Schools will review all requests for use of the schools – before and after school. There will be limited access to outside organizations’ use of school sites and schools’ resources after school hours.

The Facilities Supervisor will ensure that external community organizations (including those that sponsor before- or after-school childcare) that are allowed use of the facilities also follow the school’s health and safety plans, as well as the expectations of local health officials (Trumbull Health Department).

There are procedures at each school site developed by Principals and the custodial staff for accepting deliveries in a safe manner.

### Wellness Expectations for Reopening the Trumbull Public Schools

<table>
<thead>
<tr>
<th>1</th>
<th>The Nursing Coordinator, School Nurses, and Principals will oversee high standards of hygiene (handwashing/sanitizing) and training for all in each school.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Administrators will ensure, in accordance with CDC guidance, that handwashing/sanitizing includes:</td>
<td></td>
</tr>
<tr>
<td>- Opportunities for students and staff to meet handwashing/sanitizing frequency guidance.</td>
<td></td>
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<tr>
<td>- Sufficient access to handwashing and sanitizer stations.</td>
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</tr>
<tr>
<td>- The availability of fragrance-free hand sanitizer (with a minimum of 60 percent alcohol).</td>
<td></td>
</tr>
<tr>
<td>- Children under age nine use hand sanitizer under adult supervision.</td>
<td></td>
</tr>
</tbody>
</table>

The Nursing Coordinator and School Nurses will identify the training needs of staff related to health and safety protocols and work with Human Resources and the Facilities Supervisor who will oversee such training prior to the first day of classes.
Human Resources and the Facilities Supervisor will plan in-person or online training that includes social distancing; cleaning protocols; and hygiene practices. Principals will ensure access for all students and staff, as well as for family members who are interested.

Training will be provided to substitutes or others who may enter the school outside of the first day or typical calendar start.

In coordination with Human Resources and the Facilities Supervisor an additional 1 to 2 people in each school to may be assigned to assist with training as needed.

Principals and teachers will review guidance/training and post signage on proper handwashing techniques with students, including the following:

- Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible.
- Staff and students should dry hands thoroughly.
- Wash/sanitize hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.

Principals and Teachers will ensure that students receive ongoing education in the expectations related to all public health policies and protocols. Students will be educated about how coronavirus is spread, and how preventative actions help avoid the spread (for example, that masks keep droplets out of the air and hand hygiene keeps the virus out of one’s mouth/nose/eyes).

Building Administrators will assess the best approach to communicate wellness information for each age group, and plan to set aside time at the beginning of the school year, as well as scheduling frequent reminders to review the new policies and protocols. These practices include, but are not limited to:

- social distancing,
- use of face coverings that completely cover the nose and mouth,
- respiratory and cough etiquette, and
- enhanced cleaning/disinfection of surfaces.

All school employees will assist in the expectation from the State of Connecticut that face coverings/masks are in place during the school day by all.

The following communication will appear in school email, website, and social media: “For the safety of all students and all staff, the State of Connecticut guidelines for returning to schools require that all students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus.”

The only exceptions for face coverings or masks are as follows:

- 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.

For students, face coverings/masks may be removed while eating, drinking, during PE, or when students are outside, and effectively practicing social distancing. Exceptions may also be necessary for certain special education students or other special populations.
For students who have trouble breathing or for other medical reasons, reasonable accommodations may include a face shield.  

**NOTE:** Face shields alone are not a sufficient alternative to the wearing of face masks, but rather both may be worn for additional protection.

<table>
<thead>
<tr>
<th>Parents will be responsible for providing students with face coverings or masks.</th>
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</thead>
<tbody>
<tr>
<td>Schools will have backup disposable masks available for students who forget them.</td>
</tr>
<tr>
<td>Principals will establish times for “Mask Breaks” that will be provided during the school day. Breaks will occur when students can practice social distancing and/or when they are outside.</td>
</tr>
<tr>
<td>Staff members and visitors will wear masks that completely cover the nose and mouth inside the schools and will be assigned all necessary PPE as required for their role.</td>
</tr>
<tr>
<td>For teachers and staff, face coverings/masks may be removed while teaching if the following conditions are in place: Enhanced social distancing; remaining static behind a physical barrier of some sort; while eating, drinking, or when outside and effectively practicing social distancing.</td>
</tr>
<tr>
<td>Face shields worn with face masks may also be used by staff who support students with special healthcare needs (who are not able to wear masks and who may need assistance with activities of daily living, such as toileting, eating, etc.).</td>
</tr>
<tr>
<td>Staff working with students who are not wearing face coverings due to one of the exceptions and also cannot maintain social distancing will be provided increased protective equipment, including but not limited to medical-grade masks and disposable gowns.</td>
</tr>
<tr>
<td>Schools will have disposable masks available for staff members.</td>
</tr>
<tr>
<td>School nurses and any staff member engaged in symptom screening will be provided surgical masks, face shields, and disposable gloves.</td>
</tr>
<tr>
<td>Front office and food service employees will be provided face coverings or masks and disposable gloves.</td>
</tr>
</tbody>
</table>
| Custodial staff will be provided equipment and PPE for cleaning and disinfecting:  
(1) For regular surface cleaning, gloves appropriate for all cleaning and disinfecting will be provided.  
(2) Classified staff engaged in deep cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. |
| Visitors and those making deliveries to the school must wear face coverings or masks that completely cover the nose and mouth. |
| Information will be given to staff, students and, parents on proper use, removal, and washing of face coverings ([https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)). |
| Face masks are subject to district dress codes as set forth in Board Policy 5132 and should not include inappropriate images or text. |

### 3 All school employees will assist in the expectation that Physical Distancing/Social distancing is maintained as much as possible.

- The school administration will be prepared to assist staff and students in determining and maintaining social distancing between individuals to reduce the transmission of the virus per the public health guidelines at that time.
- Principals will be prepared to communicate and adjust the approach to social distancing if guidance from the CDC or DPH changes due to shifting public health data or evolving understanding of COVID-19 disease, including transmission.
### Each school will plan for the number of people who can be in all school spaces (library, cafeteria, gymnasium) based on maintaining reasonable social distancing prior to use by a classroom or group.

### Even with social distancing expectations in classrooms, school spaces, and hallways, students and staff members will wear face coverings/masks in school and on the bus.

### To the extent possible the schools will create **student/teacher classroom cohorts** to minimize the mixing of student groups throughout the day. Consistent teams/cohorts will minimize cross-contamination of student groups.

### Schools will have plans to minimize movement of students and staff as much as possible and reduce the number of students and staff who move at the same time.

### Traffic patterns in hallways or stairwells will be designed to promote social distancing during passing times. Strategies will include staggered passing times or one-way traffic in hallways or stairwells.

### Classroom seating shall be assigned to students at all times during the day. Any alternate seating or shared seating in reading nooks, group centers, and other areas will not be allowed.

### Schools will restrict the sharing of educational materials between individuals to the extent possible. Materials include such items as books, manipulatives, computers, calculators, writing utensils, and art supplies. Shared materials in a given school day will be cleaned and disinfected.

### Backpacks and/or laptop cases will be used at K-8 to discourage the use of lockers, as much as possible.

### **The Superintendent of Schools will oversee school activities/athletics, which may be allowed in a limited capacity on a case by case basis.**

- The school district will follow all CIAC (Connecticut Interscholastic Athletic Conference) guidelines for middle school and high school sports after approval of such activities by the Superintendent of Schools.
- **Athletic guidance and expectations will be provided in a separate document by the CIAC.**

- After school clubs, activities, and events will be approved in advance by the Superintendent of Schools. Approval will be based on the ability to meet the safety expectations of students and staff members involved.

- Recess time and use of playgrounds will be supervised and scheduled to ensure physical distancing. Recess time will be adjusted for specific classroom and/or cohorts.

- The Assistant Superintendent in conjunction with the Principals will work with the Physical Education teachers in adapting curriculum and activities to be in line with guidance found in *Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together*. In general, activities will be limited to those that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.

- The Assistant Superintendent in conjunction with the Principals will work with the Art and Music teachers in adapting curriculum and activities to be in line with guidance found in *Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together*.

- School assemblies, concerts, and other programs with a larger number of students will be limited at the start of the school year and require approval of the Principals and the Superintendent of Schools. Decisions will be made based on size of activity, ability to maintain proper distancing, and safety expectations.

- Field trips and off campus experiences will be limited at the start of the school year and require approval of the Assistant Superintendent and the Superintendent of Schools. Decisions will be made based on ability to maintain proper social distancing on transportation and at the site of the of field trip and safety expectations. Virtual field trips will be encouraged.

### **The Nursing Coordinator and School Nurses will oversee and monitor changes and updates to the State of Connecticut Requirements for Immunizations and Health Assessments**
Immunizations: Guidance from the Department of Public Health from June 17, 2020 emphasizing the importance of protecting students by staying up to date on immunizations.

Health Assessments: Guidance from the CSDE from June 26, 2020 outlining the requirements for Health Assessments prior to students enrolling in school.

* If the State of Connecticut adjusts social distancing guidelines due to a surge in COVID-19:

- The schools will determine the student and staff capacity of classrooms and school spaces based on state or local guidelines limiting existing class groups/sizes in every classroom.
- The classrooms will be arranged in a manner that minimizes face-to-face contact and increases the space between desks and/or providing barriers between children at tables. Desks/tables will be separated and turned to face in the same direction (rather than facing each other).
- Other spaces in the building may be used for instructional activities to allow for appropriate distancing including gyms, cafeterias, libraries, larger rooms, and outdoors.
- The schools may need to limit the number of students present in classrooms and/or limit the number of students physically reporting each day based on guidelines issued from the State of Connecticut.

The school schedule may be adjusted to meet the needs of social distancing (in classrooms) based on adjusted guidelines issued from the State of Connecticut.

- If student numbers are to be limited, the schedule may result in A-B day (alternating days) for students: “Monday & Tuesday” or “Thursday & Friday”.
- Adjusted State Guidelines may result in an extended period of Remote Learning by all students.

Ensure that students are educated and engaged in the new expectations related to all public health policies and protocols

- Distribute current CDC guidelines pertaining to COVID-19 public health policies and protocols through google classroom (or other web-based learning platform) & post links to information on TPS website.
- Provide video training that covers social distancing, cleaning protocols, and hygiene practices must be reviewed by all students and staff.
  - Share video with parents prior to the first day & have students view the video on the first day of class onsite.
  - Staff to watch video training before school starts
- Plan to set aside time at the beginning of the school year, as well as frequent reminders, to review the new policies and protocol with students and staff
- Require signature/acknowledgement that COVID-19 guidelines have been reviewed by parent/student & staff
- Daily announcement reminders during school day for students and staff about the importance of these guidelines during classes.

Reference:

Familiarize all participants of the standard public health practices used to prevent the spread of diseases. These practices include, but are not limited to:

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

- Assigned seating for each student (classroom, cafeteria, media center, Bus)
- Students should remain in one class or as few as possible and teachers should rotate classes to avoid hallway congestion.
- Whenever possible, Six-foot distancing should be maintained at all times -This will be difficult to achieve with full class sizes due to limited space in buildings.
- Consistent Teams: If more than one adult is required in a classroom, encourage staff to work in consistent teams to minimize cross-contamination of student groups. Prioritize keeping the same group of adults and students together each day when possible
- Desk spacing to allow for increase the space between desks based on current guidelines from CDC
  - Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
  - Students should remain in one class or as few as possible and teachers should rotate classes to avoid hallway congestion.
  - Increased distance and/or protective barrier if teacher removing mask for instruction
- Line spacing
  - Hallways-one way, distance spacing lines & arrows on floors
  - HS & MS May need increased time allowed to change classes
- Cafeteria/Lunch (Food Services)
  - Provide prepackaged meals/snacks
  - No self-serve areas
  - Deliver meals to classrooms
  - If eating in common areas provide staggered/spaced seating arrange

*The only times when distancing may not be possible should be when staff members are accommodating students with special health care needs or disabilities who may require direct contact (teachers, paras, school nurses). Conducting health assessments or screenings (school nurses) In these circumstances, appropriate Personal Protective Equipment (PPE) should be available and utilized

Reference
Frequent Washing/Hand Hygiene: (overlaps with facilities)

- Reinforce to staff and children regarding regular hand washing with soap and water for at least 20 seconds. (Daily announcements, scheduled handwashing)
- Provide adequate supplies, including soap, hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol for staff and students who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes
- Alcohol-based hand sanitizer located at building and classroom entrances to reduce the time required for hand hygiene compared to handwashing. Touch free devices are most ideal.
- Adequate inventory of hand hygiene supplies, tissues, disinfectant wipes
- Supply tracking (stored in a central location with limited access) and ordering early & replenishing supplies is imperative.

Use of face coverings:

- All students and school personnel, unless otherwise exempt**, must always use a face mask while on school property or a school bus. **Students and staff will be instructed to come to school with their own face covering/mask.** School will provide face coverings to any student or staff member who does not have one.
- Face covering includes cloth face covering or face masks.
- This requirement also applies to parents or any other building visitors, whose access will be restricted.
- Mask Breaks for students and staff to be built into daily activities around classroom schedule and as needed.

Face masks:

Include all paper, non-surgical cloth face coverings which should cover nose, mouth and chin

N95 respirators.

- N95 respirators are primarily for staff who are involved in aerosol-generating procedures and close contact and assessment of potentially infected individuals (Nurses).
- Risk of exposure is determined by OSHA and CDC Guidelines. Staff not engaged in providing such procedures or activities may wear cloth face coverings (or paper procedure masks if available).
- N95’s must be properly fitted annually to the wearer to ensure the effectiveness of the mask.
- Test Fitting must be completed on each staff member utilizing an N95 face mask. This fit testing will be conducted by the Trumbull Health Department Public Health Nurse and/or other qualified staff.
- Documentation of fit testing must be kept on file with the staff members supervisor

Face Shields:

- Provide protection of the eyes, nose and mouth from contamination from respiratory droplets
- Used in conjunction with masks or respirators as using alone is not effective at reducing transmission of infectious agents.
- Should be used by staff
Trumbull Public Schools Reopening Plan

- who are involved in aerosol-generating procedures such as, provision of oxygen via high-flow nasal cannula, nebulizer treatments, and open suctioning & cleaning of infectious materials (Nurses, Day Shift Custodians)
- may also be used by staff who support students with special healthcare needs (SRP teachers/para’s, PT/OT, ST)
- Face shields may also be worn by students during speech and language exercises when face coverings/masks are not appropriate for the activity.

**The following individuals are exempt from this requirement per CDC guidelines: Anyone for whom use of a face mask would be contrary to his or her health or safety because of a medical condition, anyone who has difficulty breathing, who is unconscious, who is incapacitated, or otherwise unable to remove mask without assistance. Anyone for whom use of a face mask would be contrary to his or her health or safety because of a documented medical condition is subject to review by a school nurse.**

References:

Instructions for the use of face masks or coverings are available from the CDC.


**Respiratory & Cough Etiquette:**

- CDC/DPH resource materials will be shared with students/staff to learn proper cough and sneeze etiquette (coughs and sneezes into tissues when available or into elbow when tissues not available)
- Ask students and staff to wash hands after tissue use, or if coughing or sneezing occurs into hand without tissue. Dispose of soiled tissues immediately after use.
- School staff to redirect students when not following proper cough/sneeze etiquette, or hand hygiene

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**Enhanced Cleaning & Disinfection of Surfaces (Consult Facilities):**

Signs on how to “Stop the Spread” (of COVID 19) will be posted in all school buildings in easily seen locations

**Bathroom cleaning recommendations:**

- Should be sanitized at least twice a day.
- Where possible, there could be designation separate bathrooms for different classes or setting shifts for classes to use the bathroom (and thus avoid mixing of classes).
Trumbull Public Schools Reopening Plan

Facilities/Classrooms/Other:

- Traditional water fountain dispensers are not allowed, the school may offer water bottles or touch free water bottle filling stations to students.
- **Material Sharing:** Restrict the sharing of educational materials between individuals. These materials include, but are not limited to: books, computers, calculators, writing utensils, and art supplies.
- **Storage of student supplies/personal items:**
  - **Elementary:** Each student should store their personal belongings (backpack) on back of chair.
  - **HS & MS:** Locker use should be avoided. Students should carry belongings. Allow students to leave textbooks in classroom or home.

Resources:


REPORTING ILLNESSES AND ADDRESSING VULNERABLE POPULATIONS

_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 Protocols for information reporting & a point person to receive and safeguard this information:**

**Attendance monitoring:** TPS will actively monitor staff and student absenteeism to identify any trends that would suggest spread of illness such as COVID-19:

- Parents/Guardians & staff will be required to call the absence line and leave a specific reason for absence.
- Teachers will forward any correspondence received from a parent/guardian regarding a student’s absence due to illness to the school nurse and the attendance secretary/office.
- Absences related to COVID 19 only will be asked to speak directly to/leave a message for school nurses (special selection on attendance line). Nurse will document COVID related absences in Infinite Campus.
- All non-COVID absences will be entered into Infinite Campus by Attendance Secretary (IT to update codes).
- Attendance lists to be shared with a school nurse after information retrieved from the attendance line by the attendance secretary.
- School nurse to be notified as early as possible in the day about COVID + and COVID suspected absence to allow for swift notification and contact tracing.
- When a school nurse is notified that a child or staff member who has been present in school has a Laboratory confirmed diagnosis of COVID-19, the local health department must be notified immediately.
School Nurse will notify the Director of Nursing (DNS) or School Nurse Coordinator (SNC) of the suspected/confirmed case(s). THD will be notified of suspected/confirmed cases by DNS or SNC.

School nurse or designee will follow up with parents/staff who have called out with COVID related illnesses.

Data to be tracked in VEOCI by school nurse (similar to VEOCI template used by THD).

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**Educate Staff and Families about When to Stay Home & Communicate this expectation and provide parents with reminders about the symptoms consistent with COVID-19 that require keeping their students at home:**

- Provide parents/staff with printed/electronic versions of COVID-19 symptoms:

- Provide parents/staff with information about when to stay home for other reasons:
  - [https://www.trumbullps.org/departments/school-health-services/health-concerns.html](https://www.trumbullps.org/departments/school-health-services/health-concerns.html)

- Anyone who is exhibiting symptoms of COVID-19 per symptom tracker/checklist:

- When staff or students have tested positive for COVID 19 this information should be shared with school as soon as possible.

- Anyone who has recently had close contact with an individual with COVID 19 (as defined by interaction with infected person for more than 15 min and closer than 6ft range).

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**Establish and communicate school-wide sick protocols prior to start of school, including signs and symptoms of COVID-19 and temperature thresholds requiring students or staff to stay home.**

*(Sick protocols included in student handbook) Include addendum to handbook about COVID 19*

School will share information with parents on what constitutes a Fever:

*A fever constitutes a temperature of 100 degrees Fahrenheit or higher*

and how to assess a temperature:

*Temperature should be assessed prior to taking any fever-reducing medication or at least 4-6 hours after taking the last dose of fever-reducing medication. Oral temperatures should be assessed at least 20-30 minutes after eating or drinking to ensure accuracy.*

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:

- Staff to utilize symptom checklists and perform daily self assessment/temp check at home prior to arrival at school.

Establish and communicate school-wide sick protocols, including signs and symptoms of COVID-19 and temperature thresholds requiring students or staff to stay home.

Staff and students should also be instructed to self-report symptoms or exposures. Staff or students who have a temperature greater than 100 degrees are not permitted into the school. Staff or students who have a temperature greater than 100 degrees must be excluded from school and return with a note from their healthcare provider or with a documented negative COVID-19 test result. When conducting screening, the school should include the following in their protocols:

See Keeping Sick Children home on Trumbull PS website: https://www.trumbullps.org/departments/school-health-services/health-concerns.html


Included 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.

Staff or students with signs or symptoms of COVID-19 may only return to school with a documented negative COVID-19 test result or a note from a healthcare provider clearing them to safely return to the school program.

Include in the LEA reopening plan written protocols for:

- containment and immediate response if an individual has signs or symptoms of COVID-19.
Trumbull Public Schools Reopening Plan

Staff or students with signs or symptoms of COVID-19 may only return to school with a documented negative COVID-19 test result or a note from a healthcare provider clearing them to safely return to the school program.

- **School will implement containment and immediate response if there is a known exposure**, (see contact tracing below)
- **School will implement containment and immediate response if a member of the school community has a confirmed diagnosis of COVID-19.**

- All students/staff presenting with symptoms during the school day will immediately be referred to the health office.
- Prior to sending a student to the health office teachers should call the health office for instructions and notification they are sending a student
- If a student or staff member develops symptoms of the disease while at school, the nurse will assess the individual for signs and symptoms of COVID-19, The student or staff member with symptoms consistent with COVID 19 will be moved to an isolation room, masked (if not already, with a medical grade mask) and examined by the nurse in full PPE.

- If determined by the nurse to have symptoms consistent with possible COVID the nurse will initiate dismissal procedure, student or staff member should be sent home immediately and refer the individual to their health care practitioner for further assessment and evaluation. The student/staff member will need medical clearance to return to school. Should the exam by a Health Care Provider determine the student is positive for COVID 19, the health department will be contacted immediately.

  - **The purpose of containment plans are to decrease the risks of spreading COVID-19, and shall include the following:**
    - Based on most up to date information provided by CDC and DPH about signs and symptoms exhibited by students or staff could require their immediate dismissal from school; The period of time student/staff would be required to stay home is based on most recent information specified by current CDC guidelines; and will also be used to evaluate conditions for their re-admittance to school. (see above)
    - **Immediate coordination with the local health department with suspected/confirmed cases,**
      - The health office staff will notify: the Director of Nursing (or School Nurse Coordinator) & the building administrator. The administrator will notify the Superintendent. The Director of Nursing (or School Nurse Coordinator) will notify THD and the Medical Advisor. After all parties have consulted, a determination of the level of quarantine appropriate for the exposure will be made. If more information is needed the Director of Nursing may request permission to contact the health care provider of a student or staff member.
      - **including being ready to comply with requests for information from the local health department to assist with contact tracing.**
Contact Tracing:

- Teacher will maintain and provide a seating chart to allow for the nurse to determine individuals in close contact of COVID positive student/staff member. Students/staff in close proximity (6ft or less) will be directly contacted as soon as possible. If unable to reach by phone an email or letter will be sent to the potentially exposed individual.
- Parents/guardians of students and staff members who may have had exposure will be contacted and provided information about medical follow up, signs and symptoms, exclusion requirements.

Identification of a response team within the school and LEA with specific responsibilities:

- All Staff: It is the responsibility of all school staff to be familiar with signs and symptoms of COVID-19 and when to send a student or present themselves to a nurse for evaluation.
- All staff are to adhere to infection control guidelines and protocols to reduce the spread of illness.
- All staff are to enforce guidelines set forth to reduce spread of illness.
- Students and staff should stay home when sick.
- Students should report when not feeling well, and be allowed to stay home when sick.
- Nurse-assessment of the ill person will be performed & outcome will be shared with Supervisor, administration and parent if COVID 19 suspected.
- Nursing Director/School Nurse Coordinator-Will contact THD & Medical Advisor and 1st Selectman’s office of suspected case/exposure.
- The Building Administration will notify the Superintendent and coordinate release of information to parents & Staff about potential exposures and cases.
- Custodians will Initiate recommended CDC cleaning procedures following a suspected and/or confirmed COVID-19 case.

Identify an "isolation room" (besides the health office) to accommodate students who exhibit symptoms consistent with COVID-19 until a parent or guardian arrives.

Each building will identify an isolation room where students or staff who exhibit symptoms consistent with COVID-19, can wait for their parent/guardian or responsible party’s arrival to pick them up from school.

Students must never be left unattended in an isolation room.

Isolation room should have a door and ventilation.

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,
Trumbull Public Schools Reopening Plan

- PPE,
- Reporting Illnesses, and
- supporting SEL.
- Plan ongoing trainings as changes occur in recommendations and public health data

School Closure and Reopening:

The decision to suspend or close a school program for some or all participants will be made by the Superintendent or designee.

Any school should implement short-term interventions regardless of community spread if an infected person has been in a school building.

The current CDC recommends for dismissal of students and most staff will be followed. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school.

This also allows the Superintendent, in consultation with the local health department, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

Recommendations for the scope and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

During school dismissals/closures due to COVID-19, athletics, extracurricular group activities & school-based afterschool programs will also be cancelled.

Communication of dismissal decisions and possible COVID-19 exposure with staff, parents, students, and relevant stakeholders will be implemented.

**CONTAINMENT PLAN**

**Written plans and protocols for containment, written by health professionals, are included in our reopening document.**

Staff and students will be educated regarding the signs and symptoms of COVID-19. This will allow the school community to learn the importance of observing, monitoring and, if and when necessary, to report symptoms.

Staff and students and their families will be encouraged to consult with their local physician if there are any signs or symptoms of COVID-19.

If any person present in a school has a confirmed diagnosis of COVID-19, the local Health Department will be contacted immediately.

A designated “isolation room,” besides the health office, has been selected in each school to accommodate students who exhibit symptoms consistent with COVID-19. Until a parent or guardian arrives, students will remain supervised in the isolation room. The person supervising the student in the isolation room will be equipped with the proper PPE. The isolation room, where feasible, will be located near an exit door.
The school will maintain a log of all people entering the isolation room. The nurse, principal, or designee will work with the teacher of the student exhibiting symptoms. The dismissal of students and staff from school will be clearly articulated to all parties.

If a student, staff member, volunteer, or visitor has been present in school has a **confirmed diagnosis** of COVID-19, the School Nurse and the building Principal contact the Central Office and the Superintendent of Schools. In addition, the Superintendent will be notified by school personnel that a student is suspected of being sick, maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA). The Superintendent of Schools notifies the local health officials (Trumbull Health District) immediately.

The Trumbull Health District will assess risk of further transmission in the school.

Decisions are made concerning:
- CONTACT TRACING
- CLOSURE
- CLEANING
- CONTINUITY OF EDUCATION
- REOPENING OF SCHOOL

The decision to suspend or close a school (or the entire school district) will be made by the Superintendent or designee based on information and recommendation from local health officials (Trumbull Health District). Board of Education members and town officials are notified of closure as well as the State Department of Education.

Schools will likely implement a short-term closure (2-5 days) or longer regardless of community spread if an infected person has been in a school building. The CDC recommends dismissal of students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the Superintendent, in consultation with the local health officials, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

All communications to the school community including staff and families are made through the Central Office.

During school closures, all extracurricular activities, athletics, and school-based afterschool programs are canceled.

The Superintendent of Schools may exclude staff and/or students who have signs or symptoms of COVID-19 until a documented negative COVID-19 test result of note from a healthcare provider clearing them to return to schools is provided.

The Superintendent of Schools may exclude staff and/or students who have recently had close contact with a person with COVID-19 for a duration that is appropriate given the situation.
The Superintendent of Schools may suspend any activity or program at any time due to health and safety risks.

The Superintendent of Schools may suspend in-person classes at any time due to health and safety risks. The Superintendent and Principals will develop a strong communication program, “Keeping our Schools Open” encouraging all parties to stay home when sick or feeling sick; appropriately covering coughs and sneezes; practicing social distancing; cleaning and disinfecting frequently touched surfaces; and washing hands often with soap and water or using hand sanitizer.

### ACADEMICS

#### Special Education

#### Guiding Principles

In keeping with our core values that students receiving special education and related services should first and foremost be considered in the general education program planning process, we have addressed how we will meet students’ individualized service needs in the phased Teaching and Learning section of our plan. (See chart in the Teaching and Learning section.) Within our regular classroom settings, whether instruction is delivered in person or online, we know that students with special needs will continue to require highly specialized instruction with specific accommodations and modifications in order to successfully access their education. As providing professional development for regular education and special education teachers on how to translate these aspects of students’ plans to the distance learning platform when necessary is paramount to our work, we will continue to contract with a highly qualified inclusion specialist to assist us in this process, in order to provide the maximum benefit for students, regardless of which phase of the plan we are working within.

#### Priority Considerations

Upon reflecting on our school closure in the spring of 2020, several departmental priorities have emerged in planning for students’ reentry this fall. We anticipate that up to 15% of our students will continue with distance learning, per parent request, in Phase One of the plan. When preparing for instruction for these students, as well as the continuation of distance learning in Phases Two and Three of our plan we believe it would be important to:

- Provide instructional opportunities utilizing both asynchronous and synchronous instruction to address students’ varied needs.

- Communicate and support families to yield the best outcomes for students. (i.e., to provide technical and behavioral support.)

- Establish consistent schedules to enable students to practice newly developed skills across content areas throughout the week.
Employ the use of paraprofessionals in supporting students’ executive functioning, academic, social emotional, and behavioral needs to provide continuity for students when in and out of the school setting.

Purchase an expanded repertoire of online subscriptions to address students’ varied academic needs (i.e., Raz-Kids, Lexia, Boom Learning, i-ready reading and math etc.)

Promote continued collaboration amongst general education and special education professionals to ensure that students’ individualized needs are addressed across subject areas.

**Additional Needs**

Additional needs identified in our planning process include the need to:

- Prepare individual supply bins/bags for each student to minimize cross contamination.
- Purchase specialized PPE to address the needs of special populations (i.e. clear face masks for our deaf and hard of hearing students; gowns, gloves and face shields for staff working with our high needs population.)
- Install plexiglass dividers for resource classrooms to be utilized when delivering specialized instruction and conducting evaluations.
- Schedule related service providers to minimize movement between buildings.

**Planning and Placement Team Meetings**

During our school closing in the spring of 2020, the District held PPT meetings utilizing the Google Meets platform. To minimize visitors to schools and maintain social distancing within them during the ongoing pandemic, we will continue to hold these meetings virtually until further notice unless there is an extenuating circumstance that would warrant an in-person meeting.

**Evaluations**

The department will continue to address students’ needs for initial and triennial evaluations in keeping with health and safety protocols to be developed in collaboration with our school nursing staff and Department of Public Health.

**English Learners (ELs)**

English Learners in Trumbull Public Schools will continue to be educated consistent with federal and state guidelines, including those related to the identification of English Learners. English Learners will be offered supplemental instruction and resources to support their growth.
### FAMILY AND STUDENT ENGAGEMENT

**Family Support and Communication**

Trumbull Public Schools will continue to provide families with clear and ongoing communications. We encourage communication from parents/guardians to teachers, and school and district administrators, in relation to their students’ needs.

**Social-Emotional Learning (SEL) and Mental Health**

Professional Development on Social-Emotional Learning will be provided for all Trumbull Public Schools teachers prior to the beginning of the school year. Specialists in each school will support expanded attention to students’ Social-Emotional Learning during the school year, taking into account local trends and needs.

**After-School Programming**

Trumbull Public Schools will continue to support its long partnership with Trumbull Loves Children (TLC) during the 2020-2021 school year. TLC will implement all relevant aspects of this plan.

### CAREER AND TECHNICAL EDUCATION

Career and Technical Education teachers will develop and implement instructional methods and procedures aligned with state and local guidelines. Any shared equipment will be cleaned and disinfected before and after each use.

### STAFFING AND PERSONNEL

**Certification and Personnel Planning**

Trumbull Public Schools will comply with all legal and regulatory requirements related to personnel.

**Professional Development**

Trumbull Public Schools will implement professional development for all staff, including for prior to the beginning of the school year related to a wide range of topics, including health and safety, teaching and learning during Distance Learning, and Social-Emotional Learning.
## TECHNOLOGY

### Technology Guidelines for Reopening

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Technology 1:1 program for all Students</td>
</tr>
<tr>
<td></td>
<td>Grades 3-4 will be added to the 1:1 program which is currently running for grades 4-8, this includes a Chromebook and case</td>
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<tr>
<td></td>
<td>Chromebook and case take-home loaner program will continue for grades K-2</td>
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<tr>
<td></td>
<td>Grades 9-12 Chromebook and case take-home loaner program will supplement the HS BYOD program</td>
</tr>
<tr>
<td>2</td>
<td>Technology access for staff</td>
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<tr>
<td></td>
<td>Access to Chromebooks for staff at home, Paras and support staff</td>
</tr>
<tr>
<td></td>
<td>Laptops for distance learning teachers</td>
</tr>
<tr>
<td>3</td>
<td>Classroom live streaming set-up and access</td>
</tr>
<tr>
<td></td>
<td>Additional bandwidth for live streaming classrooms</td>
</tr>
<tr>
<td></td>
<td>Audio and video live stream set-ups for distance learning from classrooms</td>
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<tr>
<td>4</td>
<td>Technology support</td>
</tr>
<tr>
<td></td>
<td>Upgrade technology ticket system to support staff, parents, and students</td>
</tr>
<tr>
<td></td>
<td>Additional staffing to manage repairs and distance support</td>
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<tr>
<td>5</td>
<td>Universal technology access</td>
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<tr>
<td></td>
<td>Continue to procure wireless access devices for families without access at home</td>
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</tbody>
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**Trumbull Public Schools**

**Chromebooks and Cases purchased for 1:1 Program**
REOPENING OUR SCHOOLS
DISCLAIMER

The guidance and plans provided in this document are based on current guidelines and requirements issued by the State Department of Education and the current input of local entities and public health officials. Also, Trumbull Public Schools would like to thank the State and other districts for allowing us to utilize several of the guidelines and procedures in this document. It was much appreciated. The COVID-19 public health emergency continues to be a rapidly evolving situation, and consequently, the guidelines, requirements and plans described herein may change as the legal and regulatory landscape and public health trends continue to change.