RETURNING TO SCHOOL: A GUIDE FOR CTECS FAMILIES & STAFF



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INTRODUCTION

Dear CTECS families and students,

CTECS recognizes that there is no substitute for in-person instruction when it comes to the quality of students' academic and career technical education learning. In-person school plays an equally important role in our ability to support students' social-emotional needs. With the global COVID-19 vaccination program underway, and continued low rates of infection in the State of Connecticut, CTECS is planning for a return to in-person learning during the next cycle change on May 17, 2021.

I recognize that families have strong opinions about the opening status of our schools, and I appreciate everyone who took the time to share their thoughts and concerns in our reopening survey. I hope you'll consider that CTECS serves nearly 11,000 students and their families – each with their own experience, perspective and beliefs. There is no one answer regarding reopening that will satisfy everyone.

What I can tell you is that we are prioritizing student and staff safety, and we are confident that we have done all we can in that area to safely return to in-person learning. For families that do not wish to send their student back to the school building, distance learning will continue to be an option.

All schools will continue to follow mitigations strategies including wearing masks, social distancing, cohorting of classes, and good hand hygiene. As you know, these strategies have proven to be successful at preventing transmission within our schools.

Here is what is new to our reopening operational plan and important procedures to remember:

- CTECS locations are spread throughout Connecticut. As such, reopening plans will be considered on a regional and school-by-school basis. Decisions will be made considering each locations' unique circumstances including local health data and staffing ability.
- Families must choose distance learning or in-person learning for the remainder of the school year. There will be no option to attend for just trade instruction. Students will be marked absent if they attend class virtually when they are scheduled to be in person.
- Only those students who have to quarantine will be allowed to switch learning models and participate in distance learning, if they have selected in-person learning for the school year.
- The CDC currently recommends students should be at least 3 feet apart in classrooms where mask use is universal and in communities where transmission is low, moderate, or substantial. We will maintain social distance to the greatest extent possible, but you can expect staff and students to be physically closer in some cases.
- We will maintain half-day Wednesdays for students so the building can be deep cleaned.
- Fully vaccinated individuals who are asymptomatic do not need to quarantine after exposure to a COVID positive individual, however, quarantining will still take place as necessary.
- If your child or a member of your household tests positive for COVID-19 or has been exposed to a person testing positive, please continue to report to your school nurse or principal so we can continue our safety protocols.
- Mask wearing is still mandatory for students and staff.

Please keep in mind that CTECS' Guide to Reopening is based on public health information available at this time. The plan will be revised, or our opening status altered, as new guidance or data is received.

Many of your questions can be answered in this reopening guide. Additionally, we have included an appendix with the FAQs submitted through our parent and guardian reopening survey. If you have additional concerns, you should contact your school principal or complete our **online feedback form.**

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Superintendent of Schools Jeffrey Wihbey

CTECS has worked closely with the Department of Health and State Department of Education to plan for the safe reopening of schools. In consultation with State and local departments of health, we will continually monitor changes in health data across the state as well as in our school buildings. Our plan has been reviewed and approved by CTECS' Medical Advisor and local health departments.

TRAVEL CONSIDERATION

CTECS strongly recommends that if you plan to travel, that you follow the **Department of Public Health (DPH) and Centers for Disease Control (CDC) guidance.** We are working hard to fully reopen our schools, and a travel-related COVID outbreak could set us back significantly.

- Get tested 3-5 days after your trip and stay home and self-quarantine for a full 7 days after travel, even if your test is negative.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- If you choose not to quarantine, stay out of school until you receive a negative test result back from the laboratory.
- Current DPH and CDC guidance do not require you to get tested or self-quarantine after traveling if
 you are fully vaccinated, defined as an individual who has received 2 doses of the Pfizer or Moderna
 vaccine or 1 dose of the Johnson and Johnson vaccine greater than 14 Days ago or have recovered
 from COVID-19 in the past 3 months / 90 days.

Visit the CDC website for additional travel information.

ARRIVAL TO SCHOOL

Prior to school arrival each day, please screen your student at home by checking their temperature and determining **if any of the below signs or symptoms of COVID-19 are present.**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- O Headache

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students should NOT report to school if they have any over the above symptoms, or their temperature is greater than 100 degrees fahrenheit.

Upon entering the building all staff, students and visitors will be **screened for any signs of observable illness**, including cough or respiratory distress. Symptom screening may occur via self-reporting, visual inspection, or a symptom screening questionnaire. If necessary, the school nurse will confirm the temperature is below 100 degrees Fahrenheit.

ARRIVAL TO SCHOOL

Students or staff who exhibit symptoms consistent with COVID-19 will be placed in a room separate from the school population and will remain there until a parent/guardian or responsible party's arrival to pick them up from school.

All students must arrive at school wearing a face covering or mask. If a student does not have a face mask, one will be provided.

Upon arrival and departure, **designated routes for entry and exit will be marked,** using as many entrances and exits as can be supervised appropriately to decrease crowding and disperse student gatherings.

Indoor and outdoor spaces throughout the school will be utilized to **appropriately distance students** at the beginning of the day.

SOCIAL DISTANCING

Social distancing is one of many layers of mitigating tools being used to decrease transmission of COVID-19. As such, appropriate social distancing strategies will be implemented guided by what is feasible, practicable, and acceptable. Schools will select social distancing 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. These strategies may include:

- Increasing the space between desks.
- Turning desks to face in the same direction (rather than facing each other).
- Maximizing space between the teacher and students during instruction.
- Cohorting students. A cohort is defined as a group or team of students and educators with consistent members that stay together throughout certain periods of the school day.
- Teachers may rotate into the classroom to teach different subjects, instead of student rotations.
- Adjusting traffic patterns in hallways.
- Staggering class dismissal times.

- Schedules developed in a way that will limit student movement throughout the day.
- Outdoor spaces utilized when possible.
- Plexiglass barriers have been installed for staff members who interact with the public on a more frequent basis. Plexiglass barriers or screens may also separate students (e.g., at tables).
- Individual CTECS schools will determine the location of meal service based on social distancing, physical location, student traffic, space, staffing, etc. Strategies for social distancing during meals will include distanced seating in the cafeteria and utilizing several areas of the school, including outdoor locations if necessary.

SOCIAL DISTANCING

Visitors will be permitted into school facilities only for school related business (i.e. scheduled parent meetings, mail delivery, shipments, contractors), and only after an appointment has been made and approved by the principal of the school or designee. All visitors will stop in the lobby to sign in and perform a health screening prior to entering the school.

Any visit to the school by a parent/guardian for drop-off of student items payment for meals, etc., will take place at a **designated outdoor area**, and delivery facilitated by school personnel. Parents/guardians are encouraged to have students manage these transactions if possible.

CTECS encourages virtual meetings between parents/guardians and school staff.

To reduce congestion in the health office, staff will be asked to call or radio into the Health Office to request a student visit. The nurse will prioritize the student for a visit and direct them to the well or sick zone areas identified in the Health Office based on symptoms.

Water fountains will not be available. Where available, no-touch water bottle fillers may be used. Students should bring water in clear containers. Students must not share water bottles.

FACE MASKS

The SDE reopening guidelines **require students and staff to wear face coverings or masks** in order to go to school, with limited exceptions. This requirement is not just for their own safety, but also for the safety of their teachers, peers and families.

Students are expected to bring their own mask each day as part of their school uniform. Masks will be supplied if a student forgets theirs or is unable to supply one.

Students who refuse to wear a mask and do not meet any of the allowable exceptions will be **subject to discipline.** Such refusal will be treated as a health and safety violation, similar to not using your safety goggles or tethering systems. A parent meeting will be required.

All face masks must be **worn correctly** and satisfy school dress code requirements. A face covering or mask must completely cover the nose and mouth and be worn even when social distancing is maintained.

A written notification from a physician is required in order for the school to permit a medical exemption to the requirement of wearing face coverings/masks.

FACE MASKS

Students and staff **will not be required** to wear face coverings/masks while eating, drinking or during physical education.

Mask breaks will be provided as designated by each school.

CLEANING & SANITIZING

CTECS is implementing the cleaning, ventilation, and sanitization protocols outlined in the DPH Guidance documents: Guidance for Cleaning and Disinfecting of Schools during COVID-19, and DPH Return to Service Guidance for Building Water Systems.

Specifically:

- O Routine cleaning will have taken place **prior** to school opening.
- Special attention is being placed to disinfect high-touch points daily, including; doorknobs, countertops, handrails, light switches, restroom fixtures, desks, phones, keyboards, etc. Enhanced areas of focus include restrooms, communal spaces, front desk and lobby areas.
- Maintenance staff have completed cleaning and disinfecting training from Occupational Safety and Health Administration and Centers of Disease Control.
- Identified and procured appropriate cleaning and disinfection products for all schools.
- Identified and procured supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, hand sanitizers (with at least 60 percent ethyl alcohol or 70% isopropyl alcohol for staff and students who can safely use hand sanitizer), and disinfecting wipes.
- All efforts will be made to ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, electronic devices, tools, equipment, etc.) to the extent practicable, or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.

BUILDING VENTILATION

All school building ventilation systems have been assessed and action taken to elevate the **level of filtration** and increase the **frequency of filter changes.**



MONITORING & CONTACT TRACING



CTECS actively monitors **staff and student absenteeism** to identify any trends that would suggest spread of illness such as COVID-19.

Class seating rosters, class cohorts and consultation with teachers/staff are used to identify **close contacts** to COVID-19 cases as needed.

TRAINING & ONGOING EDUCATION

All CTECS staff members have completed a **safe schools COVID-19 training course**, which includes Personal Protective Equipment (PPE) requirements and safety measures. Substitute teachers are also required to take the training course.

Professional development from the department of health has been provided to all culinary and school lunch personnel.



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TRAINING & ONGOING EDUCATION

Principals will determine the best approach to **regularly communicate wellness information** to students, as well as scheduling frequent reminders to review the new policies and protocols.

Topics include, but are not limited to:

- Social distancing;
- O Hygiene and frequent hand washing and use of hand sanitizer;
- Self-screening;
- Use of face coverings that completely cover the nose and mouth;
- Respiratory and cough etiquette;
- Personal behavior and virus transmission; and
- Enhanced cleaning/disinfection of surfaces

During CTE instruction, students may need to share tools, materials or equipment during the course of a school day. CTE programs may need to take unique precautions, such as providing students with gloves and other PPE, and minimizing the amount of sharing. Staff and students have been properly trained in the proper cleaning and disinfecting procedures for CTE related tools and equipment. **Every effort (where feasible) will be made available to assign equipment to individual students.**

Signs in multiple languages will be posted in highly visible locations (e.g., school entrances, staff areas, and restrooms) that promote **everyday protective measures.**

COVID-19 SUSPECTED, CONFIRMED OR CLOSE CONTACT CASE

SUSPECTED CASE

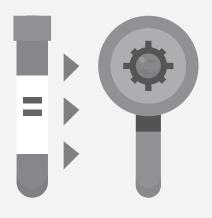


Any students or staff exhibiting COVID-19 symptoms will immediately be required to wait in an area separate from the school population until they can be transported home or to a healthcare facility, as soon as practicable.

While separated from the school population, students will be continually monitored to ensure their safety.

Any staff/student who experiences a temperature greater than 100 degrees fahrenheit must be excluded from school and return with a note from their healthcare provider or with a documented negative COVID-19 test result.

CONFIRMED CASE



If a student tests positive for COVID-19, parents/guardians are to contact the school nurse, the dean of students and/or the school principal. Information about student illness will be kept in the student's confidential medical record.

In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and Family Education Rights and Privacy Act (FERPA).

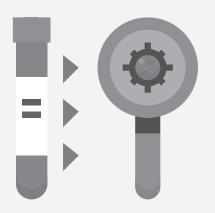
After consultation with local health officials and/or the district Medical Advisor, the Superintendent of Schools will notify the State Department of Education, staff, and families of any school closures and process moving forward.

Continuation of a school program in a distance learning format during a short-term dismissal will be on a case-by-case basis determined by the CTECS Superintendent.

Where stable classroom cohorts have NOT been utilized, schools will utilize class seating rosters and consultation with teachers/ staff to identify close contacts to the confirmed COVID-19 case

COVID-19 SUSPECTED, CONFIRMED OR CLOSE CONTACT CASE

CONFIRMED CASE



in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the confirmed case for a prolonged period of time (at least 10-15 minutes) regardless of face covering use. Close contacts will be advised to get COVID-19 testing and should remain quarantined at home for 10-14 days, as determined by local health departments.

CTECS will close off areas used by any sick person and will not use again before cleaning and disinfection.

CLOSE CONTACTS TO CONFIRMED CASE



If a student has close contact with an individual who tests positive for COVID-19, or has had close contact with an individual awaiting COVID-19 test results, the student's parents/guardians are to contact the school principal and school nurse. A close contact is defined as a person who must have spent at least 15 minutes near an infected person.

Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately and advised to get COVID-19 testing. They should, even if they test negative, remain in quarantine for a full 10-14 days, to be determined by local health department, after the date of last exposure to a COVID-19 positive non-household contact or after the date that COVID-19 positive household member completes their isolation.

No actions will be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

Those who test positive should not return until they have met Local Health Department criteria to discontinue home isolation.

NOTE: If an individual student is required to quarantine, they will be provided the option to transition into distance learning.

RETURN TO SCHOOL AFTER TESTING, EXPOSURE OR POSITIVE CASE

SYMPTOMATIC STUDENTS



Negative Test: Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms. Documentation of a negative test result should be provided to school administrators.

In lieu of a negative test result, students and staff may return to school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

Positive Test: Symptomatic individuals who test positive for covid must isolate for 10 days. On the 11th day, as long as symptoms have resolved they may return to school.

ASYMPTOMATIC STUDENTS



Negative Test: If testing negative, close contacts to confirmed COVID-19 cases can return 10-14 days after the date of last exposure to COVID-19 positive non-household contact or after the date that COVID-19 positive household member completes their isolation as determined by the local health department.

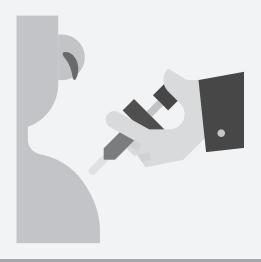
Positive Test: Asymptomatic individuals who test positive for COVID-19 must isolate for 10 days. On the 11th day, students may return to school as long as they are symptom free.

If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.

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RETURN TO SCHOOL AFTER TESTING, EXPOSURE OR POSITIVE CASE

FULLY VACCINATED INDIVIDUALS



Fully vaccinated individuals (defined as an individual who has received 2 doses of the Pfizer or Moderna vaccine or 1 dose of the Johnson and Johnson vaccine greater than 14 days prior) **do not** need to quarantine after exposure to a COVID positive individual as long as they are asymptomatic.

If 14 days have not lapsed since the final vaccine dose, or if only 1 of a 2 dose vaccine series has been received, then quarantine will still be mandatory.

NOTE: Isolation separates sick individuals with COVID-19 from individuals who are not sick. Quarantine separates and restricts the movement of people who were exposed to COVID-19 to see if they become infected.



CTECS is committed to **in-person learning** for all students. Our instructional plan follows all guidelines and expectations of the State and maintains health standards in accordance with local and state health departments. Decisions on distance learning versus in-person learning will be based on indicators of the spread and prevalence of COVID-19 in the community and on the physical and operational ability of schools to implement mitigation strategies. Our instructional models may need to be adjusted as a result of changes in the key metrics and considerations that inform our decision-making. We have developed 4 phases to account for a variety of possible situations. **Please note that whether students are receiving instruction in-person or by distance learning, they are expected to attend class during the regularly scheduled school day.**

PHASE 1 Full unrestricted access

Full-time in-person instruction 100% student and staff attendance

Distance learning will be made available to the following students:

Students who have a verified medical reason.

Students who are isolating or quarantining because of exposure to COVID-19.

Students whose parent/guardian voluntarily chooses for their child to distance learn. This will not affect the students ability to participate in extracurricular activities.

Students who live in a household with a person who has high risk of severe illness from COVID-19.

- **1A.** Phase 1A will be identical to Phase 1 with the following exception; Wednesdays will continue be a half-day schedule for students to permit cleaning and disinfecting of the school building, and teacher collaboration in the afternoon.
- **1B.** Phase 1B will be similar to existing Phase 2 with the following exceptions: increased attendance expectation from 50% to two-thirds attendance.

PHASE 2

Hybrid Learning 50% student attendance

Hybrid Learning: In this scenario, 50% of students would physically attend school, while the other half attend virtually, via live streaming from each class.

Trade: During hybrid learning, CTECS will prioritize in-person instruction in the trades.

PHASE 2

Hybrid Learning 50% student attendance

Academics: schools may determine that some students who are capable of learning in the virtual environment at a high level may be able to physically attend school less frequently, and remain in a more virtual setting, at the discretion of the Principal.

Schedule: Full day schedule, following the school bell schedule. Remote students log into class at the scheduled time.

PHASE 3

Distance learning: students only 0% student attendance

Staff will continue to report to school, enabling them to collaborate with colleagues and have access to school resources, technology (such as Smartboards), trade equipment, and to ensure students will have face-to-face interactions with their teachers.

Schedule: Full day schedule, following the school bell schedule, with students attending academics and trade classes at the scheduled time.

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

PHASE 4

Distance Learning: students and staff.
Schools are closed for physical access to all

Distance learning for Academics and Trade. Staff would teach virtually from home.

Schedule: Full day schedule, following the school bell schedule, with students attending academics and trade classes at the scheduled time.

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

Physical education, unified arts, and extracurricular activities are an important piece of engaging students in a well-rounded educational opportunity. CTECS will modify these activities to **avoid any increased public health risk.** Determination based upon which occupancy phase the school is under.

Field trips and off campus experiences will be limited and require approval of the Superintendent of Schools or designee. **Decisions will be made based on ability to maintain proper distancing and safety expectations.** Virtual field trips will be encouraged.

Special Education: students with special needs will continue to work with their case worker to arrange for accommodations and support during in-person and distance learning. See page 16 for detailed information.

English Learners will receive weekly English Language Development packets, English language development resources, and **face to face meetings with EL teacher during distance learning.** When needed, the district will use a translation service to provide translation, printed updates and materials in additional languages to parents and students.

Career Technical Education instruction is maximized when it is delivered in-person through practical experience. CTE programs use a hands-on approach to develop job readiness skills and trade competencies. Many CTE programs require students to develop physical dexterity and motor skills through regular practice over significant periods of time. **As such, whenever possible, CTECS will prioritize in-person trade instruction.**

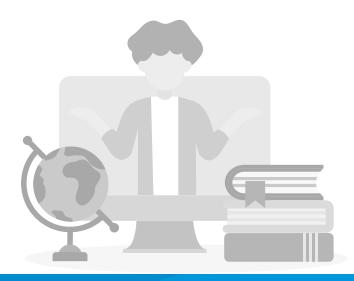


Work-based Learning (WBL) will be allowed on a caseby-case basis and with approval of the parent/guardian. CTECS will monitor community transmission and collaborate with employers when making WBL decisions.

The State of Connecticut Department of Labor (DOL) has granted a partial exemption of related instruction coursework and applicable On the Job Training (OJT) credit hours. The waiver is applicable to students that were in good standing at time of closure. **Moving forward, the following licensed trade information is important to be aware of:**

- CTECS provides instruction and trains students in competencies; curricula is not hours-based.
- CTECS 9-12 CTE curriculum is accepted by CT-DOL based on the competencies we teach and that equates to the predetermined amount of hours set forth for each apprenticeship trade.
- When a student receives a CTECS diploma with the shop they graduated from on it, then they are privy to all the benefits that allows. In the licensed trades case, this would equate up to 720 hours of related instruction towards an unlimited journeypersons apprenticeship in each of their trades.
- With regard to the Public Health trade areas: The CT Department of Public Health is giving us the ability to count distance learning for hours, but only during these difficult times, and as long as it is approved by us, and follows the guidelines of the curriculum we have set up.
- It is also important to note that CTE Curricula is scaffolded; meaning that basic competencies are taught and then built upon. Students, especially upperclassmen, have been instructed on these foundational skills and are currently building upon these through the digital delivery format. They have the prior knowledge to continue and make connections to new learning.





SPECIAL EDUCATION

While returning to full in-person learning, CTECS recognizes that students with disabilities may face additional challenges and/or health concerns, and may be disproportionately affected by changes in their education. Additional support and flexibility may be needed in how their re-entry occurs. Case managers, counselors, psychologists and social workers will communicate with families to develop plans to assist this transition. The use of social stories, visual cues, and other appropriate developmental strategies will be used to reinforce social distancing and protective equipment protocols.

CTECS is aware some students with disabilities may have difficulty following social distancing guidelines, wearing masks and/or require closer proximity to benefit from instruction. **Precautions are in place for this population including:**

- Face shields may be worn by staff and students during activities when face coverings/masks are not appropriate for the activity (i.e. speech and language activities).
- CTECS will provide appropriate protective equipment (protective barriers, face shields, etc.) for students unable to wear face masks for developmental, safety or health reasons.
- Classrooms, resource rooms and related service providers may use dividers on desks and tables to optimize distancing.
- Some students may require further individualized accommodations to implement their IEP, including revisions to Individual Health Care Plans.
- Consultation between families and case managers, school nurses or other appropriate team members will occur to facilitate the student's reentry or provide individualized distance learning opportunities with the intent of implementing student IEPs to the fullest extent possible. A Planning and Placement Team meeting will be convened at either district or parent request as appropriate.



CTECS is committed to providing all students with disabilities with a free and appropriate public education (FAPE) in the least restrictive environment. When considering the least restrictive environment, the District is making an effort to minimize the number of different groups a student interacts with within a given day. In the attempt to limit the number of groups, planning and flexibility in the delivery of services will occur. Students' schedules, while minimizing the number of groups students are exposed to during their school day, to the greatest extent possible and consistent with a student's Individual Education Plan (IEP), will support special education instruction with peers in their general education classes.

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SPECIAL EDUCATION

Students who require special education services in a quiet or smaller setting such as a resource room will receive their services with other students in their cohort whenever possible. Resource rooms will follow school building procedures related to spacing for social distancing, wearing face coverings and limiting shared materials. Protective barriers and/or dividers will be provided where appropriate where closer instruction is required or distancing requirements cannot be met. Technology will be utilized to reduce reliance on paper materials.

Related services (speech, occupational therapy, physical therapy, counseling) will be scheduled in the classroom, a related service office, outdoors or an alternate area as appropriate to minimize exposure to students from other "cohorts". Related service providers will follow school building procedures related to spacing for social distancing, wearing face coverings and limiting shared materials. Protective barriers will be provided where appropriate where closer instruction is required or distancing requirements cannot be met. Related service providers will adhere to building cleaning and disinfecting protocols.

Students participating in Work-based Learning, which serves as a community-based transition activity, will follow all workplace safety protocols identified by OSHA, CDC and the State of Connecticut. Such protocols include but are not limited to social distancing, wearing face coverings, cleaning and hygiene.

This reopening plan may be revised as the district receives additional guidance from the Bureau of Special Education.

MUSIC, CHORUS & BAND INSTRUCTION

See Addendum 7: COVID-19 Reopening Considerations for Connecticut K-12 Music Programs

Staff and/or students will:

- Use outdoor or large spaces whenever possible. When classes are held inside windows and doors will be open.
- Sanitize hands upon entry and prior to exiting.

MUSIC, CHORUS & BAND INSTRUCTION

- Students will maintain proper spacing of at least 12 feet when singing or performing wind instruments by scheduling large ensembles in auditoriums, outdoors, cafeterias, gyms or other large spaces. Focus on maximizing distancing or eliminating instruments that require blowing or for singing, compared with string and percussion instruments.
- Large ensembles will be scheduled into smaller groups throughout the day.
- The curriculum focus will shift to solo and small ensemble work and virtual performance experiences and assessments.
- Small homogeneous groupings of instruments for lesson instruction will be maintained.
- On-line apps or platforms for student work (e.g. Google Classroom, Flip Grid, SmartMusic, Sound Trap, Acapella), video displays (e.g., YouTube), and slides (e.g., Google Slides, PowerPoint) will be used when appropriate.

Plans may be adjusted accordingly from any new guidance issued.

ART INSTRUCTION

Staff and/or students will:

- Outdoor or large spaces will be used whenever possible. When classes are held inside, windows and doors will be opened.
- Individual art supply kits will be provided for each student when appropriate, and when needed an increased sanitization of shared materials.
- Teachers will sanitize room and materials after class.
- On-line apps or platforms for student artwork (e.g., SeeSaw, Google Classroom, Flip Grid, museum collections, painting/drawing platforms), video displays (e.g., YouTube), and slides (e.g., Google Slides, PowerPoint) will be used when appropriate.

Plans may be adjusted accordingly from any new guidance issued.



PHYSICAL EDUCATION

Students and staff must maintain appropriate social-distancing and use of PPE during physical education classes.

To the greatest extent possible, physical education and health courses will be taught within the existing cohorts.

Classes may be held in a variety of locations including, but not limited to:

- Outdoors when weather permits
- General education classrooms, gymnasium, or other spaces

Shared equipment will be cleaned between uses.

Teachers may stagger instructional activities amongst cohorts if cleaning between each class is not feasible.

As appropriate, staff will review, revise, and restructure existing curriculum to allow for maximum social distancing, safety and cleanliness protocols, creative and effective use of instructional spaces, and instructional delivery models.

Physical education and health staff may engage in professional development alongside classroom teachers to provide consultation in the provision of 'in-class' movement breaks. These may include meditation, stretching, etc.



SCHOOL MEALS

CTECS schools participate in the National School Lunch Program (NSLP) and will continue to determine eligibility for free and reduced lunch as well as the need for additional meal distribution locations.



The food exchange will be conducted in a manner consistent with **all public health and safety guidelines** for social distancing.

Individual CTECS schools will determine the location of meal service **based on social distancing**, **physical location**, **student traffic**, **space**, **staffing**, **etc**.

Strategies for **social distancing during meals** will include distanced seating in the cafeteria and utilizing several areas of the school, including outdoor locations if necessary.

Students will be allowed to **remove masks** when eating or drinking.

All cafeteria staff are required to wear face masks.



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TRANSPORTATION

Parents and/or guardians are encouraged to provide transportation in an effort to provide social distancing. Otherwise, it will be made available by sending towns where students cannot be transported by their parent or guardian and where it is required as part of an individualized education program or otherwise as required by law.

CTECS will coordinate with sending towns to ensure that the most recent state guidelines are being followed to **ensure the health and safety of our students.** Protective strategies for transportation should align with the tiered system established by state health authorities. **In other words, the lower the transmission risk, the fewer the restrictions for transportation.**

Students who receive **public transportation tokens** from their school will continue to do so. However, parents will receive an opt-out form if they no longer wish to receive these tokens.

Blue bus seating assignments will be made using the following strategies:

- Whenever possible only one student will be assigned per seat and ensure that students maximize social distancing. When not possible and as bus capacity increases, other mitigation strategies will be utilized (i.e. masks on at all times, good ventilation, controlled loading/unloading, restriction of movement while on the bus, and limit duration of trips.)
- An attempt will be made to seat household members together.
- Passengers will load into the vehicle from the back row to the front row (where the first passengers onto the bus sit in the back row) and then unload the vehicle in a controlled manner from front to back by seat. Avoid crowding the center aisle.
- Passengers will not be allowed to change seats.
- Unnecessary physical contact will be discouraged (i.e. high fives, handshakes, fist bumps, or hugs).



ATHLETICS AND ACTIVITIES

ATHLETICS

The Connecticut Technical Education and Career System will follow all CIAC (Connecticut Interscholastic Athletic Conference) guidelines for high school sports after approval of such activities by the Superintendent of Schools. **The full CAS-CIAC guidelines can be found here.** Sports will continue to be offered by CTECS as long as public health departments data supports such activities.

CIAC athletic guideline overview:

- Any consideration of returning to physical activity and athletic competition must adhere to all requirements set forth under the executive orders of Governor Lamont, account for the health and safety of all participants, and equitably provide opportunities for all student/youth-athletes.
- Cloth or disposable face coverings should be worn when not engaging in vigorous activity, and/or following CIAC requirements.
- All staff and students are required to self-screen for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit.
- O Schools will ensure that sports teams maintain sufficient record keeping to enable contact tracing in the event a participant test positive for COVID-19.
- Schools will consider social distancing requirements when scheduling contests and events. Social
 distancing (as required by state or local health department) will be maintained during
 transportation.
- Each CTECS school has established a COVID-19 athletic advisory committee that will meet regularly to ensure guidelines are being followed and establish best-practices for the school location.

OTHER SCHOOL EXTRACURRICULAR ACTIVITIES

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

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.

SOCIAL EMOTIONAL SUPPORT

Our community, like others, has experienced high levels of stress from disruptions to our daily lives, worries about one's physical health, and financial strains due to the pandemic. Children who may be living with these strains, may feel stress and anxiety; this impacts both the body and brain. CTECS is committed to providing social emotional learning and additional support that will help all students rebalance and refocus on learning so they can be productive and succeed in school.

Each student will receive a nationally recognized virtual **Social and Emotional Learning (SEL) screening** as school re-opens. Information gained through this process will inform collective support efforts by school teams.

School Support Services staff have established a school-based plan for delivery of lessons to support **social-emotional well-being** and provide strategies for navigating the effects of social distancing and school closures.

School teams that include the school counselor, school social worker and school psychologist meet on a **weekly basis** to identify and monitor any students in need of social emotional support.

Students identified as needing additional support will have daily check-ins with school support staff. **Students who are not in need of emergency mental health services** will be offered services at school, such as small group sessions if appropriate. **Students in need of immediate and urgent mental health resources** will be directed to appropriate local resources. Parents are encouraged to call 211 in the event of a mental health emergency.



Local and national resources that could provide remote support, printed resources and useful activities will be made available to staff, families and students.

Should you have questions or concerns about your students mental health, please contact your school counseling office.

SOCIAL EMOTIONAL SUPPORT

SEL SCHEDULE/STRUCTURE

CTECS implements Morning Meeting/Advisory programs which allow for much of our climate and SEL (Social Emotional Learning) work to be done including restorative practices and encouraging students to build critical relationships with staff and peers.

This year, Morning Meeting/Advisory structures will adhere to social distancing guidelines but will still focus on establishing/creating classroom community, trust, and bonds (this is a focus all year long, but we are ensuring we frontload this work in case we need to move to distance learning before those strong relationships have been formed).

This year there will also be a series of lessons and activities to unpack equity and many of the social changes students have been seeing unfold through distance learning and the summer.

In addition to this, the focus adapts year to year based on our current climate and data on how students are performing. This year, a focus will be on re-acclimating students to in-building learning, coping with stress and anxiety.

CTECS' Adult SEL focus will be on creating connections and openly discussing challenges and feelings throughout the year as we always do through the Professional Learning Community and department meeting structures.

Additionally, we will offer more specific professional development for staff, where topics include stress management, getting acclimated to CTECS, collaboration with colleagues, and enhancing communication.

Our SEL efforts include responding to the needs and emotions of our students and families related to COVID-19 and other issues. This effort includes collaboration with our school based climate team, crisis team, and the district prevention council.



SOCIAL EMOTIONAL SUPPORT

SOCIAL SUPPORT

CTECS provides social support for all students and families through social skills groups, coaching support, and through tiered behavioral support.

These services occur through the following means:

- Social Worker: full time staff member
 - Meets with students on a daily basis
 - Provides social skills group support for students in need
 - Provides individual counseling for students in need
 - On hand daily interacting with students and being available for social and emotional support
- School Psychologist: full time staff member
 - Meets with students on a daily basis
 - Provides social skills group support for students in need



COMMUNICATION AND DISTRICT HEALTH & SAFETY LIAISON

The Superintendent of Schools has appointed **John Woodmansee** to serve as **COVID-19 Health** & **Safety Compliance Liaison and COVID-19 Response Leader.** The Liaison, along with the Superintendent of Schools, will engage with students, parents, faculty, staff, and administrators to answer questions about the health & safety requirements set out in this document and address questions about compliance. They will support the implementation of these requirements, as well as the implementation of other school health & safety measures relating to COVID- 19 and any additional guidance provided by the State of Connecticut.



Contact: 860-754-8765

John.Woodmansee@cttech.org

Critical information regarding plans, policies, protocols, school closures or health data changes will come from the Superintendent or designee. Updates will be provided on an as-needed basis.

The primary and immediate form of communication will take place through **ParentSquare** (email, text, and phone) - the district's school to home communication platform. Updates will also be shared on the school and district COVID-19 resource page, **cttech.org/coronavirus**; and distributed on the district's social media platforms, facebook, twitter and Instagram, **@CTTechHS.** Other forms of communication may include **building signage**, **press releases and mailed letters if necessary.**

CTECS will continue to utilize an online feedback form (https://docs.google.com/forms/d/e/1FAIp QLSd9Ab0MvQ16OtvgFWHpwI68fLLPkndhE5DD09-6LU5pBAFi9w/viewform) to answer individual concerns, or address questions of global concern.

Regular safety reminders about the actions school communities can take to stop the spread will be in place. Signs will be posted in highly visible locations (e.g., school entrances, staff areas, and restrooms) that promote everyday protective measures and provide instruction related to social distancing, properly washing hands, cleaning, when to stay home, signs and symptoms of COVID-19, and properly wearing and removing a face masks.

Each CTECS school will share with their school population a contact list by topic. Schools will also publish **their COVID-19 Health and Safety Compliance Liaison.**



PARENT & STUDENT RESPONSIBILITIES



NOTIFICATION TO SCHOOL

Please notify the school of the following: close contact exposure, waiting for a test result, or experiencing a COVID-like symptom.

SELF-ASSESS.

We expect all students to self-screen at home before the school day by checking their temperature and determining if any new or worsening signs or symptoms of COVID-19 are present (see page 2 for signs and symptoms). Check to ensure temperature is below 100.0 degrees Fahrenheit.



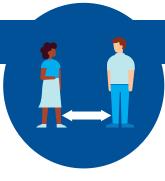


WEAR A MASK.

The State of Connecticut guidelines for returning to schools and Connecticut Technical Education and Career System policy 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. Schools will have back up disposable masks for staff and students who forget them. A mask or face covering is considered to be part of a school uniform and/or student dress code.

PRACTICE SOCIAL DISTANCING.

Social distancing helps reduce the transmission of the virus. Everyone in the schools must maximize 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.





WASH YOUR HANDS.

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

MASKS

Will students still wear masks?

Yes, All students must arrive at school wearing a face covering or mask, and continue to wear the mask throughout the school day. If a student does not have a face mask, one will be provided.

Will there be masks breaks and are they monitored?

Mask breaks will be provided as determined by each school. Mask breaks are monitored.

My student has trouble breathing with the mask. Are they required to wear it, or can they have more frequent mask breaks?

Students who refuse to wear a mask and do not meet any of the allowable exceptions will be subject to discipline. Such refusal will be treated as a health and safety violation, similar to not using your safety goggles or tethering systems. A parent meeting will be required. A written notification from a physician is required in order for the school to permit a medical exemption to the requirement of wearing face coverings/ masks.

SOCIAL DISTANCING

What are the social distancing rules now?

In high schools, the CDC currently recommends students should be at least 3 feet apart in classrooms where mask use is universal and in communities where transmission is low, moderate, or substantial.

How will you ensure social distancing in spaces like hallways, gyms, cafeterias, and during dismissal?

Social distancing strategies will be implemented guided by what is feasible, practicable, and acceptable and tailored to the needs of each school community. Some of the strategies include increasing space between desks, adjusting hallway traffic patterns, marked designated routes for entry and exit, and utilizing alternative school spaces for meals and other activities. Staff continues to monitor and enforce student social distancing throughout the day. It is also important for parents and guardians to remind their student of the importance of this mitigation strategy.

HEALTH & SAFETY

What statistics/data will determine if the schools re-open, remain open, shut down temporarily or go to remote?

We continue to work closely with local departments of health and continually monitor changes in health data across the state as well as in our school buildings. Using the CDC's indicators of community transmission, in addition to analyzing the spread of COVID within our school community, we will make an informed decision. It's important to note that transmission within school buildings has shown to be very low, to non-existent, this school year. In addition to health metrics, we also take into account our staffing levels to ensure we can continue the operation of our schools buildings.

HEALTH & SAFETY

Is the building ventilation system adequate?

Yes. All school building ventilation systems have been assessed and action taken to elevate the level of filtration and increase the frequency of filter changes. Schools' existing filters have been replaced with filters that have a higher Minimum Efficiency Reporting Values (MERV) rating.

Will it be possible to keep cleaning protocol with full capacity, 5 days a week?

We will only reopen 5 days a week if the clearing protocol can be maintained.

Will half-day Wednesdays continue for cleaning purposes? If not, when will you deep clean?

We have accounted for this in our Spring 2021 reopening plan. In phase 1a and 1b (schools are open to 100% students and staff), Wednesday's will continue to be a half-day to permit cleaning and disinfecting.

Will you have temperature screeners at the school, or a system for monitoring COVID symptoms?

Prior to school arrival each day, families should screen their student at home by checking their temperature and determining if any symptoms of COVID-19 are present. Upon entering the building all staff and students are visually screened for any signs of observable illness. If any signs are observable, they are immediately brought to an isolation room and seen by the school nurse. School have been equipped with thermal scanners, which will capture some of the population entering the building. For this reason it is important to continue to self screen before arrival.

Will students have frequent access to bathrooms to wash hands?

Yes. Each shop area is equipped with a bathroom and wash stations. School bathrooms remain open for handwashing and hand hygiene is strongly encouraged.

Are shared computers being disinfected between use?

All efforts are made to ensure adequate supplies to minimize sharing of high-touch materials, such as computers, to the extent practicable. If not possible, equipment is limited to one group of students at a time and cleaned and disinfected between uses. Staff and students have been properly trained in the proper cleaning and disinfecting procedures, and cleaning products have been procured for this use.

Will water fountains be available?

Water fountains will not be available. Where available no-touch water bottle fillers may be used. Students should bring water in clear containers. Students must not share water bottles.

What PPE will be available throughout the school?

Masks, Plexiglass barriers, soap, tissues, no-touch trash cans, hand sanitizers, cleaning and disinfecting products.

Are the cleaning agents being used toxic?

No. All products used within our schools adhere to Green Cleaning standards.

HEALTH & SAFETY

What is the plan when students have large gatherings outside of school?

It is important for parents and guardians to discuss with their children the importance of following health and safety strategies. We are working hard to reopen our school buildings and a COVID outbreak due to large gatherings could set us back significantly.

As of March 19, 2021 the State of Connecticut revised the gathering guidelines allowing for increased capacity. The guidelines can be viewed here.

How will meals be served?

Individual CTECS schools will determine the location of meal service based on social distancing, physical location, student traffic, space, staffing, etc. Strategies for social distancing during meals will include distanced seating in the cafeteria and utilizing several areas of the school, including outdoor locations if necessary.

CLASSES & CAPACITY

Will buildings be at full capacity?

Families will still have the option to elect full-time distance-learning and we expect some to take advantage of this. As such, we do not expect 100% capacity, however, there will be more people in the building when we reopen.

If at full capacity, how can you maintain social distance?

Social distance will be maintained at 3 feet when feasible as currently recommended by the CDC.

Will class sizes be the same?

Class sizes will begin to increase in many cases due to increased capacity in the school buildings.

Will students be in one classroom all day?

This will be guided by what is feasible and practicable in each CTECS school, and tailored to the needs of each school community. Please contact your school for details on classroom arrangements.

Will class cohorts remain the same?

Yes, however as we increase capacity in the school buildings, the cohort sizes will also increase.

Can students start socializing outside of cohorts?

Schools will continue to cohort students to the extent possible. This is necessary should contact tracing be necessary. Although with increased capacity in the school buildings, these cohorts will be larger moving forward.

CLASSES & CAPACITY

Can classes be held outside?

Where and when possible, schools will make use of outdoor spaces.

Will there be mandatory COVID testing of students and staff?

No, there will not be mandatory testing.

COVID SCENARIOS

Will we test students on site for COVID?

Not at this time.

What will happen when there is a positive case in the building?

All CTECS schools will continue to follow the same protocol as they have since the beginning of the school year. Contact tracing will commence and close contacts will be notified. The school community will also be informed of the positive case. The only difference concerns fully vaccinated individuals. Those who are fully vaccinated will not be required to quarantine if identified as a close contact and asymptomatic.

What will happen if COVID cases start to increase again? Will we go back to hybrid?

It is possible. We continue to work closely with local departments of health and continually monitor changes in health data across the state as well as in our school buildings. Using the CDC's indicators of community transmission, in addition to analyzing the spread of COVID within our school community, we will make an informed decision about our opening status.

Can students still distance learn if they become sick or quarantining?

Students will be afforded the opportunity to distance learn only if they have been quarantined by CTECS. Student will not be allowed to switch back and forth between in-person and distance learning other than for the reason stated above.

How are you going to control the spread of COVID with all kids in the building and they are all unvaccinated?

We will continue to follow all of the mitigations strategies that we have since the beginning of the school year including mask wearing, social distancing, and good hand hygiene. These strategies have proven to be very effective. Additionally, students aged 16 and up are now eligible to become vaccinated which we hope will have a positive impact on community transmission.

What are the quarantine procedures if someone tests positive?

Symptomatic individuals who test positive for COVID must isolate for 10 days. On the 11th day, as long as symptoms have resolved you may return to school. Please see page 8 of our reopening plan for all scenarios.

COVID SCENARIOS

Can students be tested in lieu of quarantining if they are exposed?

No. Even if they test negative, students and staff must remain in quarantine for a full 10-14 days, to be determined by local health department, after the date of last exposure to a COVID-19 positive non-household contact or after the date that COVID-19 positive household member completes their isolation. This does not apply to fully vaccinated individuals.

How are you ensuring accurate contact tracing?

Class seating rosters, class cohorts and consultation with teachers/staff are used to identify close contacts to COVID-19 cases. We will always err on the side of safety and temporarily move to remote learning if additional time is needed to contact trace.

How will you manage new variants of COVID?

The spread of new variants is not something we can control. What we can do is continue to practice the mitigation strategies we know work, and monitor the state, local and school health trends. We will continue to communicate frequently with the local departments of health around these issues.

VACCINATIONS

Are vaccines available for students?

The Pfizer-BioNTech COVID-19 vaccine is the only vaccine approved for people ages 16 and older. In the state of Connecticut, those 16 years of age and older are eligible for the vaccine.

Will the SBHC give vaccines to students?

We are working with local departments of health to set up vaccine clinics for students.

Can students come to school if they have not been vaccinated? Will it be mandatory?

Yes, students can come to school if they are unvaccinated. The vaccine is not mandatory.

Are all teachers and school staff vaccinated now?

Schools staff have all had the opportunity to be vaccinated.

TRANSPORTATION

What are the bus companies doing with crowded busses? Will there be assigned seats?

Please contact your sending school district for information on mitigation measures implemented by the bus company.

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TRANSPORTATION

I'm concerned about bus reliability. Busses have not always been available this school year.

Please contact your school Principal if your bus has been unreliable. We will contact the sending school district and try to work out a solution.

Will the bus be well ventilated?

The CDC has advised bus companies to whenever possible, open bus windows to increase circulation of outdoor air. CTECS encourages parents and/or guardians to provide transportation in an effort to provide social distancing.

Will students from other schools also be on the same bus?

Please contact your sending school district for information on your child's bus route.

How will athletic busses be managed?

Whenever possible only one student will be assigned per seat and ensure that students maximize social distancing. When not possible and as bus capacity increases, other mitigation strategies will be utilized. Passengers will load into the vehicle from the back row to the front row (where the first passengers onto the bus sit in the back row) and then unload the vehicle in a controlled manner from front to back by seat. Passengers will not be allowed to change seats.

SOCIAL-EMOTIONAL

Is there an option for a gradual transition back to 5 days?

In most cases, the transition back to full time will be gradual. In phase 1a and 1b, CTECS plans for continuing with half-day Wednesdays in order to conduct a deep clean of the building. We recognize that the transition may be difficult for some students and supports will be available at schools to help students who are in need.

I believe there will be major behavioral and social norm issues. How will this be addressed? CTECS is committed to providing social emotional learning and additional support that will help all students rebalance and refocus on learning so they can be productive and succeed in school. Please visit page 23 of our reopening plan for more information.

My student is worried about going back full-time and bringing illness home.

This fear is understandable and completely normal. Please reassure your child that school transmission of COVID has been very low to non-existent. The mitigation strategies we have in place work. Families may also elect full-time distance-learning for the remainder of the school year if deciding that is what is best for their child.

POLICIES & PROCEDURES

What are the procedures for sports?

The Connecticut Technical Education and Career System will follow all CIAC (Connecticut Interscholastic Athletic Conference) guidelines for high school sports after approval of such activities by the Superintendent of Schools. The full CAS-CIAC guidelines can be found here. Sports will continue to be offered by CTECS as long as public health departments data supports such activities.

How will a full reopening impact the grading policy changes?

The grading policy changes will remain in effect until the end of this school year.

What will be the requirements if my family travels outside of Connecticut?

CTECS strongly recommends that if you plan to travel, that you follow the Department of Public Health (DPH) and Centers for Disease Control (CDC) guidance below. We are working hard to fully reopen our schools, and a travel-related COVID outbreak could set us back significantly. Visit the State of Connecicut website for more information: https://portal.ct.gov/coronavirus/travel

Will uniforms be reinstated?

Yes, all students should be in uniform when in school.

Will parents be able to enter the building, or by appointment only?

Visitors will be permitted into school facilities only for school related business (i.e. scheduled parent meetings, mail delivery, shipments, contractors), and only after an appointment has been made and approved by the principal of the school or designee. All visitors will stop in the lobby to sign in and perform a health screening prior to entering the school.

HYBRID VS. IN-PERSON, RETURNING TO SCHOOL

Can I just send my student for trade?

No. Families must elect full time in person learning or full time distance learning. We are working hard to minimize disruptions to the educational environment and this is one of the strategies to do so.

If I feel uncomfortable, can I switch to distance learning?

If a family elects to switch to distance learning, that is the learning model the student will be in for the remainder of the school year.

HYBRID VS. IN-PERSON, RETURNING TO SCHOOL

Why not wait until the start of next school year to open when more have been vaccinated and the risk is lower?

It's important for students' academic and trade success for them to be present in the building. We also know that for many students, peer-to-peer interaction and connections with their teachers are vital for their wellbeing. CTECS is confident in the mitigation strategies in place to limit the spread of illness within our school buildings, and as such feel we should reopen as soon as we can do so. Families can still elect full time distance learning for their student.

TRADES & ACADEMICS

How will you catch-up my student who has been full time virtual?

We are working on several remediation plans starting this spring, over the summer and into next school year. Our trade and academic teachers are working across grade levels to identify areas of instruction that will need to be repeated or covered starting next school year. We are acutely aware that many students will be in need of additional support.

Will students be able to make up their required hours in shop next year?

CTECS provides instruction and trains students in competencies; curricula is not hours-based.
CTECS 9-12 CTE curriculum is accepted by CT-DOL based on the competencies we teach and that equates to the predetermined amount of hours set forth for each apprenticeship trade. Additionally, the State of Connecticut Department of Labor has granted a partial exemption of related instruction coursework and applicable On the Job Training credit hours. With regard to the Public Health trade areas: The CT Department of Public Health is giving us the ability to count distance learning for hours.

MISC.

What will end of year events look like, i.e. graduation or prom?

We are planning for these events right now and no idea is off the table. Governor Lamont has recently amended the guidelines for public gatherings, so we anticipate having more flexibility for end of year events this year than we did last. Please note that social distancing and mask wearing will still be in place for these events.

Will you have enough staff to reopen fully, both teachers and maintenance?

This will be determined on a school-by-school basis. If we are short staffed at any point in the coming months, it is possible we will have to temporarily enter into hybrid learning.

