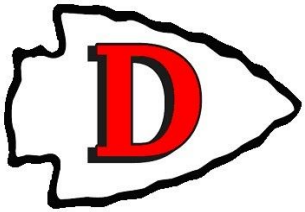


# Derby Public Schools

## Roadmap to Reopening



Dr. Matthew J. Conway, Jr.  
Superintendent of Schools

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## Message from the Superintendent

July 24, 2020

Dear Derby Families and Staff,

I would like to take this opportunity to thank each and every student, family, teacher, administrator, staff, and community member for your support and partnership as Derby Public Schools responded to an unprecedented global health crisis. When school began on September 3, 2019 none of us would have imagined, *or believed*, that our schools, parks, businesses, and places of worship would abruptly close in March and remain shuttered for an extended time and every aspect of our lives would be impacted.

Throughout this crisis, we continued to educate our children, provided access to technology, and served nutritious meals every day. Our teachers worked so hard to be visible, accessible, and responsive to their students' academic and emotional needs. I cannot help but be moved by, and proud of, the way our students, teachers, and parents handled the demands and uncertainty of distance learning with grace, passion and perseverance---with GRIT. The COVID-19 pandemic may have transformed teaching and learning, but it did not change Derby's strong school spirit and pride.

To prepare for this fall, Derby Public Schools formed a **Reopening Task Force** to plan the safe opening of schools under a variety of scenarios. The Derby Public Schools Reopening Plan was created with input from district and community stakeholders, in addition to guidance from the Connecticut State Department of Education, health leaders, as well as food service, facilities, and transportation suppliers. This comprehensive plan provides an outline of the strategies we will use to address **Health and Wellness, Instruction, Operations, and Technology**.

Be assured that we take the education, health, and safety of our students and staff seriously and this will remain our primary focus as we move forward. **All Derby Public Schools will open on September 8, 2020** with enhanced safety precautions in place. We appreciate the trust you have placed in us and we will continue to update this plan and communicate with you, in response to new guidelines and recommendations so we are prepared to safely welcome you back to school.

Respectfully,



Dr. Matthew J. Conway, Jr.  
*Superintendent of Schools*



# Derby Public Schools: Reopening Task Force

**Governance:** Essential actions that will foster a shared understanding of goals, responsibilities, and accountability.  
**Dr. Matthew Conway, Jr.,** Superintendent of Schools, *Committee Chair*

<p>Jennifer Olson, <i>Director of Curriculum</i>          Mark Izzo, <i>Business Manager</i>          Michael Rafferty, <i>Dir of Teaching &amp; Learning</i>          Matt Cunningham, <i>Facilities</i>          Jim Gildea, <i>Board Chair</i></p>	<p>Mario Ciccarini, <i>Principal</i>          Rachael Caggiano, <i>Principal</i>          Martin Pascale, <i>Principal</i>          Aimee Misset, <i>Principal</i></p>	<p>Stacey McCoart, <i>SPED Supervisor</i>          James Nichols, <i>SPED Supervisor</i>          Tracey Quartiano, <i>Assistant Principal</i>          Ray Coplin, <i>Assistant Principal</i>          Marc Russo, <i>Dean of Students</i></p>
<p><b>Instruction</b>          Essential actions to achieve a comprehensive understanding of students' academic and social-emotional wellness to transition back to instruction in the classroom.</p> <p><b>Jennifer Olson &amp; Dr. Michael Rafferty</b>  <i>Committee Co-Chairs</i></p> <p>Stacey McCoart, <i>Special Ed Supervisor</i>          Tracey Quartiano, <i>Assistant Principal</i>          Rebecca Bell, <i>Teacher, DHS</i>          Elise Chambers, <i>Teacher, Irving</i>          Heather Landolfi, <i>Teacher, DMS</i>          Alicia Olenoski, <i>Teacher, Bradley</i>          Eric O'Toole, <i>Teacher, DHS</i>          Holly Smith, <i>Teacher, Irving</i>          Jenny Ames, <i>Teacher, Bradley</i>          Donata Luppachino, <i>Music, DHS</i>          Nick Diluggo, <i>RAISE Academy</i>          Jennifer Andrews, <i>Teacher, DMS</i>          Keely Edwards, <i>Teacher, Irving</i>          Jori Valenti, <i>Teacher, Irving</i>          Tracy Landolfi, <i>Teacher, Bradley</i>          Amy Reilly, <i>Teacher, DHS</i>          Nicole Mastroianni, <i>Teacher, Irving</i>          Samantha Mahan, <i>Paraeducator, Irving</i></p>	<p><b>Wellness</b>          Essential actions to keep staff and students safe and healthy.</p> <p><b>Stacey McCoart</b>  <i>Committee Chair</i></p> <p>Alison Conway, <i>Early Childhood Director</i>          Taryn Christiani, <i>RN, School Nurse, Irving</i>          Diane Zerella, <i>RN School Nurse, Bradley</i>          Kristine Vitola, <i>RN, School Nurse, DMS</i>          Kelly Carloni, <i>RN, School Nurse, DHS</i>          Karen Ference, <i>School Psychologist, Irving</i>          Jen Zitnay, <i>School Psychologist, Bradley</i>          Kaitlyn Siena, <i>Social Worker, Irving</i>          Katelyn Feige, <i>Social Worker, Bradley</i>          Gabby Delgado, <i>Social Worker, DHS</i>          Diana Donovan, <i>Social Worker, DMS</i>          Eric O'Toole, <i>Teacher, DHS</i></p>	<p><b>Post-Secondary</b>          Essential actions to keep students on track to postsecondary success.</p> <p><b>Ray Coplin and James Nichols</b>  <i>Committee Co-Chairs</i></p> <p>Adam Baker, <i>School Counselor, DHS</i>          Matt Bradshaw, <i>Assessment Coordinator, DHS</i>          Jennifer Ostrosky, <i>School Counselor, DHS</i>          Deb Howard, <i>Teacher, DHS</i>          Christina Kingsbury, <i>Teacher/Class Advisor, DHS</i>          Cassandra Sardo, <i>Teacher/Class Advisor, DHS</i>          Steve Bainer, <i>Teacher/Class Advisor, DHS</i>          Jen Moffat, <i>Attendance Coordinator, DHS</i>          Cory Bartone, <i>Paraeducator, DHS</i>          Gabrielle Delgado, <i>Social Worker, DHS</i>          Corrinne Van Hise, <i>School Psychologist, DHS</i>          Holly Oraziotti, <i>Guidance Secretary, DHS</i></p>
<p><b>Facilities</b>          Essential actions necessary to ensure district and school assets are, and remain, safe for students and staff to inhabit.</p> <p><b>Matt Cunningham</b>  <i>Committee Chair</i></p> <p>Mark Izzo, <i>Business Manager</i>          Willie Alicia, <i>Lead Custodian, Irving</i>          Vinny Garofolo, <i>Lead Custodian, Bradley</i>          Antoni Mazan, <i>Lead Custodian, DHS</i>          David Wrigley, <i>Lead Custodian, DMS</i></p>	<p><b>Operations</b>          Essential actions to ensure operations support a safe and organized transition back to classroom instruction.</p> <p><b>Mark Izzo and Jennifer Olson</b>  <i>Committee Co-Chairs</i></p> <p>Lynn Langridge, <i>Asst. Business Manager</i>          Jim Burns, <i>Human Resources Coordinator</i>          Salvatore Giannatti, <i>Foodservice Director</i>          Matt Bradshaw, <i>Athletic Director</i>          Deborah Schmidt, <i>Student Data Analyst</i>          Denise Sczech, <i>Special Ed Dept Secretary</i>          Maria Bowers, <i>Attendance Coordinator</i>          Heather Dulka, <i>Teacher, Irving</i>          Michelle Musante, <i>Teacher, Bradley</i>          Giana Harrington, <i>Teacher, DHS</i></p>	<p><b>Technology</b>          Essential actions to ensure technology infrastructure, assets, and guidance support for an organized transition to classroom instruction.</p> <p><b>Marc Russo</b>  <i>Committee Chair</i></p> <p>Brad Langridge, <i>Director of IT</i>          Carmine D'Onofrio, <i>IT Lead Technician</i>          Sharon Bette, <i>Teacher, DMS</i>          Veronica DiLullo, <i>Teacher, DHS</i>          Chris Grillo, <i>Teacher, DHS</i>          Lindsay Henderson, <i>Teacher, Bradley</i>          Katie Miller, <i>Teacher, DMS</i>          Jackie Nathman, <i>Teacher, Irving</i>          Meagan Torelli, <i>Teacher, Bradley</i>          Nicole Trimarchi, <i>Teacher, Irving</i></p>

## Reopening Plan

Date of Submission	July 24, 2020
LEA Name	Derby Public Schools
Reopening Plan Point of Contact	Dr. Matthew Conway, Jr.
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This document reflects preliminary guidance and considerations as of the date published, and should not be interpreted as mandates, except where there is indication of a requirement. The Connecticut School Reopening Plan— *Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together* may be updated due to the rapidly changing response to this pandemic emergency and ongoing updates from Centers for Disease Control and Prevention (CDC) and/or changes to federal and state orders and guidance. The Connecticut State Department of Education will provide any such updates to Superintendents.

## Introduction

Derby Public Schools developed a comprehensive “Roadmap to Reopening” and is prepared to welcome all students safely back to school for full-time instruction at the beginning of the 2020-2021 school year. This plan was developed collaboratively by the Derby Reopening Task Force which included the diverse perspectives of school and district leaders, nurses, teachers, pupil personnel staff, paraeducators, athletic coaches, band/chorus instructors, facilities and support staff. Additional guidance and recommendations were provided by the Connecticut State Department of Education, health leaders, community partners, as well as food service, facilities, and transportation suppliers.

The purpose of this document is to outline the safe reopening of Derby Public Schools during the COVID-19 pandemic, and inform stakeholders of the measures put in place to keep children and staff at school. These guidelines have been carefully planned to address the safety, health and welfare of our community, and are grounded in best practices. The district will continue to modify and improve the district Reopening Plan as directed by the [Office of the Governor](#) and/or the [Connecticut State Department of Education](#).





In the event public health data no longer supports a full reopening, Derby Public Schools is prepared to modify this model with more intensive mitigation strategies and specific monitoring practices to ensure the continued safety and well-being of students and staff. The district is prepared to transition from in-person classes to either full remote learning or a hybrid of in-person/remote learning, which are outlined in detail in this document. Decisions about which model to use will be made based on current health data in the community and/or state.

## Guiding Principles

The recommendations and considerations outlined in this plan are grounded in six guiding principles which are directly aligned with the guidelines released by Connecticut State Department of Education on June 29, 2020 titled, *Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together*. As such, the Derby Public Schools “Roadmap to Reopening” seeks to:

- Safeguard the health and safety of students and staff
- Allow all students the opportunity to return into the classrooms full time in the fall
- Monitor the school populations and, when necessary, cancel classes to appropriately contain COVID-19 spread
- Emphasize equity, access, and support to the students and community
- Foster strong two-way communication with partners such as families, educators and staff
- Factor the physical safety and social-emotional well-being of our students when they are not in school

## Main Operational Considerations

 <p><b>Cohorting:</b> All students in grades PK-8 will be grouped as a cohort in the same class or group of students so each team functions independently as much as possible. Given the unique scheduling requirements in high school, students in Grades 9-12 will be cohorted where and when feasible.</p>	 <p><b>Social Distancing &amp; Facilities:</b> All schools will be reconfigured prior to opening school to ensure classrooms, cafeterias, gymnasiums, auditoriums, and other spaces maximize social distancing consistent with the most current public health guidelines.</p>
 <p><b>Face Coverings:</b> All staff and students will be expected to wear a protective face covering or face mask that completely covers the nose and mouth when inside the school building, except for certain medical exemptions requiring accommodations.</p>	 <p><b>Transportation:</b> Buses will operate close to capacity with heightened health and safety protocols, including requiring all students and operators wear face coverings and use assigned seating. Should conditions change and increased social distancing protocols become activated, bus capacity may be reduced and require changes to transportation services.</p>

## Continuum for Learning

### Full In-Person, Hybrid Model, Full Remote Learning

### Summary of Instructional Options (Full In-Person, Hybrid, Full Remote Learning)

Below is a summary of the three phases of reopening and corresponding instructional models. Community health factors will be used to identify the level of transmission and risk, and will be used to determine which type of instructional model will be offered. The district is prepared for a seamless transition to any of these models throughout the course of the year. Information about the types of safety protocols and instructional activities that will be used are explained with greater detail and specificity throughout this Reopening Plan.

LOW COMMUNITY TRANSMISSION Minimal/No spread of Virus (requires safety protocols)	MODERATE COMMUNITY TRANSMISSION Moderate Spread of Virus (requires adjusted schedule)	SUBSTANTIAL COMMUNITY TRANSMISSION High Spread of Virus (requires quarantine)
Instruction is 100% in-person	Instruction is a hybrid blend of in-person learning and distance learning	Instruction is 100% Distance Learning
School building is open; <i>Some students will learn at home due to medical concern, illness, quarantine, etc</i>	School building closed mid-week and end of week for disinfecting	School buildings are fully closed to students for disinfecting/sanitizing
Social emotional lessons and support will be embedded regularly	Increased social emotional supports will be provided virtually as needed	Increased social emotional supports will be provided virtually as needed for students and families; External supports explored
Daily attendance rates monitored	Daily attendance rates monitored and shared with local health officials	Attendance for Distance Learning is monitored ( <i>focus on contact, connectivity, engagement &amp; participation</i> )
Buses operate at full capacity with safety protocols	Bus capacity is reduced to 50% with heightened safety protocols	No bus service
Breakfast in the classroom; reduced capacity in the cafe for lunch	Maintain breakfast in the classroom, reduced capacity in the cafe for lunch	Emergency distribution of school meals (pick up locations TBA)
Prevention measures in place ( <i>masks, sanitizer, cohorting</i> ) Teaching and reinforcing of healthy hygiene	Heightened prevention measures in place; Daily screening may be necessary for all staff and students upon entry into all school buildings	Strict prevention measures in place for essential personnel
Physical and social distancing in place	Heightened social distancing in place with limitations in activities/events	Quarantine measures in place
Group gatherings/events limited; all events require approval	Group gatherings/events postponed	All group gatherings/events canceled
Remain prepared for Distance Learning while learning is in-person at school	Instruction is a combination of synchronous (live) and asynchronous (recorded-on demand) instruction	Continued engagement in Distance Learning during extended school dismissals and/or closures for long periods
Cleaning and disinfecting in place	Intensified cleaning and sanitizing in place	Classroom and buildings sanitized and shut down
Regular communication with local health officials	Coordination of closure with BOE, CSDE and local health officials	Order of closure from local health officials and/or Executive Order for closure from Governor's Office



## LOW Level of COVID-19 Cases Full In-Person Learning

The modified full in-person learning **yellow phase** means that there is minimal spread and the students/staff are back to school with heightened safety and health measures in place. Derby Public Schools will maximize social distancing between student workstations, achieving 3- 6 feet when feasible, based on the following guidelines:

### Teaching and Learning

During the low transmission/risk phase, teachers and students will attend school every day following the traditional school calendar. In 2020-2021, students will attend 180 days of school (reduced from 183 days to accommodate additional staff training). The first day of school for students will be **Tuesday, September 8, 2020**. Teachers/staff will report to work on Monday, August, 31, 2020 to participate in five days of professional development to support health & wellness, safety protocols, remote learning, and classroom preparation. At the start of the year, instruction will be delivered in person using social distancing and other safety protocols as recommended by state and local health directors. The guidelines are described in detail in this Reopening Plan.

### Preparedness to Return to In- Person Learning

To prepare for students who may voluntarily choose distance learning to start the year, the district surveyed all teachers, staff and families in July 2020. The survey was created to determine the staff's level of preparedness to return to in-person learning, and to determine who may require accommodations. Based on this data, the district will assign teachers, or select individuals who voluntarily identify as "high risk" or otherwise need to be accommodated outside of the school, to deliver remote learning to those students who choose not to return to in-person learning. To ensure equity and develop action plans to specifically address access for all learners, the Reopening Committee prepared a staffing framework to define/redefine the roles and responsibilities of employees under the three different learning models. [Staffing Roles and Responsibilities For All Learning Models](#)

### Attendance

Attendance will be taken daily. If your child is going to be absent, please follow the normal attendance protocols by calling the school to notify them. Students who are attending school in-person will be responsible for missed work as usual. There is not a virtual learning option for students who are absent a day or a few days. If a student is going to be absent for an extended period of time (over two weeks) and is capable of doing work from home, then a student may need to transition to distance learning. These situations can be addressed with the assistance of the building administrator.

### Temporarily Choosing Not to Return to In-Person Learning

Students with health concerns, illness, or quarantine order will participate in a **Remote Learning Parallel Track** in which the student learns at home **with parent support in place**. This track aids in a return to school at the appropriate point after illness, quarantine, or when families decide to re-enter. Students on this track will be allowed to enter school at any point in time.

Any parent or guardian who voluntarily chooses not to participate in the "in-person learning model" will be provided an opportunity to participate in remote learning from home. Parents/guardians who choose this option must notify the school in writing, and identify any technology needs to fully access remote learning.

## Operational Protocols for Low Level Transmission/Risk Phase To Mitigate the Spread and Transmission of COVID-19

### Cohorting

Stable cohorts will be created within the school population for grades K-8 whenever possible, including but not limited to the classroom, cafeteria, playground, and gymnasium. Students in self-contained special education classrooms who can maintain appropriate social distancing and wear masks will join a stable classroom cohort for inclusion time based on their Individual Education Plan (IEP). Students who are identified as unable to wear protective equipment, practice social distancing, or adhere to other safety guidelines may be assigned to specific instructional environments to limit exposure. Protocols and environmental modifications should consider students' developmental level and skills and be made on an individual basis. Students will be placed in cohorts when feasible in grades 9-12 based on scheduling.

Whenever possible, educational support staff (tutors, paraeducators) will be assigned to limited cohorts and move with that stable group. A list of staff who interact with multiple cohorts will be maintained for contact tracing purposes. Whenever possible, cohorts will be assigned specific bathrooms, seating in other common areas (i.e. cafeteria, gymnasium) and if appropriate, specific entrances or exits to increase social distancing and decrease mixing of cohorts.

### Use of Masks/Face Coverings

The expectation is that every individual in the building wears a **mask at all times** while on school grounds. However, there will be scheduled/supervised times throughout the day when students will be given "mask breaks." Upon school arrival, school staff members wearing masks may ask a student to remove their mask briefly for identification purposes and ensure safety. Bandanas and face coverings that wrap around the entire head are prohibited for safety reasons.

Derby Public Schools will provide two washable cloth face masks to all staff and students. Students/staff are also welcome to wear their own face coverings, but they must be **generic in nature** without any messaging or images on it. Disposable masks will be provided should an individual arrive to school without a face covering. Face shields and gowns will also be provided, as needed for additional PPE for special circumstances. In very hot conditions, early dismissal or remote learning will be considered.

### Social Distancing

Derby Public Schools will strive for as-stable-as-possible cohorts within our schedule (i.e., students will stay in the same classroom), but acknowledge that it is impossible for everyone to continuously maintain at least six (6) feet of distance from others. Elementary students will have to maintain at least three (3) feet of distance from others as long as masks are being continuously worn.

The following guidelines are in place to assist staff and students to maintain maximum social distancing to reduce the transmission of the virus, per the current public health recommendations.

- Design physical layout to ensure proper distancing as best possible.
- Limit gatherings, events, and extracurricular activities to those where physical/social distancing can be maintained
- Stagger use of communal spaces and disinfect thoroughly in between uses. Consider "grab and go" bag breakfast/lunch as an option to maintain physical/social distancing.
- Consider staggering arrival and drop-off times/locations as this limits "groups" of people gathering. Pick up and drop off area for students rather than parents getting out of cars (similar to the airport model).

### School Based Guidelines

[Little Raiders University \(LRU\)](#)  
[Derby Middle School](#)

[Irving School](#)  
[Derby High School](#)

[Bradley School](#)  
[RAISE Academy](#)

**Facilities Protocols for Low Level Transmission/Risk Phase (District-Wide)  
To Mitigate the Spread and Transmission of COVID-19**

**Reopening of Facilities Before First Day of Classes**

In preparation for the full reopening of schools, the facilities department will perform deep cleaning and sanitizing of all “high touch” hard surfaces. The facilities team will develop a cleaning and disinfecting plan/schedule which identifies areas that need cleaning and disinfecting, the products to be used, the personal protective equipment (PPE) that is required, and the person responsible. The Facilities Manager will identify and procure appropriate cleaning and disinfection products, and train custodial staff in the safe use of these products. All buildings will be evaluated to ensure that all water and ventilation systems are safe to use after a prolonged facility shutdown.

**Safe Classroom Set-up and Spaces**

Classrooms will be rearranged with desks in rows facing the same direction, rather than facing each other, with maximum space in between desks (measuring three to six feet apart). If small tables remain in the classroom, students must sit on the same side of the table at required distance. The space between the teacher and students will be maximized.

Schools will assess alternate spaces that may be repurposed (on an as-required basis) for instruction in the school such as the library, gymnasium, cafeteria, auditorium, exterior courtyard or other common spaces. Signage and visual reminders will be used to illustrate social/physical distancing. Each classroom will be equipped with hand sanitizer.

Schools will remove or refrain from using carpet areas intended for group meeting times. Each child’s belongings will be kept separate from others’ and in individually labeled containers, cubbies, or areas. Adequate supplies will be available to minimize sharing of high touch materials to the extent possible (e.g., individual pencil boxes, assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time.

**Disinfecting Guidelines**

The focus will be on effective cleaning and disinfecting of environmental surfaces, including “high touch” or frequently touched surfaces. Daily sanitizing of these surfaces and objects, such as desks, countertops, doorknobs and faucets will be conducted by custodial staff. Restrooms will be inspected and disinfected multiple times per day and completion logged on a form prominently displayed in each bathroom.

Staff shall use disinfecting wipes on personal electronic items that are touched often (e.g., phones and computers). Personal Protective Equipment will be supplied as required (e.g., face masks, gloves, hand soap, paper towels, disinfectant wipes).

[Derby Public Schools Cleaning/Disinfecting Template \(for Building Use\)](#)

Restrooms	Door knobs or handles, light switches and cover plates, paper towel dispenser knobs or handles, faucet handles, toilet and urinal flush levers, toilet and urinal partitions and doors (including knobs, levers, or slides)
Cafeteria	Refrigerator door handles, microwave/warmer door handles, tabletops, door knobs or handles, light switches and cover plates, bottle filling stations
Classrooms and Offices	Doorknobs and handles, light switches and cover plates, telephones/intercoms, other commonly touched items (keyboards, touch screens, copiers, mouse)
Other Locations	Elevator call and operating buttons, stairway handrails, doorknob, switches; hallway door knobs, handles, drinking fountains; playground/recess area

## Misc. Considerations and Practices

- Cleaning/disinfecting checklists will be utilized
- Hands-free water bottle filling stations are available in each school
- Classroom and bathroom doors will be left open, in the locked position, to mitigate high touch point exposure
- Students and staff will leave desktops clear at the end of the day to promote the cleaning and disinfecting process
- Staff to utilize disinfecting wipes to periodically wipe surfaces and equipment
- Hand sanitizer will be available in all classrooms and common areas
- Signage will be placed throughout the school reminding everyone to physically distance and to wash hands
- Maintain a 30 day log for all visitors, which documents the date, contact phone number, and arrival/departure times. All visitors MUST wear face coverings.
- Limit material sharing in classrooms. Students must have their own supplies. Shared items must be cleaned and disinfected prior to another student's use

## Entering and Movement Within the Building

Each building will designate a specified entry into the building and a specified exit for each cohort. A plan will be created for walkers/drop offs that allows for social distancing both before and during entry into the building. This may include staggered arrival and dismissal time, and/or dismissal from classrooms, as well as additional staff monitoring in hallways.

- All students and staff will use hand sanitizer upon entry. Hand sanitizer will be available at all entries, exits and in each classroom as well as common areas throughout the building.
- No visitors will be permitted to enter the building unless they have school-related business (i.e. mail delivery, shipments, contractors). All visitors will stop in the lobby to sign in and perform health screening prior to entering the school.
- Signs and messages related to stopping the spread are accessible for students with disabilities
- Schedules will be adjusted to stagger passing in the hallways, particularly in high-traffic areas

## External Programs and Visitors

Nonessential visitors, volunteers, and activities involving external groups or organizations will be limited. Specific guidance will be developed for when parents/guardians may enter the building. This information will be communicated prior to the start of the school year.

### District-Wide Operational Protocols for Low Level Transmission/Risk Phase Guidelines for Transportation, Food Service, and Technology

## Transportation Plan for Low Transmission Risk/Status

In preparation for the return to school, Derby Public Schools developed protective strategies for bus transportation using a tiered system based on the risk levels. All Star, the district's transportation provider, will perform increased cleaning and sanitizing of all vehicles.

- Derby Public Schools is prepared to operate at or close to capacity while maximizing health and safety protocols
- The district will require passengers to wear a face mask or cloth face covering that completely covers the nose and mouth during transit, prior to boarding the bus, and must be kept in place until they are completely off the bus
- Passengers should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row) and then unload the bus in a controlled manner upon arrival at the school from front to back by seat.

## Food Service

Derby Public Schools participate in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program, and Special Milk Program (SMP). The district currently operates under the Community Eligibility Provision (CEP) which allows all schools to serve breakfast and lunch at no cost to all enrolled students without collecting household applications to determine eligibility for free and reduced-priced meals.

To ensure safe meal operations for students, the Director of Food Services shall:

1. Ensure compliance with federal guidelines and local health official guidelines regarding child nutrition;
2. Oversee Personal Protective Equipment (PPE) for food service operations such as masks, gloves, physical barriers in serving areas, etc;
3. Collaborate with school principals to determine the most appropriate meal distribution method to promote social distancing. To achieve this, meal distribution methods may include:
  - adding additional lunch waves to separate classroom cohorts;
  - staggering cafeteria use throughout the late morning/early afternoon;
  - increasing the number of meal service access points;
  - serving meals in cafeteria and then returning to classrooms or alternate locations to consume meals;
  - serving meals in classrooms and/or alternate locations.
4. Ensure there are no “share tables” or self-service buffets for food and condiments;
5. Install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult;
6. Avoid buffet style and “salad” bars where utensils are touched by multiple people;
7. Physical/social distance lunch lines by placing markings for where students can stand;
8. Adjust the cafeteria and meal service delivery plans based on increased levels of concern of transmission;
9. Proactively plan and be prepared for, emergency meal access during unplanned, extended school closures.
10. Ensure plans are inclusive of provisions for students with food allergies

The Facilities Manager will ensure the physical layout of the cafeteria tables promotes social distancing, and will provide sufficient custodial staff for trash removal and clean up if meals are consumed in classrooms or alternate locations. More than one classroom cohort may be in the cafeteria with another cohort, but groups must remain separated from each other by a distance. Where feasible, it is recommended to be at least 14 feet.

Each building principal will be responsible for revising the master schedule, as required, to accommodate additional cafeteria serving times. The principal will communicate age-appropriate and school-appropriate messages to families about school meal service and options by posting and sending home menus.

## Technology: Devices

Technology utilization in Derby Public Schools is guided by the [district's Agreement Use Policy and One-to-One Program](#) for technology devices. To ensure equitable access to technology, the district surveyed families to collect information about devices and connectivity in their homes to support blended learning. The district created an “IT Help Center” located at Derby Middle School and is staffed to handle device replacement and repair, and Wi-fi hotspot access. Students, staff and families can reach the Derby IT HelpDesk via email [DPSITSupport@derbyps.org](mailto:DPSITSupport@derbyps.org) or phone 203-736-5027.

In the event schools need to employ either a hybrid model of both in-person and remote learning, or continued remote learning in the fall, the district developed a plan to utilize technology to support teaching and learning based on the following priorities:

- Ensuring a 1:1 ratio for all students/staff with technology devices/support (including newly enrolled students)
- Utilizing approved educational platforms, software, and programs that support instruction and curriculum
- Providing technology training and professional development for teachers, staff and parents
- Administering regular surveys to receive feedback from all stakeholders

## Technology: Resources

Derby Public Schools have used and will continue to utilize a wide range of technological tools to facilitate teaching and learning. During the pandemic, the district is working to make learning resources available to staff. The following link is being constantly updated. The district is posting new curriculum maps as well as providing teachers with implementation resources. Click here for more detailed information about [Derby Public Schools Technology Resources](#) and the [Derby Everyday Learning Platform](#).

### Administration of Special Academic Subjects (District-Wide) Derby Public Schools Low Transmission/Risk Phase

Derby Public Schools will strive to maintain the current program of studies and course offerings, to the greatest extent possible. The district is awaiting guidance from the Department of Public Health and coordination with local health officials, but are planning on using the following safety precautions as allowed to continue these programs:

## Music, Chorus and Band Instruction

- Maintain proper spacing of at least 12 feet when students are singing or performing wind instruments by scheduling large ensembles in auditoriums, outdoors, cafeterias, gyms or other large spaces. Focus on maximizing distancing for instruments that require blowing or for singing, compared with string and percussion instruments. The district will continue to revise this guidance as more information is received regarding indoor air circulation and its effects on spread of the virus.
- Schedule large ensembles into smaller groups throughout the day. Shift curriculum focus to solo and small ensemble work and create virtual performance experiences and assessments.
- Continue full access to beginning instrumental music. Maintain small homogeneous groupings of instruments for lesson instruction.
- Use 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).

## Art Instruction

- Provide individual art supply kits for each student and/or plan for increased sanitization of shared materials.
- Use on-line apps or platforms for student artwork (e.g., SeeSaw, Artsonia, Google Classroom, Flip Grid, museum collections, painting/drawing platforms), video displays (e.g., YouTube), and slides (e.g., Google Slides, PowerPoint).

## 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 (temperature & precipitation), safety, and appropriateness are considered
  - 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 for 'in-class' movement breaks. These may include meditation, stretching, etc.

## Administration of Special Academic Program and Activities (District-Wide) Derby Public Schools Low Transmission/Risk Phase

### Little Raiders University Preschool

The teachers and administration at Little Raiders University are committed to providing a quality program that is safe, educational, child-friendly, and fun. While many things will seem different with new procedures in place for the safety of all, LRU will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

The [LRU COVID-19 Parent Handbook 2020-2021](#) describes the programming in place to ensure that Little Raiders University is a safe and enjoyable place for every family. The Early Childhood Director can be contacted via email at [aconway@derbyps.org](mailto:aconway@derbyps.org).

### Kindergarten

The kindergarten teachers and staff are committed to making the kindergarten experience safe, positive, and student-centered. To welcome the new kindergarten students and communicate with families, a variety of activities and a summer newsletter will be sent to the families of all registered kindergarten students with back-to-school information and a date for a virtual orientation.

The orientation will be conducted via Zoom with all families to review back-to-school protocols, safety measures, schedules, curriculum, assessments, and answer any questions that families may have. Frequent communication with kindergarten parents and guardians will reinforce what is being shared with the students in school so there is a consistency of expectations between home and school.

When school begins, time will be built into the daily schedule to review safety protocols with students in an age appropriate way, and assist students with the transition to kindergarten. Teachers will plan activities to engage students and assess the academic, social, and emotional needs of all new kindergarten students.

### Special Education

While returning to full in-person learning, Derby Public Schools recognizes that students with disabilities may face additional challenges and/or health concerns, and may be disproportionately affected by changes in their education, requiring flexibility in how their re-entry occurs. To address the complexities of returning to school for our students who receive special education and related services, case managers, counselors, psychologists, nurses, and social workers will collaborate and communicate with families in order to develop a plan that will assist and provide appropriate support for this transition.

If students with disabilities are unable to access the reopening plan as designed, the District will facilitate individualized and alternative means of reentry based upon student need, present levels of functioning, developmental levels, and student/parent input. In these cases, Derby Public Schools is prepared to provide individualized distance learning opportunities with the intent of implementing student IEPs to the fullest extent possible.

To the greatest extent possible (when appropriate), students will receive special education instruction with peers in their general education classes to minimize the number of “groups” students are exposed to during their school day. In the attempt to limit the number of “groups”, intensive planning and flexibility in the delivery of services will occur. Further [special education guidance](#) is expected and is posted on the CSDE website.

Related services (speech, occupational therapy, physical therapy, social skill instruction) will occur outside students’ classroom. The district will ensure the space is disinfected between use and safeguards will be put in place. Face shields may

be worn by staff and students during speech and language exercises when face coverings/masks are not appropriate for the activity. These services may also be delivered remotely. The district is aware some students may have difficulty following social distancing guidelines and/or require closer proximity to benefit from instruction. To reinforce social distancing and the proper use of protective equipment, teachers will use social stories, visual cues, reminders, and other appropriate developmental strategies.

## English Learners (EL) and Bilingual Students

While returning to school will present challenges for all, English learners (ELs) and bilingual students may experience these challenges to a greater extent than their peers, as they transition back to a school setting from remote learning and continue to develop their English language proficiency concurrently while learning grade-level academic content.

Students currently enrolled in EL programming will be assessed in the fall to determine continued eligibility for services or need for additional services. Newly enrolled students will be assessed to determine eligibility for type and amount of services. Students will continue to be serviced in a pull-out model, following all district and building-level safety protocols, including smaller groups/individuals from the same cohort group, etc.

The district will establish a process for carrying out the required procedures for potential English learners and identified English learners including:

- Ensuring adherence to the statewide identification procedures (i.e., Home Language Survey, English language proficiency screener)
- Continuing to provide parental notifications (EL identification letter, continuation of services letter, exit letter)
- Adhering to annual English language proficiency assessment requirements;
- Offering translation and/or interpretation to parents/guardians with limited English proficiency

## Administration of Extracurricular Activities and School Events/Programs (District-Wide) Derby Public Schools Low Transmission/Risk Phase

### School Events/Meetings

Derby Public Schools will continue virtual group events, gatherings, or meetings to promote social distancing, including PTO, school-wide parent meetings, Open House, etc. If “live” events are held, group sizes will be limited to the extent possible.

### Field Trips/Assemblies

Based on the CSDE requirements, there will be no field trips at this time. School staff will consider virtual activities and events in lieu of field trips, student assemblies, special performances, and spirit nights, as practical.

### School Clubs

It is our goal to have school clubs run as usual with appropriate social distancing protocols and face coverings worn by all participants and facilitators.

### Athletics

All fall sports programming will follow the guidelines provided by the Connecticut Interscholastic Athletic Conference (CIAC) in accordance with local and state health department requirements. Sporting events and participation in sports activities will be thoughtfully planned to minimize the risk of transmission of COVID-19 to players, families, coaches, and the community. The Athletic Director can be reached at [mbradshaw@derbyps.org](mailto:mbradshaw@derbyps.org).

### After School Child Care (Community-Based Programming)

At this time, the district is working with the YMCA After School Program to develop safety protocols and determine how/if this program can be offered. We will continue to keep parents informed and updated as information is available.



## Moderate Level of COVID-19 Cases Hybrid Model Learning

If the level of concern regarding community spread or the number of cases in Derby and/or the State of Connecticut increases, the district may be required to move to a **MODERATE LEVEL** response. The **orange phase** means that there is moderate spread of the virus and we will move to a hybrid instructional model, which includes some in-person and some remote learning to maintain social distancing.

In the MODERATE LEVEL response, in addition to all of the safety measures put in place during the LOW LEVEL response, Derby Public Schools will also:

- Continue to require face coverings for students and staff while inside school buildings;
- Maximize spacing of seating up to six feet or more when feasible with reduced class sizes;
- Continue to identify/isolate sick students/staff;
- Group students, restrict congregating, implement staggered start/stop times and stagger hallway traffic;
- Suspend indoor extracurricular activities;
- Consider restrictions on activities such as sports and other outdoor activities based on State and CIAC requirements;
- Continue cleaning and sanitization protocols.

In preparation for this reopening, schools are developing a “Big Picture Plan” which considers social emotional learning (SEL), student morale, instructional resources, working with parents, working with students, and teacher/staff workflow. [DPS Educator Planning Template](#)

### Teaching and Learning Plan During Moderate Transmission/Risk Phase: (Sample Hybrid Schedule)

To reduce cohort size and promote increased social distancing, classes will be divided into two groups. All students will be scheduled for two days of in-person learning and three days of remote learning. Each building will be closed for deep cleaning and disinfecting on Wednesday and during the weekend.

	In-Person Learning	Remote Learning
Group 1*	Mon, Tues (2 days per week)	Wed, Thurs, Fri (3 days per week)
Group 2*	Thurs, Fri (2 days per week)	Mon, Tues, Wed (3 days per week)

*\*this is a draft and subject to change based on changing health and operational conditions*

### Face-to-Face, Synchronous vs. Asynchronous Learning Experiences

In this hybrid model, teaching and learning will be done through face-to-face learning, or offered remotely in a synchronous (real time) fashion, or asynchronous (accessed at different times). The district will focus on providing teachers and students with the resources to deliver high-quality synchronous learning as the primary delivery method.

The following chart describes the differences between face-to-face learning, synchronous and asynchronous learning experiences.

	What It Is...	What It Is Not...
<b>Face-to-Face Learning</b> <i>Students will attend the school site to engage in new learning and collaborative experiences</i>	<ul style="list-style-type: none"> <li>• Small group interactions</li> <li>• Teacher-led small group instruction</li> <li>• Peer and teacher conferencing, feedback &amp; coaching</li> <li>• Interactive play-based activities</li> <li>• Project-based learning activities</li> <li>• Collaborative discussions based on asynchronous learning</li> <li>• Science experiments</li> <li>• Opportunity for explicit modeling &amp; guided practice</li> </ul>	<ul style="list-style-type: none"> <li>• Reliance on independent work as the main use of time</li> <li>• Silent work</li> <li>• Worksheets</li> </ul>
<b>Synchronous</b> <i>Participants interact at the same time and in the same space</i>	<ul style="list-style-type: none"> <li>• Modeling &amp; Guided Practice</li> <li>• Participants and teacher can interact with each other in real time</li> <li>• It supports the asynchronous learning activity</li> <li>• Conducted using Google Meets (or other virtual platform)</li> <li>• Real time feedback &amp; coaching</li> <li>• Face to Face Learning Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Watching a video</li> <li>• Reliance on independent work as the main use of time</li> <li>• Completing a Google Classroom assignment</li> </ul>
<b>Asynchronous</b> <i>Communication exchanges which occur in elapsed time between two or more people</i>	<ul style="list-style-type: none"> <li>• Independent work completed on own time</li> <li>• Watching a pre-recorded mini-lesson</li> <li>• Completing assignments on Google Classroom</li> <li>• Activities on the computer (i.e. completing a Google Form)</li> <li>• Activities off the computer (i.e. play, reading books, drawing, paper &amp; pencil, doing something outside)</li> <li>• Recorded teaching lessons, posted slide shows, email, online discussion forums, message boards, blogs, podcasts, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborative in real time</li> <li>• Receiving real-time feedback and coaching</li> </ul>

*\*Adapted with permission from New Haven Public Schools (2020)*

## Transportation Plan for Moderate Transmission Risk/Status

The district is prepared to operate busses at significantly reduced capacity to maximize health and safety protocols should there be a need for increased social distancing. Under these circumstances, bus service will be reduced and seating requirements will be implemented. (Ex. Bus passengers should be spaced with family members sitting together and non-family members should be spaced 6 feet apart utilizing alternating diagonal seating.)

- Develop alternate transportation routes and encourage parent drop off/pick up;
- Passengers will be required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit, prior to boarding the bus, and must be kept in place until they are completely off the bus;
- Passengers should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row) and then unload the bus in a controlled manner upon arrival at the school from front to back by seat.

## District-Wide Attendance During Remote Learning

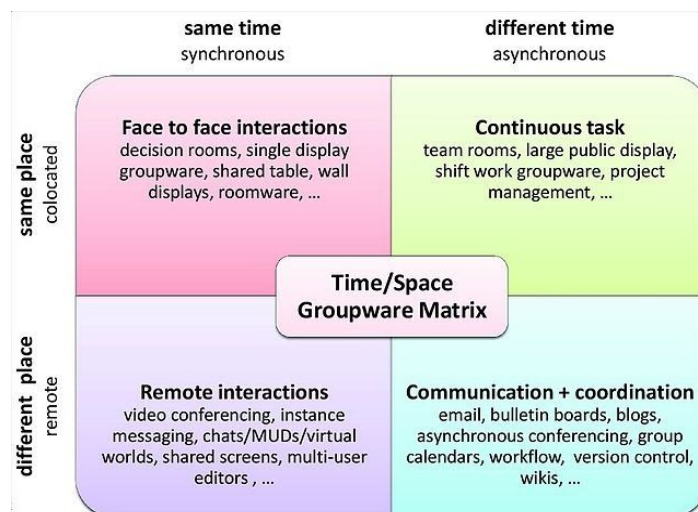
Student attendance will be recorded both through attendance in a remote learning platform (ZOOM, Google Meet) and assignment completion. When the district returns from the distance learning period, the district will work at the building level with individuals who were unable to complete assignments. Student illnesses (or in case of pandemic, family illness) should be reported via email, as well as any issues with connectivity and devices.

## District Preparation for Effective Hybrid Learning Implementation

In the June 25, 2020 **Plan for Reimagining CT Classrooms for Continuous Learning**, the Connecticut State Department of Education identified five success factors that indicate readiness for implementing a blended learning model. Derby Public Schools has all of the key components in place and is prepared to launch a high-quality hybrid learning environment for all students. The following success factors include links which serve as evidence of Derby's readiness.

- **Success Factor #1:** Create a culture of learning and teaching that supports an infrastructure for blended learning environments (Developing plan for Synchronous and Asynchronous Learning experiences);
  - [Collaboration and Professional Development Spring 2020](#)
  - [HQI & HQRL](#)
  
- **Success Factor #2:** Establish a district platform or learning management system for communicating and accessing learning resources whether onsite or remote;
  - [Derby PS Every Day Learning Platform](#)
  - [Derby Public Schools Curriculum Site](#)
  
- **Success Factor #3:** Establish data review cycles and protocol to monitor progress and modify learning plan or experiences;
  - [DPS Planning Sheet](#)
  
- **Success Factor #4:** Create learning experiences with district standards-based curriculum as the lead designer for high quality, high impact instruction. This will ensure continuity of learning in the event unplanned extended remote learning is required;
  - [Grade 5 Math standards-based curriculum](#)
  - [ELA Priority Standards](#)
  
- **Success Factor #5:** All learners develop digital citizenship skills to participate fully in their communities and make smart choices online and in life.
  - [Student and Parent Digital Tools and Resources](#)

The following chart further illustrates the differences between face-to-face learning, synchronous and asynchronous learning experiences. The district is committed to strengthening the hybrid/remote models with synchronous learning.



## High Level of COVID-19 Cases Full Remote Learning

If the level of concern regarding community spread or the number of cases in Derby and/or the State of Connecticut increases, the district may be required to move to a **HIGH LEVEL** response. The **red phase** means there is a high COVID-19 spread and schools will take the following measures:

### Safety Protocols

- School buildings will be closed to students
- All students PK-12 shift to 100% distance learning
- Bus transportation will be suspended
- All extracurricular activities will be suspended, including athletics

### Communication, Collaboration and Preparedness

The Connecticut Department of Public Health will be developing specific community and school-based indicators to assist district leaders and define the appropriate decision-making approach. The district will:

- Develop a plan for school class cancellations and reopening to be implemented in the event that the superintendent, their designee, or state government suspends or cancels in-school classes for some or all participants.
- Notify and consult with the CSDE immediately if the LEA is contemplating class cancellations.
- Include a communication plan and clear policies for faculty and staff regarding individual roles and responsibilities in the event of a shutdown occurring during the school year.
- Prioritize ongoing educational opportunities when drafting the plan for shutdown. Materials for continuity of learning will be made available to allow for school sessions to continue remotely.

### Teaching and Learning Plan During High Transmission/Risk Phase

- Students and teachers conduct learning remotely.
- Instruction is a combination of synchronous (live) and asynchronous (recorded-on demand) instruction.
- Students and parents engage in Distance Learning with materials and support from the school. Classroom learning and instructional activities are shared through contact with the teacher. This is the Distance Learning model from the spring of 2020 with a blend of synchronous and asynchronous learning.

### Attendance During Remote Learning

Student attendance will be recorded both through attendance in a remote learning platform (ZOOM, Google Meets) and assignment completion. When the district returns from the distance learning period, the district will work at the building level with individuals who were unable to complete assignments. Student illnesses (or in case of pandemic, family illness) should be reported via email, as well as any issues with connectivity and devices.

## Health and Wellness

### Derby Public Schools Reopening Plan

#### Health Practices and Protocols

In order to ensure that students are educated and engaged in the new expectations related to all public health policies and protocols, DPS is committed to the following which is outlined in the district Wellness Reopening Plan. The district will:

- Establish and continue communication with local (NVHD) and state authorities to determine current mitigation levels in CT and the Valley community.
- Identify, protect, and support vulnerable students and staff who are at higher risk for severe illness, by providing options for remote learning.
- Ensure that external organizations that use the facilities also follow this guidance.
- Ensure students are health compliant to enter schools. Immunizations and physicals must be up to date and if not, access will only be allowed with proof of appointment and last physical and immunization record present.

#### Hand-washing and Hand Sanitizer

All staff and students will be expected to wash and/or sanitize their hands frequently throughout the school day. Signage will be posted throughout the school building as a reminder. Generally, as a guide, hands should be sanitized on average once per hour. Staff and students will be required to sanitize upon entry to all school buildings. Sanitizer will be accessible in classrooms, offices, cafeteria, gym, playgrounds, etc.

- Teach and reinforce [hand-washing](#) with soap and water for at least 20 seconds
  - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
  - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Hand Sanitizing Stations at the school entrances, in all classrooms, and common spaces; staff will monitor hand sanitizing and use of masks as students/staff enter the building
- Sanitizing Stations and/or soap/water available in classrooms and regular hand sanitizing breaks are integrated into the school day, and for specific circumstances (e.g. after sharing any items, touching face, before/after bathroom use, etc.)
- Schools will be cleaned/disinfected per state guidelines, especially high touch areas

#### Signage and Visual Reminders

There will be extensive signage about continuous mask use, hand washing, and social distancing whenever possible, throughout the buildings. This will include signs or posters describing our expectations around the wearing of masks, social distancing of six feet between parties, and specifying, at the entrance of facilities, that sick individuals should stay home.

Posters:

1. Stop the spread: [Elementary School Poster](#) [Secondary School Poster](#)
2. Wearing a mask: [Safely Wear A Mask Poster](#)
3. [Feeling Sick Poster \(Exterior of Building\)](#)
4. [Managing Your Symptoms at Home Poster- English](#)
5. [Managing Your Symptoms at Home Poster- Spanish](#)
6. [Hand Washing Posters \(All Levels\)](#)

Derby Public Schools is in the process of procuring a sufficient supply of disposable face masks and other PPE for students and staff members who need it. The signage will specify the expectation that staff and students need to clean their facemask between uses (cloth), or to dispose of it between uses.

## Reporting Illnesses and Addressing Vulnerable Populations

Derby Public Schools has developed protocols and guidelines to inform staff, students, and families when reporting illnesses and addressing vulnerable populations. The plan includes consistent protocols for reporting and educating staff and families about when to stay home.

## Sick Day Guidelines

### Symptoms Requiring Absence and/or Immediate Pickup if at School

a. **HIGH-RISK Symptoms** associated with COVID-19 and other infectious diseases in children:

- Fever (above 100.0 F or per clinical judgement with OR without fatigue/body aches/chills)
- Respiratory symptoms (cough, congestion, runny nose, sore throat, shortness of breath)
  - Allergy and asthma symptoms are NOT acute respiratory illnesses.
- Gastrointestinal symptoms (diarrhea or vomiting)
- New unexplained loss of taste or smell
- Stay home if exposed or tested positive for COVID-19 or **traveled to a designated high-risk area** (as stated in the CT Regional Travel Advisory) in the past two weeks.

b. **Other Conditions Requiring Absence:**

The first 24 hours of various antibiotic treatments (i.e. strep throat, pink eye, etc.)  
Undiagnosed, new, and/or untreated rash or skin condition  
Doctor's note requiring an individualized plan of care to stay home

## “Immediate Pickup”

If your child exhibits any high-risk symptom, parents will be notified and immediate pickup is required. Parents or a designated emergency contact, must pick up their child within a “reasonable” amount of time from the location. It is expected that parent contact information is up-to-date at the school.

## Communication

The school nurses are prepared to support students, staff and parents with health management information. They will ensure messages about behaviors that prevent the spread of COVID-19 and most current information is available. Visual reminders and signage will be posted throughout the schools.

- DPS parent sick day pick up flier
- CDC Managing Covid Symptoms at home
- Quarantine vs. Isolation

## Nurse's Office

In general, the nursing office of each school will establish the following three areas to care for children:

<b>General Waiting</b> (Students waiting to be triaged, present to office with unscheduled needs)	<b>Well Student Area</b> (those students that have scheduled medical needs eg. procedures, meds)	<b>Students with COVID-19 Symptoms Area</b> (isolation room)
<ul style="list-style-type: none"> <li>Students with non-COVID-19 symptoms (e.g., injury, assessments)</li> <li>Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19. If yes, send immediately to COVID-19 isolation and call parent/send home.</li> <li>Physical distancing marked off</li> </ul>	<ul style="list-style-type: none"> <li>Area for well students with health care needs that cannot be addressed in the classroom (e.g. diabetic and other noncontagious health care needs).</li> <li>Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19. If yes, send immediately to COVID-19 isolation and call parent/send home.</li> <li>Physical distancing marked off</li> </ul>	<ul style="list-style-type: none"> <li>Areas for students with possible COVID-19 symptoms; away from others</li> <li>Physical distancing marked off or in separate rooms with external ventilation</li> </ul>
Staff conducting triage may consider wearing gloves and masks, depending on the level of COVID-19 community transmission. Plexiglass or plastic barriers may be in place	A trained staff member or school nurse provides care. Staff delivering care may need to consider wearing gloves and masks.	Additional non-health compromised staff may be necessary to monitor students in areas not visible by the school nurse. Staff should wear gloves and masks. Restroom facilities need to be nearby for sick students (separate space) as younger students may have GI symptoms.
<b>Nursing Considerations/Precautions</b>		
<i>Students sanitize/wash hands, Clean area after students leave.</i>	<i>Students sanitize/wash hands, Clean area after students leave.</i>	Students sanitize/wash hands Students put on masks Non-contact thermometers Isolate student Separate phone (disinfect) Separate restrooms Establish procedures for safely transporting anyone sick home or to a healthcare facility. When calling 9-1-1, notify the dispatcher if the individual has signs or symptoms of COVID-19. Notify NVHD/contact-tracing team Ventilate the room to outside air after the student leaves. Thoroughly disinfect the area 24 hours after, if possible to wait.

## Isolation Room

Each school will designate an "isolation room" which will be used in the event a student or staff member is presenting signs and/or symptoms of COVID-19. The following symptoms will be considered as needing isolation: Fever >100.0°F, shortness of breath, difficulty breathing, **or 2 of the following:** chills, nasal congestion, runny nose, diarrhea, nausea/vomiting, fatigue, headache, muscle or body aches, new loss of taste or smell, signs and symptoms of MIS-C: (rash, red eyes, cracked/swollen lips, red/swollen tongue, swelling hands/feet, stomach pain).

The school nurses have written protocols for containment. These protocols identify the immediate response if an individual has signs or symptoms of COVID-19, there is a known exposure, or a member of the school community has a confirmed diagnosis of COVID-19.

## Academic School Support Regarding Illness

Derby Public Schools will continue to support students with acute or chronic health conditions. Short-term absences will be handled on a case-by-case basis. Long-term absences will be evaluated if criteria is appropriate for medical leave or other potential medical accommodations. Utilize remote learning for students that must isolate or are out of school for extended absence when medically appropriate.

## COVID-19 Safety Compliance Liaison

Derby Public Schools has designated two **COVID-19 Health and Safety Compliance Liaisons** for the district. They will be responsible for engaging with students, parents, faculty, staff, and administrators to answer questions or concerns about health and safety requirements regarding COVID-19 concerns. Their contact information is as follows, and is posted on the district and school webpages, and at each school.

Name	Title	Email
Stacey McCoart	Special Education Supervisor	<a href="mailto:smccoart@derbyps.org">smccoart@derbyps.org</a>
Taryn Christiani, RN	Registered Nurse	<a href="mailto:tchristiani@derbyps.org">tchristiani@derbyps.org</a>

## Communication Plans

Upon reopening school, communication about general safety protocols will be provided weekly by the **COVID-19 Health and Safety Compliance Liaisons**. Information and health related updates will be:

- posted on the district and school websites (*option to translate in 20 different languages*);
- shared via School Messenger using voice message and email;
- posted on social media

In addition to these communication methods, the community will be notified about any cancellation of classes using the inclement weather broadcast notification system (ABC, CBS, NBC ). Should critical information regarding policies, protocols, or health data change, families and staff will be updated immediately using all available communication methods.

To ensure all families have access to important messages, it is imperative that parent/guardian contact information is up to date in PowerSchool. Upon returning to school, staff will make it a priority to update each student's profile with the current phone number and email address.

## Protocols for a Suspected or Positive COVID-19 Diagnosis

### Self-Quarantine, Disinfecting and Contact Tracing

If a student or staff member tests positive for COVID-19, that student or staff member must remain out for a minimum of 10 days and be cleared by doctor or NVHD to return. The remaining class cohort/staff should be quarantined for 14 days.

- The students in the same cohort in addition to the teacher should be monitored under the guidance of the school nurse for COVID-19 symptoms over the 14 day period.



- The classroom and associated common areas shall be cleaned and disinfected in accordance with the most current CDC guidelines relating to COVID-19 affected areas.
- For contact tracing purposes a 48 hour lookback prior to the onset of symptoms will be utilized to identify potential close contacts.
- While out, if physically capable, classroom instruction continues as distance learning is provided by the teacher.

**If a household contact of a student or staff member** is a laboratory confirmed COVID-19 case, that particular student or teacher should be removed from the class for a minimum of 14 days.

- The remaining students should be monitored under the guidance of the school nurse for COVID-19 related symptoms over that time period.
- The classroom and associated common areas shall be cleaned and disinfected in accordance with the most current CDC guidelines relating to COVID-19 affected areas.
- For contact tracing purposes a 48 hour lookback prior to the onset of symptoms will be utilized to identify potential close contacts.

**If a student and or driver on a bus tests positive for COVID-19**, the students/driver on this bus would be quarantined.

## Returning to School \*This guidance is subject to change per CDC guidelines [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

**A person who is symptomatic of COVID-19 must "isolate" for a minimum of 10 days.** (It is assumed that because they are symptomatic that they were exposed approx 4 days earlier totaling 14 days) They must isolate until:

- At least 10 days since symptoms first appeared **AND**
- At least 24 hours with no fever without fever-reducing medication **AND**
- Symptoms have improved [CDC Managing COVID Symptoms at home](#)
- Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart
- Up to the discretion of the district, we may require a note from a physician in order to return to school or direction from the NVHD

**ISOLATION** keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

**A person exposed to someone who is confirmed COVID-19, must quarantine for 14 days.** This assumes that they may become symptomatic on approximately day 4, but it can stretch up to 14 days.

- If they do become symptomatic, the clock resets and they move from quarantine to isolation from the day they become symptomatic until day 10.
- If they never become symptomatic, they can return after 14 days
- If they do become symptomatic, they follow the timeline above

**QUARANTINE** keeps someone who was in close contact with someone who has COVID-19 away from others.

For more information, see this [CDC Chart Defining Isolation and Quarantine](#)

## Family and Student Engagement

Derby Public Schools will comply with all state and federal family engagement requirements (e.g., School Governance Councils and Title I requirements) during the COVID-19 pandemic through virtual meetings using Zoom until it is safe to do so in-person. The schools will continue to facilitate virtual performances, recognition events, and celebrations to maintain high levels of family and student engagement.

The Superintendent will continue to ensure that ongoing two-way communication is available to the school community (staff, families, and students) about any new policies and/or protocols *prior* to reopening, or any time there is a significant policy change, and/or upon re-entry if a school closes temporarily during the year.

The Superintendent currently holds weekly Zoom conferences to engage stakeholders in the planning process and to create opportunities for dialogue about the Reopening Plan. Dozens of teachers, paraeducators, nurses, custodians, central office staff, and administrators serve on Reopening Committees to develop the district and building-level Reopening Plans. Additionally, staff and parents have been consulted and given the opportunity to provide regular feedback about reopening schools through surveys and community forums.

The complete Derby Public Schools Roadmap to Reopening Plan is available on the main landing page of the Derby Public Schools website ([www.derbyps.org](http://www.derbyps.org)), as well as each individual school. The plan can be translated in twenty different languages by using the language drop down in the top left-hand corner of the site. Additionally, the district's [Every Day Learning Plan](#) is posted on the district's main landing page and provides students, families and staff access to remote learning materials, Google Classroom sign in, current/past surveys, and tutorial resources for families and staff.

## Social Emotional Learning and Mental Health

Our community, like others, has experienced high levels of stress from the disruption of daily lives and worries about one's physical health, and many have been under financial strains from loss of work. Children who may be living with these strains, may feel stress and anxiety; this impacts both the body and brain. Derby Public Schools 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.

In preparation for the reopening of schools, DPS Wellness Committee Reopening Committee has/will:

- Evaluate and develop mental health readiness protocols for staff, students, and families
- Develop resources and professional development for staff self-care
- Develop general best practices of talking through trauma with children
- Define resilience strategies for children
- Develop a protocol for school-level outreach to at-risk students for use by school Crisis Team
- Administer mental health screeners and develop initial student support decisions .
- Develop crisis management support protocols related to COVID-19 to be used by the Child Study Teams (CST)
- Create instructional lessons in the areas of Social-Emotional Learning to ensure student needs are being met through team building with social distancing protocols in place
- Implement a school-wide tiered mental health support system

## Mental Health Awareness & Monitoring

Students' mental health will be a priority. Upon return to school, the Pupil Personnel Services (PPS) teams will utilize the COVID-19 School Adjustment Risk Matrix (C-SARM) provided by the National Association of School Psychologists to determine the appropriate level of support and service for each student. [COVID-19 School Adjustment Risk Matrix](#),

Students at low risk/concerns for school adjustment would be provided Tier 1 interventions; those at moderate risk/concern would be offered both Tier 1 and 2 interventions; and those with high to extreme risk/concern would be considered as appropriate recipients of all levels of support, including Tier 3. Services will range from indirect and consultative supports, to direct and intensive professional mental health interventions.



### Tier I: Universal (Primary) Crisis Interventions

Tier I supports are provided to all students through classroom instruction, caregiver training, informational bulletins, flyers, and handouts.

- Conduct universal screening to identify social-emotional needs of students.
- Conduct routine check-ins using a trauma- and resilience-informed lens
- Establish and implement daily routines for both in-person and remote delivery.
- Include stress management or mindfulness practices in daily classroom routine.
- Develop a system to connect with students and families to promote attendance



### Tier II: Selected (Secondary) Crisis Interventions

Tier 2 supports often involve group interventions with ten or more students participating. Specific Tier 2 interventions include practices such as social skills groups, self-management, and academic supports. Targeted interventions like these, implemented by typical school personnel, are designed to increase student engagement.



### Tier III: Indicated (Referral) Crisis Interventions

Tier 3 supports are provided to those who were severely impacted which has created barriers to learning. Specific Tier III strategies may include psychotherapy, individualized counseling, referral to outside agencies for mental health support.

## Staff Mental Health Awareness & Monitoring

Upon return to school, staff will complete [Mental Health Readiness to Return to School](#). The Wellness Committee will provide self-care strategies through presentations and consultations such as: [Self-Care for Staff Presentation](#).

During the first six weeks of school, staff will implement designated SEL topics and activities for students across the district. Staff will receive training by the Wellness Committee on a variety of topics including: safety, mindfulness, teamwork, relationship building, self-regulation, communication and expression.

## Community Mental Health Assistance

Families, students and staff who would benefit from additional community mental health assistance will be provided a [Community Resource List](#) to access services within the community.

## Professional Development for Staff Training for COVID-19 Safety Protocols

Teachers and staff will participate in five days of professional development prior to the first day of school (**August 31 - September 4**). This will allow staff to practice new protocols as part of the district-wide health, safety and wellness plans, as well as supporting teachers in the delivery of remote learning. An emphasis will be placed on strengthening synchronous learning when students/teachers are unable to attend in-person learning.

- School nurses will lead in-person or virtual training in social distancing, cleaning protocols, and hygiene practices. This training will be repeated during the first months of school reopening, and as needed.
- Lesson plans and videos will be provided to staff for student training on new protocols and will be taught and reinforced repeatedly during the first few months of school reopening.
- Substitute teachers/staff from Kelly Services must have completed appropriate training prior to working in the building and sign-in upon entry to the building, including a statement of agreement to follow school protocols. Kelly Services will be providing basic COVID/PPE training to all subs.

## Homeschooling Option

If you choose not to have your child attend school in-person or participate in distance learning, homeschooling is an option for families. The [Connecticut State Guidelines for Homeschooling](#) can be accessed here.

If you decide to homeschool your child, please review the steps below:

- Notify your child's school of your intent to withdraw for the purposes of homeschooling.
- Sign and scan back the [Withdrawal Form](#) indicating "homeschooling" as the reason.
- Complete the [Intent to Homeschool Form](#) and submit it to the Superintendent's office. You will receive a letter from the Superintendent's office upon review and approval.
- The homeschooling form requires you to identify the core content you are teaching during your year of homeschooling

It is suggested you do the following:

- Keep a log of attendance with days and hours of instruction
- Maintain a portfolio for each child which contains samples of activities, assignments, projects and assessments, as well as a log of books and materials used
- Contact potential colleges and universities in order to learn what is required for admission

**Note:** If you intend to homeschool, your child will not have access to the district curriculum, resources or technology. The State of Connecticut has designed a Remote Learning Hub (<https://portal.ct.gov/SDE/Academic-Office/CT-Learning-Hub>) which includes sections accessible to the public.

## Frequently Asked Questions

### **Who decides when and how we return to school?**

The Governor has the authority to issue Executive Orders to close schools throughout the state. In August 2020, a decision will be made about whether schools will open for in-person, full remote, or a hybrid model. Derby Public Schools is prepared for any one of these models.

### **If we have remote learning this fall will it look the same as it did in the spring?**

The district is working to ensure synchronous remote learning is robust and standardized across the district. Staff will receive professional training to meet this goal to support teaching and learning outside of the traditional classroom.

### **How will safety guidelines impact extra curricular activities, including athletics?**

The CIAC is the governing body in charge of making state decisions on sports. Information on all Athletics will be disseminated from the Athletic Director.

### **Will my child be allowed to participate in fall sports/extracurricular activities if he or she does not physically attend school?**

Guidance from CIAC is expected to be released the week of July 26-Aug. 1

### **If there is a Fall Sports season, can I go to watch?**

Further guidance on this will be coming from the CIAC.

### **Will I be allowed to visit my child's school?**

No, in order to maintain cohorts of students, we are discouraging any unscheduled visitors to our buildings. In the event that you are asked to come in for a meeting, you must wear your mask and have your ID to enter the building. If you are picking up a sick child, you will be asked to provide ID and remain in the vestibule to ensure the health and safety of all. Your child will be brought out to you.

### **We are going on vacation out of state in August. Will this impact returning to school/work?**

To control the spread of COVID-19 in Connecticut, all travelers who have spent 24 hours or longer in one of the [affected high-risk states](#) within 14 days prior to arriving in Connecticut and who are staying in Connecticut for more than 24 hours are required to (1) complete the "[Connecticut Travel Health Form](#)" and (2) self-quarantine for a period of 14 days from the time of last contact with an Affected State or for the duration of the traveler's stay in Connecticut, whichever is shorter.

### **Can my child bring his/her own hand sanitizer to school?**

Yes, as long as it is clearly labeled and approved by the school nurse. Additional guidance from the Naugatuck Valley Health Department is pending.

### **If I cannot come into the school, how can I contact my child's teacher for a meeting?**

Meetings can take place virtually and can be scheduled by phone or email. All staff email is available on our website. Each school has a page on our district website and you can find the contact information in the Staff Directory under Our School/Meet Our Staff.

**Will there be an in person Open House/Parent Teacher Conferences?**

No, this year we will hold our “Open House/Meet the Teacher Night” virtually. Until further notice, all parent conferences will also be held virtually.

**Will students take their Chromebook home daily?**

Yes, because of our new one to one initiative, students will take their Chromebook home daily. Chromebooks should be charged. If assistance is needed with technology, families can contact [DPSITSupport@derbyps.org](mailto:DPSITSupport@derbyps.org)

**If I choose distance learning for my child, can they still come in to get any services that they may have?**

No, any IEP related services will be provided remotely via appointment, similar to a tele-health visit.

**Will I be notified if a student or teacher of my child has tested positive for COVID-19?**

In the event that a student or employee tests positive, persons within that class setting/cohort will be notified to the greatest extent possible without revealing any confidential student information. Student information will remain confidential as required by law. We ask that all stakeholders respect people’s confidentiality.

**When should I stay home from school/work?**

Both students and staff should inform the school if they are sick with COVID-19 related symptoms, particularly if they have had a known contact with someone diagnosed with COVID-19 and have also had contact with the school population. They must stay home when they are sick, especially if they have COVID-19 symptoms such as fever and cough. More information can be found in the [CDC managing COVID symptoms at home handout](#).

**If I have been diagnosed with COVID-19, when can I return?**

At a minimum, it would be 14 calendar days before a student or a staff member can return. A doctor’s note clearing you to return to school/work will be required. However, while out for those 14 calendar days, the students who are physically able will be required to participate in distance learning.

**What if it is extremely hot outside?**

At this time, schools that are affected will be physically closed if it is too hot and the day will be treated as a snow day and added to the end of the previously scheduled school closing date. This decision will be made by the Superintendent and announced via School Messenger, television and social media.

**Will my child have a mask break?**

When possible, during the day, students will be taken to an area (outside preferably) where they can safely remove their mask for a short period of time. This will be developed by administrators and teachers prior to the start of school.

**Can I drop something off at the school if my child forgot it at home?**

You may drop items off on a table at the entryway provided it is clearly labeled. You will not be allowed into the office to drop it off. The item(s) will be retrieved by a staff member and delivered to your child.

**Can I send in a classroom snack/birthday/holiday for the entire class?**

No, at this time we are not allowing any outside food or shared “goodie bags” to be brought into school to share with others.

**How can I make sure I receive up to date information?**

It is very important to ensure that your child's school has accurate and up to date contact information. If your contact information has changed or if you are unsure about its accuracy, please contact the school secretary to update PowerSchool. Parents should also activate the ParentPortal in PowerSchool to receive information about your child's grades and attendance. The school secretary can assist with that also.

**My child is starting Pre-K and/or Kindergarten. Will there be an orientation?**

Yes, a virtual orientation will be held for all new parents and guardians to meet the teachers, describe our programs and answer questions you may have about the transition to our schools.

**If students are going to be eating breakfast in the classroom, what measures will be taken for students that may have allergies?**

No nut or egg products will be included in the "Grab & Go" breakfast for students. Once seated at their desk, students will be permitted to remove their masks to eat. Desks will be appropriately distanced. Teachers/staff will wear a mask and remain socially distanced (6 ft) during breakfast. Student desks will be wiped down after breakfast using disinfectant wipes.

**How will the schools enforce that protocols are being followed on the school bus?**

The district has arranged for bus monitors on the school busses to start the school year to help ensure PK-8 students are following all district safety protocols.

**What will happen if my child refuses to wear his/her mask in school?**

In the event a student refuses to wear a mask or face covering and does not have a medical exemption, the student will be given a warning and opportunity to correct the problem. Should the behavior continue, the student will be referred to the office. The school administrator will follow the school behavior matrix and follow progressive discipline under the category of "Classroom Disruption and/or Defiance/Disrespect."

**Will my child be able to switch from one model to another and how much advance notice should we provide to the school if there is a change?**

At this time, we are asking families to provide 72-hours notice if a voluntary change to the instructional model is requested (for example, from in-person learning to remote learning). This is subject to change based on guidance from the state.

For more FAQs Regarding Reopening K-12 Public School and responses from the State of Connecticut see here:

<https://portal.ct.gov/-/media/SDE/Digest/2020-21/Reopening-FAQs.pdf>

## Sources and Guidance

*Please note that sections of this document have been taken from or based on the following sources:*

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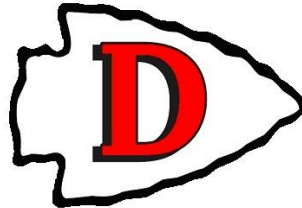
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Center for Disease Control (2020). **K-12 Schools and Childcare Programs. FAQs for Administrators, Teachers, and Parents** - CDC.gov/coronavirus. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools>

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For more information, please contact the Superintendent's Office

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Parents and community members are welcome to attend meetings to learn more about these plans

Superintendent's Parent Address	Held weekly via Zoom
Derby Board of Education Meeting	Held the 1st Tuesday and 3rd Thursday of each month *see BOE calendar for exact dates

**Meeting information will be posted on:**

Derby Public Schools website: [www.derbyps.org](http://www.derbyps.org)

Superintendent's Twitter page:  @derbypssuper