Maine Catholic Schools

Reopening Our Schools:

A Planning Framework for the 2020-21 School Year

July 31, 2020

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Dear Members of Our Catholic School Community,

In March, Maine Catholic schools, along with all public schools across Maine, closed their doors due to the COVID-19 pandemic. Two days later, Maine Catholic schools successfully opened their virtual doors, providing a high-quality, remote learning program for all of our students across the state, efforts that were lauded by both school families and the wider community. Our Catholic schools continued to nurture the souls of our students while providing a comprehensive academic plan, building on their tradition of excellence.

The excellence was visible in both our attendance data and parent surveys. On average, 96% of our students participated daily in direct instruction offered virtually by their classroom teachers. Morning prayer, the pledge of allegiance, and birthday celebrations were carried out by a majority of our schools each day. Through the dedication of our priests, weekly school Masses were celebrated via livestream. Rigorous academic instruction continued, parent surveys recognized the contributions of our teachers, and parents were highly satisfied with remote learning and the overall preparedness of our school communities for this crisis.

We have now arrived at the end of an academic year that has been anything but typical. We recognize that the past two-and-a-half months have been a difficult time for our families. Parents trying to juggle their workload while having their children home has been demanding and a strain on families. Parents and children have had to adjust to a “new normal” as we all made sacrifices for the greater common good.

Despite the outstanding efforts of our schools to carry out remote learning, we recognize that nothing can fully replace the value of relationships established in the classroom between students and teachers, and students and their classmates. We believe and recognize that learning and formation are at their best when occurring in a classroom. While remote learning offered us the capacity to carry on during the pandemic, it cannot emulate the richness of in-person classroom experience.

Today, we are announcing that our schools will open to in-school learning for the 2020-21 school year. Barring unforeseen developments, classes will be held five days a week with a full day schedule. Both before and aftercare at our schools will also reopen. We believe our small class sizes, coupled with the support of our parents and the school community, will allow for the safe reopening of our buildings. The capabilities of health officials and health care providers in Maine to test and track the virus have greatly improved, and health experts have a better understanding of how to mitigate the spread of COVID-19.

In conjunction with the Diocese of Portland, our administrative team has been and will continue planning for a safe and efficient opening in the fall for our schools. Following CDC guidelines for reopening schools, we are in the process of modifying our classrooms and facilities to successfully comply. Additional cleaning supplies have been ordered, and extra staff is being brought on to assist. Once the diocesan health measures and policies are finalized, your local school principal will communicate them to you and make you aware of their specific plans. We are confident that our schools' health protocols and processes will keep our school environments as healthy and as safe as possible for all members of our communities.

With this said, know that school will not look the same as it did when we left in mid-March. We are preparing now to meet all of the CDC guidelines. The most current CDC guidelines may be found on the CDC website: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html.

We recognize that there may be some families who may not feel comfortable sending their children to school for any in-person learning experiences in any configuration this upcoming year. Please know we understand that some family situations may have a greater cause for concern than others. As such, the Diocese of Portland is assisting each of our schools to develop a virtual, remote learning option where interested families will still be able to receive instruction for children in core content areas while remaining connected to their local school community. We ask that you contact your principal should you want to continue with remote learning for the next school year.

Our Maine Catholic schools remain committed to working in a spirit of cooperation with our local and state officials when possible as we all seek to advance the common good of our communities. We recognize that parents are the first teachers of their children, and we fully understand that you have made a cognizant choice and firm commitment to ensure your child receives a Catholic education. Though there are many alternatives to Catholic education, there are no substitutes, and we thank you for your continued support and prayers. Please be assured of my prayers for you and your loved ones.

May the Holy Spirit continue to guide and direct us,

Marianne Pelletier

Marianne Pelletier
Superintendent
Maine Catholic Schools

VISION

Throughout the 2020-21 school year, our communities are healthy and connected, and all students are receiving spiritual support and guidance as well as high-quality instruction that meets their needs.

GUIDING PRINCIPLES

- Maintaining continuity of instruction
- Keeping students and staff safe and healthy
- Ensuring access and equity for all students
- Communicating with stakeholders, such as staff, families, and partners
- Ensuring flexibility to meet the needs and advocate for all students, while maintaining fiscal solvency

INTRODUCTION

The Diocese of Portland Office of Maine Catholic Schools has created this plan to aid in navigating the reopening of our school so that faculty, staff, students, and families feel safe, and to reduce the impact of COVID-19 conditions upon returning to our schools. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the Environmental Protection Agency (EPA), the Maine Department of Education (MDOE) and the Maine Department of Health and Human Services (DHHS). Regular updates will be made to this plan based on information provided by the CDC, WHO, DHHS and any other applicable federal, state, and local agencies. Until the current pandemic is over, school leaders need to monitor guidance from multiple sources, including the Diocese of Portland and the Office of Maine Catholic Schools.

- Link to Framework from MDOE
- Link to MDOE COVID-19 Resources for Schools
- Link to DHHS Coronavirus Resources page
- Link to Office of the Governor COVID-19 Response page
- Link to Diocese of Portland Response to Coronavirus
- Link to CDC guidelines
- Link to WHO
- Link to EPA

During “normal” situations, private schools in Maine are not required to follow all of the regulations and requirements issued by the Maine Department of Education, so in some cases we can more readily require things of faculty, staff, students and parents regarding protocols, procedures, resources and materials. With the impact of COVID-19 on society, along with the state orders and guidance being provided by multiple agencies, we need to use the information provided as guidelines and make decisions that keep all staff and students safe as they return to school.

As Maine has moved from the *Stay Safer at Home* order to the *Restarting Maine’s Economy* plan, we believe it is time to draft and finalize plans with regards to reopening our Catholic schools in Fall 2020.

Health protocols are one of our priorities and they include:

1) **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning during a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
   a) *Student Groups/Cohorts:* In the spirit of "reducing the denominator," students are organized into discrete groups or cohorts to minimize the spread of COVID-19. Depending upon grade level and school campus layout, students will remain in assigned cohorts and educators will rotate through the classrooms as scheduled.
   b) *Hygiene:* Within groups of students and throughout the school campus, we will emphasize strong health and hygiene practices and ask that families do the same at home.
   c) *Remote learning options*: If a student or their family member is in a higher-risk group, or they are not comfortable with returning to the school campus at this time, we will give them the option of continuing remote learning.
   d) *Cleaning, disinfecting and sanitization*: Schools will develop cleaning, disinfecting and sanitizing schedules. The schedules will identify when the school campus will be cleaned, disinfected and sanitized using EPA-approved products.

2) **Presence:** We are focusing on keeping school open daily, as much as we can based upon current conditions. We do not want to burden parents with challenging schedules that require them to stay home and out of work – we want our students at school in their student groups for the full day. If a student is unable to return to school due to medical reasons or parent preference, that student can continue to receive instruction through remote learning methods. However, once a choice for an instructional model/preference has been made, moving from one form of instruction to another will require approval from the principal.

3) **Growth:** Despite the challenges presented to us during the pandemic, we want our students to continue their academic progress at grade level in their faith and in all core academic standards.

Distribution and Revisions

This document is intended as a guide to assist school leadership in planning for the reopening of the school campus for the 2020-21 academic year and the measures that may need to remain in place while the country experiences the effects of COVID-19.

Updates to this protocol and other current information, such as links to resources, will be shared with school leadership through normal communication channels. In turn, schools are responsible for developing and sharing school-specific plans with their school communities through normal communication channels, including the school website and student information system.

Communication

Communication to various entities, including the school community, county health department, and the Office of Catholic Schools will be critical during the reopening of the school campus for the 2020-21 academic year. Communication will be key at any time throughout the school year as we move through different levels of the pandemic. It is recommended that schools develop a communication plan to assist with communicating to various entities throughout the school year, depending upon the level of COVID-19 spread within the community.

Levels of Community Spread

When reopening school for the 2020-21 academic year, school leadership needs to understand what the current federal, state, city and county protocols are in place for COVID-19 at the time of reopening. **Keep in mind that at any time, different protocols may be in place depending upon the level of infectious spread through a particular community.** Links to resources provided in this document should be reviewed on a regular basis throughout the year and adjustments to the school-specific plan be made accordingly. Data on levels of community spread can be found here:

https://www.maine.gov/doe/framework/part-I/#risk

https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/data.shtml.

The Maine CDC provides contact information for the public health agencies by county. Use the link below to access the information and identify the county or counties you would need to be in contact with during any type of infectious disease outbreak:

https://www.maine.gov/dhhs/mecdc/public-health-systems/lphd/index.shtml

Symptoms of Coronavirus

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Below is a link to the CDC website to review the latest information on COVID-19 symptoms.

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

People Who Need to Take Extra Precautions

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19. Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility

- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
    - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

Below is a link to the CDC website to review the latest information on people at higher risk for severe illness as a result of COVID-19.

https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/

Steps to Take if You or Someone You Know is at Higher Risk

If you or someone you know are at higher risk for serious illness from COVID-19 because of age or a serious long-term health problem, it is extra important to take actions to reduce the risk of getting sick with the disease.

- Stay home if possible
- Wash your hands often
- Take everyday precautions to keep space between yourself and others (stay six feet away, which is about two arm lengths)
- Keep away from people who are sick
- Stock up on supplies
- Clean and disinfect frequently touched services
- Avoid all cruise travel and non-essential air travel
- Call your healthcare professional if you have concerns about COVID-19 and your underlying condition or if you are sick

Below is a link to the CDC website to review the latest information related to reducing risk of exposure to COVID-19.

https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/what-you-can-do.html

GENERAL PROTOCOLS

We anticipate that the Coronavirus (COVID-19) pandemic will continue to impact our schools through the 2021-22 academic year. Even if a vaccine is developed soon, the widespread distribution and administration may stretch through the end of 2021, potentially into 2022. Until that time, schools need to implement new policies, procedures, protocols and guidelines, regardless of the level our state is in during this pandemic. We can also be assured that while this may be the first pandemic to hit the United States hard in recent years, it probably will not be the last. We need to have plans in place so that, regardless of the level that the virus that is spreading through the community, schools can react accordingly and continue to serve students.

Some guidance in this document is directly related to COVID-19; other guidance is provided for schools regardless of the type of infectious disease outbreak, i.e., measles, norovirus, etc. Protocols outlined are suggested guidance based upon various federal, state and county resources.

There are multiple resources available to school leaders for planning purposes; the guidance outlined can change depending upon the community spread and/or outbreak. Keep in mind that the online resources are updated regularly by the respective entity. Many of the items referenced in proposed plans are outlined with additional guidance on the following pages of this document for Maine Catholic schools. Whatever plan you put together for your school needs to adapt to the changing landscape in your school, your local community, your local county and the state of Maine.

CDC Schools and Day Camps Guidance

CDC offers the following recommendations for a plan to keep communities safe while schools plan to reopen and parents return to work.

- Scale up operations
  - Communication
  - Provide learning options for those at higher risk
  - Implement health safety protocols
- Safety actions
  - Promote healthy hygiene practices
  - Intensify cleaning, disinfection, and ventilation
  - Promote physical distancing
  - Limit sharing of belongings
  - Train faculty, staff and students in the use of cloth face coverings, hand-washing hygiene, physical distancing measures
  - Check for signs and symptoms
  - Plan for when a faculty, staff, student, or visitor becomes sick
  - Maintain healthy operations
- Closing operations based upon transmission of the virus
  - Monitor state and local health departments for updates on outbreaks, community spread, etc.

For a general overview of the CDC plan guidance, visit https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html.

MDOE Framework for Return to Classroom Instruction

MDOE offers the following recommendations for planning the 2020-21 academic year. Maine Catholic Schools took the guidelines into consideration as we developed our plan to reopen. Key sections that may be of interest to you as the school leader putting the plan together are:

Part I - Physical Health and Safety
Part II - Social, Emotional, Behavioral, and Mental Health
Part III - Academic Programs and Student Learning
Part IV: Common Expectations for Hybrid and Remote Learning Models
Part V - Additional considerations

For a general overview of the MDOE guidance, visit https://www.maine.gov/doe/framework.

Common Use Items and Areas

Some spaces in the school may be "hot spots" where we may not be able to guarantee complete safety due to the inability to control the situation within the space. Keep in the mind the following:

- Parents and visitors should not be permitted to enter the school building. If parents or visitors are permitted to enter the school building or grounds, they will only be allowed to enter a designated area.
- Provide disinfected pens (1x use per person) for use when parents are signing in and out their child.
    - Have two (2) pen holders: one for disinfected pens, one for pens that have been used.
    - Disinfect pens, pen holders and clip boards on a regular schedule.
- Maintain six feet of distance between individuals/families when signing in and out.
- Signage throughout the school building, along with markings on the floor will help with physical distancing and can be used as needed.

Physical Distancing

Physical distancing is an effective way to prevent the spread of infectious diseases, including COVID-19. All school faculty and staff should adhere to the recommendations provided by public health officials.

- Maintain six feet of distance between individuals in classrooms, hallways, bathrooms, cafeteria/lunchroom and playground.
- One-way traffic flow may be designated for hallways to help maintain physical distancing requirements.
- Signage throughout the school building, along with markings on the floor, will help with physical distancing and can be used as needed.
- There should be no physical contact (e.g., handshakes, hugs or "high-fives") between students, faculty and staff, excluding members of the same family.
- Group gatherings of any size in hallways, classrooms, bathrooms, cafeteria/lunchroom and playground are to be avoided.
- Adhere to all local and state guidelines in any plans being made for group gatherings of any size.

Source Control Measures

To help stop the spread of infectious diseases, source control measures may be put into place to protect students, faculty and staff from those who may be carrying or infected with an infectious disease. These control measures include the wearing of cloth face coverings. Cloth face coverings may provide some protection against inhaling contaminated aerosolized diseases and offer some protection to others when the wearer sneezes, coughs, talks, laughs or sings by catching some of the particles in the cloth. For this reason, cloth face coverings must be cleaned daily with hot water/detergent and heated in a dryer to kill any pathogens released.

Cloth Face Coverings

- Teach and reinforce use of cloth face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.
    - Note: Cloth face coverings should **not** be placed on:
        - Children younger than 2 years old
        - Anyone who has trouble breathing or is unconscious
        - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.
- Face coverings will be required during recess if students are unable to be at least six feet apart.
- In addition, a five-pack of cloth face coverings will be requested by the school for the teacher to keep in a well-labeled, individual zip-loc bag in the event the student comes to school without a cloth face covering.
- Guidance for wearing cloth face coverings can be found at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html.
- Students with specialized needs may have the option for alternative appropriate face coverings with prior approval.

Proper Health and Hygiene Practices

- Everyone on the school campus needs to remember to wash their hands properly as it is one of the best defenses against any virus and infectious disease, including COVID-19.
- All faculty, staff, and students are to wash their hands often with soap and water for at least 20 seconds.
- If soap and water are not available, individuals should use alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of their hands and rubbing them together until they feel dry. Hand sanitizers should be stored out of the reach of young children and should be used with adult supervision. Do not use hand sanitizers containing methanol.

- Everyone should avoid touching their eyes, nose and mouth.
- Everyone should cough or sneeze into the inside of their elbow; or cover their mouth and nose with a tissue when they cough or sneeze and promptly throw the tissue in the trash, and then wash their hands or use hand sanitizer.
- Everyone should get in the practice of always washing their hands after they cough, sneeze or use the restroom, to help prevent the spread of germs.
- Handwashing guidance, resources and videos to share with faculty, staff, students and families can be found at https://www.cdc.gov/handwashing/index.html

Delivering Sanitation, Health and Hygiene Instruction

- Faculty and staff will be educated and trained in sanitation, health and hygiene instruction using a variety of resources including hands-on, on-line training, and videos.
- All chemicals used for cleaning and sanitation measures must be kept out of the reach of children.
- Teachers will provide initial and routine instruction in physical distancing and health and hygiene practices to their students.
- Classroom instruction will be delivered respecting physical distancing guidelines, 1:1 with student devices, etc.
- Families will be asked to reinforce physical distancing and health and hygiene practices outside school.
- Face coverings are an essential part of source control measures and are required to be worn by faculty, staff, students, essential volunteers and independent contractors while on school campus.

Group Gatherings

- Group gatherings per State of Maine official orders may include up to 50 people who are physically distanced. This may be subject to change in the future depending upon location and orders in place at the time.
- Adhere to all local and state guidelines in any plans being made for group gatherings of any size.

Student Cohorts/Groups

- The use of outdoor space should be considered, weather permitting, for a cohort of students.
- Students can be placed in cohorts/groups by grade level; groups are to be determined by school leadership.
- Consider assigned seating for students, to help track virus spread if a student or staff member tests positive for COVID-19.
- It is recommended that students remain within their student cohorts/groups at all times, including during lunch and structured recess (if applicable).
- Students should not visit another classroom outside of their groups or grade level, except in extenuating circumstances.
- Students should be mindful of the physical distancing and health practices in which they are instructed to follow with the understanding they may not be able to return to the school campus if the instructions are not followed.
- Students should have their own designated space solely for their use in the classroom, study hall and extended care (if applicable) within the group setting.

- Students should not share desk space, school supplies, phones, food, drink, or work physically close together in "project" groups or pairs.
- Any student showing signs of illness will have their temperature taken in a designated location as defined by school leadership and the student cohort/group will be monitored closely depending upon the health of the student showing illness.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) protects the person wearing it; if a student or school employee presents with an influenza-like-illness/COVID-19 symptoms at school, the nurse and/or delegated medicine administrator may put on PPE (if available) while isolating the school employee or student. It is not recommended that PPE be worn by all faculty, staff and students during the normal school day. Source control methods (cloth face coverings) may be recommended at times to be worn during the school day depending upon the level of community spread.

In order to minimize exposure to COVID-19 or other infectious diseases, PPE is worn to prevent certain exposures to airborne, droplet and/or contact contaminants. The use of personal protective equipment does not replace physical distancing, hygiene practices, and frequent cleaning efforts. Cloth face coverings are not PPE. PPE includes:

- **Gloves:** Touching the face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination. Hands should be washed after gloves are removed. Staff that provide care directly to students or other faculty and staff members who have symptoms of illness will be required to wear gloves for their safety.
- **Gowns:** Gowns may be cloth or disposable and are worn to protect the wearer from body fluids or other contaminants. Staff that provide care directly to students or other faculty and staff members who have symptoms of illness may be required to wear gowns for their safety.
- **Face Shields/Goggles:** Shields are placed after the mask and protect the entire face while goggles only cover the eyes/glasses. While goggles help, shields are preferred because they protect the eyes, face and mask from any contaminated aerosolized droplets. Staff that provide care directly to students or other faculty and staff members who have symptoms of illness may be required to wear face shields/goggles for their safety.

COVID-19 Screening and Symptom Checking: School Employees

Below are two options outlined for screening and symptom checking of school employees.

Screening

OPTION 1: To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of the school community, **all school employees will be required to pass a daily temperature check and symptom screening prior to entering the school campus and/or school building.**

- A temperature no greater than 100.4 degrees Fahrenheit will be the guideline for reporting to work.
- If a school employee believes they may be experiencing "influenza-like-illness/COVID-19 symptoms" before they head to work, the school employee is expected to notify school

leadership immediately and remain home or see a health care provider depending upon the severity.

- The self-screening protocol form or digital screening process will be used as a resource by school employees to check for "COVID-19 like" symptoms while at home.

OPTION 2: To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of the school community, **school employees will be required to conduct a self-screening of COVID-19 symptoms and conduct a temperature check at home prior to leaving for school to report to work.**

- A temperature no greater than 100.4 degrees Fahrenheit will be the guideline for reporting to work.
- Faculty and staff with notable symptoms while at home will be expected to report them to school leadership and remain home or seek medical care if necessary.
- The self-screening protocol form or digital screening process is to be distributed to all faculty and staff members for use.

Illness

- If a faculty or staff member becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be instructed to go home or to the nearest health center.
- School employees returning to work from an approved medical leave should contact school leadership and provide the planned "return to work" date.
- School employees may be asked to submit a healthcare provider's note before returning to work; health care providers may not be able to provide the note depending upon level of community spread.
- *Appendix B: COVID-19 Outbreak in School or Community* outlines steps to take if a case of COVID-19 is confirmed.

Return to Work

If diagnosed with COVID-19, a school employee may return to work when all three criteria outlined below are met:

- At least three days (72 hours) passed since recovery (no fever without the use of fever-reducing medications)
- Improved respiratory symptoms
- Depending upon guidelines, a healthcare provider may need to confirm release to return safely to work

If a school employee has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed that the school employee has COVID-19 and may not return to work until the three criteria listed above have been met.

COVID-19 Screening and Symptom Checking: Students and Families

Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of the

school community, students and families may be required to conduct a self-screening of COVID-19 symptoms at home and pass a temperature screening on campus entry.

- A temperature no greater than 100.4 degrees Fahrenheit will be the guideline for attending in-school instruction.
- Parents with a child who has notable symptoms will be expected to report the child as absent and remain home.
- The self-screening protocol form or digital screening process is to be distributed to all families and students for use.

Illness

- If a student becomes ill at school or if another student in the student's cohort is exhibiting symptoms of COVID-19 at school, the student exhibiting COVID-19 symptoms will be isolated and parents notified to come pick up the student immediately.
- Parents may be instructed to take their child home or to the nearest healthcare facility for testing and treatment.
- Parents may be asked to submit a healthcare provider's note before the student can return to the school campus for in-school learning.
- *Appendix B: COVID-19 Outbreak in School or Community* outlines steps to take if a case of COVID-19 is confirmed.

Return to School for In-school Learning

If diagnosed with COVID-19, a student may return to school when all three criteria outlined below are met:

- At least three days (72 hours) passed since recovery (no fever without the use of fever-reducing medications)
- Improved respiratory symptoms
- Depending upon guidelines, a healthcare provider may need to confirm release to return safely to school

If a student has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed that the student has COVID-19 and may not return to school until the three criteria listed above have been met.

School Employee or Student Becomes Sick versus Requiring First Aid or Medication

Schools need to plan accordingly for separate spaces for school employees and/or students that become sick (fever, vomiting, diarrhea) versus those that require first aid, e.g., band aids, dispense medication, ice packs.

Sick (fever, vomiting, diarrhea)

- Identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. School nurses and other providers should use Standard and Transmission-Based Precautions when caring for sick people.
- PPE is required and must be worn by the school nurse or other providers when assisting the

person exhibiting symptoms.
- An isolation room with an outside door is ideal to decrease the spread of the disease.
- A space that has its own bathroom is important to keep the other bathrooms from becoming contaminated.
    - If this is not possible, cleaning and disinfecting protocols will need to outline what happens when a bathroom is shut down due to an infectious disease cleaning.
- Contact parents/guardians to communicate pick-up procedures for sick student.
- Contact spouse/friend to communicate pick-up procedures for sick school employee.
- *Appendix B: COVID-19 Outbreak in School or Community* outlines steps to take if a case of COVID-19 is confirmed.

First Aid: Including injuries, non-infectious disease symptoms, and medicine administration

- Identify a separate space for those with injuries/illnesses or daily routine health services, such as medication administration.
- Because these students are not ill, this area can be in a more common area where privacy is still maintained.

Students with on-going or chronic health conditions

Caring for students with chronic conditions may require additional protocols to ensure they are properly supported in a safe and healthy school environment.

- If a school does not have a nurse on-site full-time, school leadership needs to identify faculty and/or staff members who will be trained and delegated to administer medications and other medical treatments ordered by authorized care providers.
- Current Catholic school policy regarding medicine administration continues to apply in all cases, including the dispensing of prescribed and over-the-counter medications.
- Students with on-going or chronic health conditions may be able to use the regular "first-aid" room, depending upon health condition.

Shared Spaces: Classrooms

- School employees are encouraged to disinfect their workspaces multiple times throughout the day, giving special attention to commonly touched surfaces.
    - The school has various Environmental Protection Agency (EPA) approved cleaning products available throughout the school to clean and disinfect frequently touched objects and hard surfaces such as doorknobs, desks, chairs, telephones, white boards and keyboards.
    - Per the CDC guidelines, "cleaning products should not be used near children and staff should ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes."
- The custodial staff will clean all workspaces at their designated cleaning time with EPA approved disinfectants.
- School employees are to use cleaning products provided by the school to clean and disinfect workspaces.
- Use of gloves and masks (when using spray) is required when disinfecting workspaces with EPA approved 'wet' wipes and/or spray disinfectants. Always follow the directions on the label.

- Faculty and staff are to reference cleaning, disinfecting and sanitizing schedules as defined and in use at the school.
- As a matter of personal hygiene, students should be keeping their desks free of dirt, grime and debris that can easily be cleaned with soap and water as needed.
- Increase airflow in the classroom as much as possible.
- Use signage and markings to establish physical distancing guidelines and healthy hygiene practices.

Shared Spaces

Some spaces in the school may be "hot spots" where we may not be able to guarantee complete safety due to the inability to control the situation within the space.

Library

- Monitor the number of persons in the library based upon state and county health department guidelines.
- Access to the library by scheduling students based upon student groups/cohorts is recommended.
- All tables, chairs, computers available for access should be cleaned and disinfected after each use or on a regular schedule.
- Maine Library Commission guidelines

Drinking Fountains and Water Bottle Filling Stations

- Depending upon the current pandemic outbreak situation, drinking fountains and water bottle refilling stations may or may not be available for use.
- If drinking fountains and water bottle filling stations are open for use, all physical distancing guidelines must be observed at all times.
- Signage above the drinking fountain indicating use, along with markings on the floor will help with physical distancing and healthy hygiene practices.
- It may be prudent for faculty, staff and students to bring their own water bottles (with straws if desired) to school each day.
    - Students: name and grade need to be clearly written on water bottles

Restrooms

- It is recommended that there be no more people than sinks in the bathroom at a time, or that the restroom floor be marked to indicate six-foot intervals to wait in line.
- All physical distancing guidelines should be observed at all times.
- Students and school employees should continue to wear a cloth face covering while in the restroom.
- Display signage in the restrooms illustrating proper hand washing and hygiene practices.
- If possible, designate restrooms for specific student cohorts/groups to reduce the number of students using the same restroom.
- Ensure each restroom has an adequate supply of soap and paper towels.
- Maintenance/janitorial services may need to increase during the school day to clean and disinfect high touch areas, such as door handles, faucets, soap and paper towel dispensers.

Elevators

- All physical distancing guidelines should be observed at all times.
- Students and school employees should continue to wear a cloth mask while in the elevator.
- Consider having access to hand sanitizer at each elevator door for use before and after a person uses the elevator.

Hallway Lockers

- Consider not allowing the use of lockers and instead allow students to bring belongings to the classroom and place in personal cubby or container next or near to their own assigned personal space.
- If locker use is needed, create a schedule or process for fewer students to access their lockers at the same time.
- All physical distancing guidelines should be observed when students are accessing lockers.
- Signage along the hallway corridor where the lockers are located indicating access do's and don'ts, along with markings on the floor will help with physical distancing.

Cafeteria/Lunchroom/Food Service Areas

- The school should be monitoring the number of persons in the cafeteria/lunchroom/food service areas based upon state and county health department guidelines.
- Sanitize cookware, plates, cups, cutlery and food preparation areas; plan for distribution that minimizes handling.
- Limit unnecessary staff in the cafeteria/lunchroom/food service areas.
- Sanitize table surfaces between eating shifts/schedules.
- Emphasize the need to maintain six feet of distance between faculty, staff and students in the cafeteria/food service area.
- Consider using disposable/compostable plates, cups, cutlery, condiment packets, etc. to minimize the spread of germs and viruses.
- Consider closing cafeterias and food service areas if possible; if not, stagger use and disinfect between eating shifts/schedules.
- Consider providing lunch inside classrooms instead of the cafeteria/lunchroom/food service areas.
- Consider having access to hand sanitizer at each cafeteria/lunchroom/food service area door for use if hand-washing stations are not available.

Gymnasium

- All physical distancing guidelines should be observed at all times.
- Consider designating separate areas in the gym for a specific use; use floor markings and signage to communicate intention and usage
- Limit the number of students in the gym at any one time; follow all state and local health department guidelines for group gatherings.
- Limit or discontinue use of bleacher seating; if used, follow all state and local health department guidelines for group gatherings and physical distancing guidelines.
- Discourage sharing of items that are difficult to clean, sanitize, or disinfect.
- Do not allow students to share towels, clothing, or other items they may use to wipe their face and hands while using gym equipment.
- Some gym equipment may be used (i.e., weight machines) if the equipment is disinfected after each student's use.

- Make sure there are adequate supplies of shared items (i.e., basketballs, bats) to minimize sharing of equipment; otherwise, limit use of shared items to one student at a time and disinfect between use.
- Ensure ventilation systems and fans operate properly.
- Increase circulation of outdoor air as much as possible without posing a safety or health risk (i.e., risk of falling out a window, triggering asthma symptoms) to students, faculty and staff.

Playgrounds, Open Spaces, Athletic Fields

- Consider staggering playground use by student group/cohort.
- If the use of playground equipment is allowed, it should be disinfected after each student group/cohorts' use. Students must wash their hands after using playground equipment.
- All physical distancing guidelines should be observed at all times.
- Cloth face coverings must be worn if physical distancing six feet apart is not possible.

Limited Access to Certain Shared Workspaces

There may be limited access to certain workspaces to reduce exposure to infectious diseases and to ensure the health and safety of the school campus. All physical distancing measures, along with any source control measures (cloth face coverings and possibly gloves) may be required and will apply if applicable. Community transmission levels along with local public health agency guidance should influence decisions regarding access to open/shared workspaces. Suggestions are outlined below.

Workspace	Guideline
Offices	The school should be monitoring the number of persons in the office based upon state and county health department guidelines.
Conference Rooms	Signage indicating closure and/or capacity limits should be placed on all conference room doors; removal of chairs, tables and/or desks may be necessary.
Break Rooms, Teacher Lounge	These spaces may be closed or have limited access; shared appliances such as coffee machines, microwaves and refrigerators may not be available for use depending upon the level of community spread. If open for limited access, shared appliances need to be cleaned and disinfected either after each use or on a regular schedule. Sharing of food, pots of coffee/tea, snacks, etc. is discouraged.
Copy Room	There may be limited access to the copy room; signage indicating restrictions should be posted.
Chapel and/or Church Access and Use	These spaces may be closed or have limited access depending upon the level of community spread. If open for limited access and use, shared space needs to be cleaned and disinfected after each use. Follow all guidance as issued by the state and/or diocese.

Parent and Visitor Restrictions

- Parents and visitors should not be permitted to enter the school building. If parents or visitors are permitted to enter the school building or grounds, they will only be allowed to enter a designated area.

Professional Development/Meeting Travel Restrictions for Faculty and Staff

- Depending upon the level of community spread, travel to various large group gatherings (professional development, meetings, etc.) may be limited, postponed or cancelled.
- Virtual options may take the place of in-person meetings depending upon the event.
- In consideration of those at a higher risk of exposure, offer a combination of both in-person and virtual options for meetings, professional development, etc.

The Centers for Disease Control offers guidance for travel. Both links are provided so that school leaders can share them with faculty, staff and parents. Faculty, staff and parents must follow state requirements for travel out of state.

CDC Considerations for Travels – Coronavirus in the US: Traveling away from your local community
https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html

CDC Coronavirus Disease 2019 (COVID-19) Travel
https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html

Volunteers and Independent Contractors

- Essential volunteers and independent contractors on campus must be approved by the principal and will be conditional on the volunteer/contractor passing the same screening process as school employees.
- It is preferable to schedule work by independent contractors outside of school hours if possible.

Field Trips

- Field trips will not be allowed until further notice
- Field trips may be allowed in the future depending upon level of community spread and location of field trip.
    - Transportation to/from field trip location should be done by parents transporting their own children.
    - Adhere to all local and state guidelines in any plans being made for group gatherings (i.e., student group/cohort field trips) of any size.
    - While on a field trip, faculty, students, and chaperones should observe all physical distancing guidelines at all times.

Celebration of Mass

- Follow all guidance as issued by the diocese.
- In-person whole school Mass may be allowed depending upon level of community spread and the guidance from the Parish (if a parish school).
- Consider livestreaming Mass for the whole school.
- A Mass celebration schedule can be implemented following all physical distancing guidelines, recommended number of individuals in the space based upon city and county health orders, and source control measures (cloth face masks) may also be required.
- Mass celebration alternatives that involve the entire school community are encouraged.

Extracurricular Activities (Athletics, Speech, Band, Choir, Theater)

- Athletics: Our sports programs will adhere to the Maine Principals Association guidelines http://www.mpa.cc/. We are awaiting further information from the State of Maine regarding athletics. More information will be provided to parents as it is known.
- Band: Rehearsals for small groups (15 or fewer) may take place for non-wind instruments (e.g., percussion, strings, etc.). Students must be physically distant. Rehearsals must occur virtually for wind instruments (woodwinds and brass).
- Choir, Drama/School Play, Christmas Program: Schools must conduct such programs virtually or cancel them for the coming school year.
- Other Activities: For other activities (e.g., chess, debate, etc.), schools must meet specific health and safety requirements. If such requirements cannot be met, these activities must be conducted virtually or canceled.

Morning Drop-Off, After School Pick Up and Late Drop-Off

- Maine Catholic Schools will be utilizing a digital screening process. Parents daily will electronically check their child in for school using the program provided by the school.
- Stagger arrival and drop-off times, locations, or put in place other protocols to safely distance parents and students as much as possible to limit the number of students trying to enter the school campus or a building at the same time.
- It is strongly suggested that curb side drop-off and pick-up be conducted at all times.
- Parents should not be allowed in the school building. If there is an emergency and the parents are permitted to enter the school building or grounds, they will only be allowed to enter a designated area.
- Consider separate screening and symptom checking lines, stations and entrances by grade, time, or student cohort/group.
    - Screening and symptom checking can take place at the car door/window, if drop-off car lines have enough space to safely conduct screenings, and then have the student exit the car to enter the building.
- Reinforce to all faculty, staff, students and parents the safety measures (i.e., physical distancing, cloth face coverings, etc.) in place on school grounds.
- Use signage and markings to establish and reinforce all safety measures established for the school building and campus.

APPENDIX A: DEFINITIONS

Throughout the document specific terms are used to further explain and/or describe information being presented. It may be helpful to review the definitions prior to reading through the document. Additional definitions may be added as the document evolves.

Cleaning	The removal, usually with detergent and water or enzyme cleaner and water, of adherent visible soil, blood, protein substances, microorganisms and other debris from the surfaces and equipment by a manual or mechanical process that prepares the items for safe handling and/or further decontamination. (CDC)
Disinfecting	Using a chemical agent (or sometimes a physical agent like radiation or extreme temperatures) to destroy disease-causing pathogens or other harmful microorganisms but might not kill bacterial spores. It refers to substances applied to inanimate objects. (CDC)
Student Group/Cohort	Students are organizedinto discrete groups or cohorts, e.g., by grade, by last name, etc., to minimize the spread of COVID-19.
Sanitation	The process of reducing microbial contamination to an acceptable “safe” level. The process of cleaning objects without necessarily going through sterilization.
Outbreak	The occurrence of more cases of a disease than would normally be expected in a specific place or in group of people over a given period of time. Outbreaks can range from food poisoning to enterovirus to seasonal flu.
Personal Protection Equipment (PPE)	Personal protective equipment (PPE) refers to protective clothing, helmets, gloves, face shields, goggles, facemasks and/or respirators or other equipment designed to protect the wearer from injury or the spread of infection or illness. PPE is commonly used in health care settings such as hospitals, doctors’ offices, and clinical labs. When used properly, PPE acts as a barrier between infectious materials such as viral and bacterial contaminants and your skin, mouth, nose, or eyes (mucous membranes). The barrier has the potential to block transmission of contaminants from blood, body fluids, or respiratory secretions. (FDA)

APPENDIX B: COVID-19 OUTBREAK IN SCHOOL OR COMMUNITY

Schools should be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur at school, regardless of the level of community spread. The information provided below is to assist school leaders in knowing what potential steps to take when a confirmed case of COVID-19 is in the school or community. **It is important for school leaders to work directly with state and local health officials, and the Office of Catholic Schools,** to determine the most appropriate actions related to:

- Potential school closure
- Cleaning and disinfecting of school campus
- Communication to the community related to continuation of learning

Confirmed Case of COVID-19 in School, Regardless of Transmission

Any school in any community might need to implement short-term closure procedures regardless of community spread if an infected person (faculty, staff, student, visitor or volunteer) has been in the school building or around the school campus. If this happens, the following procedures based on CDC guidelines are recommended regardless of the level of community spread:

- Coordinate with local health officials and the diocese
    - Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials and the superintendent.
    - Local health officials and the diocese will help school leaders determine a course of action for the school and childcare programs.
- Dismiss students and most staff for 2-5 days
    - Initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school.
    - It also allows time to determine appropriate next steps, including whether an extended dismissal is needed to stop or slow further spread of COVID-19.
- Communicate with staff, parents, and students
    - Individually identifiable medical information must be kept private.
    - Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.
- Clean and disinfect thoroughly
    - Close off areas used by individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential exposure to the virus.
    - Open outside doors and windows to increase air circulation in the area.
    - If possible, wait up to 24 hours before beginning cleaning and disinfection protocols.
- Make decisions about extending the school dismissal
    - Temporarily dismissing school and childcare programs as a strategy to stop or slow the further spread of COVID-19 in the community.
    - Maine Catholic Schools would close if the Governor of Maine mandates a Stay at Home Order.
- Implement strategies to continue education and related supports for students

CDC specific recommendations, guidance and suggestions for consideration based upon the information outlined above, including a “school decision tree” can be found at the link provided below.

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools-h.pdf

APPENDIX C: CLEANING PROTOCOLS AND HEALTH SAFETY SUPPLIES

Facilities Cleaning

The safety of our school community – students, faculty and staff – is our first priority and of utmost importance to reopening schools and keeping everyone as safe as possible from the spread of infectious diseases, including COVID-19. Upon reopening, our school has been completely cleaned and disinfected, and we will continue to adhere to all necessary health safety precautions, guidelines, and protocols determined by federal, state, city and county orders. In addition to the deep cleaning of the school campus before members of the school community return, the steps outlined below will routinely serve to protect everyone and reduce the risk of spreading infectious diseases.

Cleaning and Disinfecting Plan

It is important for each school to put together a cleaning and disinfecting plan for the school campus. Steps to creating your plan include:

1) Develop your school's plan
    a. Evaluate the workspace
    b. Determine what needs to be cleaned
    c. Determine what needs to be disinfected
    d. Consider the resources and equipment needed
2) Implement your school's plan
    a. Clean visibly dirty surfaces with soap and water
    b. Use the appropriate cleaning or disinfectant product
    c. Always follow the directions on the label
3) Maintain and revise your school's plan
    a. Continue routine cleaning and disinfecting
    b. Maintain safe behavioral practices
    c. Consider practices that reduce the potential for exposure

Use the link below to access the *CDC Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes* and the *Cleaning & Disinfecting Decision Tool* to help with the development of the school's plan.

https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html

General Cleaning Disinfection Protocols

General cleaning and disinfection protocols for specific areas and items in and around the school campus are provided as school leadership develops their cleaning and disinfecting plan. The size of the school campus, the number of school employees, and the number of students will impact how often certain areas will need to be cleaned and disinfected. Community transmission levels will also have some impact on the school's cleaning and disinfecting protocols; if the level increases, the cleaning and disinfecting protocols for areas may be conducted more often than outlined.

It is important to use the appropriate cleaning and disinfectant product for the different surfaces and/or materials that are being cleaned and disinfected, and to follow the directions on the label. Consult the EPA's list of approved products for use against COVID-19 and for general cleaning purposes: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19.

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	In classroom/offices refrigerators, microwaves, coffee machines	At the end of each use/day and/or between use
Electronic Equipment	Copier machines, shared computer monitors, TV's, telephones, keyboards, touch screens	At the end of each use/day and/or between use
General Used Objects and Spaces	Door and drawer handles, light switches, sinks, tables, desks, chairs, countertops	After each recess or after each student group/cohort
Restrooms	Door and drawer handles, light switches, sinks, toilets, paper dispensers	At the end of the day (deep cleaning), and after each student group/cohort
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between cohorts/groups

Purchasing Additional Supplies for Schools

Schools will need to have a supply of the items listed below for current and future infectious disease outbreaks. Some items do have expiration dates so having too many on hand of these types of items is not suggested.

Item	Quantity	Notes
3-Ply Disposable (Surgical) Masks (Adult)	100; replace as needed	For use by school employees who do not remember to bring their own.
3-Ply Disposable (Surgical) Face Masks (Junior)		For use by students who do not remember to bring their own.
Nitrile Disposable Gloves		
Infrared Thermometer		
Hand Sanitizer		
Disposable 'Wet' Wipes		
Spray Disinfectant		

Tissues		

Supplies Provided by Families/Students

Item	Quantity	Notes
Cloth face coverings	Minimum of 1 each day, plus an extra labeled 5-pack to be given to teacher in case student comes to school without a face covering.	Used cloth face coverings need to be cleaned or replaced daily
Small pack of Kleenex	1	Replace as needed

APPENDIX D: FACILITY ADJUSTMENTS

Each school is responsible for developing and communicating school-specific procedures, processes and protocols during the academic year based upon the COVID-19 conditions in Maine and any state or local health department orders. This appendix can be used by principals to provide guidance to their faculty and staff. This checklist is meant as a tool to assist school leaders when preparing their own reopening plans; adapt as necessary for local-level needs.

Complete	Preparing the Facilities
☐	Identify and procure necessary equipment, materials, and supplies for supporting the health and safety guidelines.
☐	Purchase PPE Supplies • Face Coverings • Gloves • Thermometer • Cleaning supplies
☐	Develop janitor's daily checklist and log hour by hour. You may need to add additional janitorial staff.
☐	Communicate and consult with business managers, as well as facilities, grounds, and maintenance teams.
☐	Thoroughly clean buildings and classrooms.
☐	Remove any furniture, toys, rugs, and other items that cannot be easily cleaned each day.
☐	Disinfect high-touch areas (doorknobs, desktops, faucets, etc.) This includes playground equipment.
☐	Mark 6' standing spaces on the floor near doors, bathrooms, sinks or other places where students may line up.
☐	Mark one-way directions if possible; mark hallways to keep traffic flow to the right side where one-way passage is not possible.
☐	Post signs to remind students to keep hands to selves, fun examples of 6' distance, face coverings, handwashing protocols, etc.
☐	Plan vehicle traffic flow, drop-off, and pick-up logistics and place signage as needed.
☐	If needed, set up additional hand washing or sanitizing stations outside school entrances and at convenient locations outside classrooms and common areas.
☐	Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility. Purchase fans as need and plan to use a fan to increase ventilation.
☐	Secure Plexiglass divider for office area if needed.
☐	Secure Plexiglass divider between bathroom sinks and urinals.
☐	Secure the principal's office for your own safety, consider Plexiglass.
☐	Select, clean and secure an isolation room to be used should anyone in the building show COVID-19 symptoms.

Complete	Educating staff, families, and students PRIOR to re-entry:
☐	All staff should watch the video "The New Normal" from NEASC https://youtu.be/uSVsRFQgwuQ
☐	Teachers need to collaborate on common language for students in regard to safety procedures.
☐	Secure a school nurse or have access to a school nurse.
☐	Train custodial staff in enhanced cleaning and disinfecting protocols, work with Denis Lafreniere at the Diocese.
☐	Train food services staff in new protocols.
☐	Train all staff in teaching and reinforcing health and safety guidelines to students within their purview (classroom/cafeteria/office/gym, etc.)
☐	Establish morning health check routine (see Matt's form for outside car check-ins or use digital screening process).
Complete	**ORIENTATION for Students and Parents**
☐	Revisit your school calendar. Consider adding additional days to the teacher orientation/staff days to fully prepare your teachers for the year. Revisit your school day, you may need to shorten the day to allow teachers time to assist students choosing remote learning.
☐	Prior to opening school conduct a virtual "open house" or pre-entry webinar for families to explain new protocols and rules, health and safety guidelines, drop-off and pick-up routines, limitations on building access by family and community members, and recognizing COVID-19 symptoms.
☐	Have each teacher create and share a welcoming video with their students that is distributed no later than two weeks prior to the opening of school. Have the teacher wear and demonstrate that they will be using a mask or face shield, so students are familiar with what their teacher will look like.
☐	Following the distribution of the video, within one week follow up with a virtual question and answer session for parents, consider breaking this down by combining two grade levels at a time.
☐	One week prior to school opening, the teacher hosts a classroom virtual meeting for parents and a separate virtual meeting for students.
☐	Offer kid-friendly videos to teach proper donning and doffing of face coverings, keeping 6' apart, and other health and safety guidelines. • 5 Tips Kids Need to Know about Covid-19: https://www.youtube.com/watch?v=r4i4avKYOrw • Wearing A Mask: https://www.youtube.com/watch?v=lgaKLpSxQag • Wash Your Hands Song: https://www.youtube.com/watch?v=dDHJW4r3elE • The Epic Hand Washing Parody: https://www.youtube.com/watch?v=-gfOHEaHdjo
☐	Establish plans for training staff and students about the unique needs of others and their abilities or possible struggles related to maintaining safety protocols.
☐	Establish protocols for face coverings. Per CDC: Cloth face coverings should be worn by staff and students and are most essential in times when physical distancing is difficult.
☐	Communicate expectations of staff and students (or family members as needed) for conducting a daily self-check. Consider checking students while in their cars prior to drop off or use digital screening process. See Matt's sample checklist.

Complete	Social, Emotional, Behavioral, and Mental Health
☐	Establish mental health resources. Consult/communicate with mental health staff, counselors, social workers, educators.
☐	Communicate plans, schedules, and updates to staff, families, and community – there's no such thing as too much communication when it comes to helping people feel safe. Consider a direct contact for each family.
☐	Provide (virtual) forums in which families and students can ask questions or share concerns and ideas.
☐	Reach out to higher needs students and families throughout the remote learning period and develop individualized support plans as needed.
☐	Provide opportunity for student feedback on new procedures, make adjustments as needed.
Complete	**Structuring re-entry to support the unique needs of your school community:**
☐	Involve your pastor in all ongoing changes.
☐	Involve your School Board prior to the start of the school in regard to all of the changes/share this checklist with your pastor and your board, so they can visualize all that needs to be accomplished.
☐	Consider your school calendar: larger schools should consider staggering your school opening, beginning with older grades the first days of school, and moving gradually down to the lower grades. Allowing for the older students to serve as role models for the younger students.
☐	If possible, have last year's teacher introduce the students to their new classroom teacher.
☐	Entry point grades such as PreK, K and for SDA 6th and 9th should host an in-person open house, staggered if necessary to allow for parents and students to see their child's new classroom. This should also be considered for new families enrolled in your school. Utilize your new family orientation to introduce parents to the facilities, staff, as well as policies and procedures.
☐	Consider having your teachers make a "what's different this year video" to share with your families.
☐	Provide frequent check ins with staff; encourage staff and individual prayer and use of employee assistance plans for well-being.
☐	Principals offering a weekly gathering with staff, covering what is and isn't working, to adopt changes to the plans.

APPENDIX E: SCHOOL FACILITY SIGNAGE

Posting signage throughout the school campus will help with communication and education to the school community. Below are some resources available that schools can download and print for posting. Consistent messaging will help with education and communication efforts.

Signage	Source	Link
Stay home when you are sick! **8.5x11 Color** **PDF**	CDC	https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf
Wash your hands **8.5x11 Color** **PDF**	CDC	https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf
Stay Healthy Wash Your Hands **8.5x11 Color** **PDF**	CDC	https://www.cdc.gov/handwashing/pdf/Handwashing-Middle-School-8x11-p.pdf
Keep Calm and Wash Your Hands **8.5x11 Color** **PDF**	CDC	https://www.cdc.gov/handwashing/pdf/keep-calm-wash-your-hands_8.5x11.pdf
How to Protect Yourself and Others **8.5x11 Color** **PDF**	CDC	https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf
6 Steps for Safe & Effective Disinfectant Use **8.5x11 Color** **PDF**	EPA	https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf
If You Have Symptoms, Please Do Not Enter the Building **25.5x33 Color** **PDF**	MeCDC	https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/documents/screening.pdf
Maximum Occupancy **33x25.5 Color** **PDF**	MeCDC	https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/documents/maximum-occupancy-sign.pdf

APPENDIX F: ONLINE RESOURCES

Centers for Disease Control and Prevention

CDC Coronavirus Disease 2019 (COVID-19) Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission

https://www.cdc.gov/coronavirus/2019-ncov/community/community-mitigation.html

CDC Coronavirus Disease 2019 (COVID-19) Childcare, Schools, and Youth Programs

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html

CDC Coronavirus Disease 2019 (COVID-19) Schools Decision Tool

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-decision-tool.html

CDC Coronavirus Disease 2019 (COVID-19) Child Care Decision Tool

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-decision-tool.html

CDC Coronavirus Disease 2019 (COVID-19) People Who Need to Take Extra Precautions

https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html

CDC Coronavirus Disease 2019 (COVID-19) Communication Print Resources

https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc

CDC Coronavirus Disease 2019 (COVID-19) Communication Video Resources

https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html?Sort=Date%3A%3Adesc

CDC Coronavirus Disease 2019 (COVID-19) Cleaning and Disinfecting (communities, schools & workplaces)

https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html

CDC Coronavirus Disease 2019 (COVID-19) Support for Teens and Young Adults

https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/stress-coping/young-adults.html

CDC Coronavirus Disease 2019 (COVID-19) Schools and Day Camps

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-day-camps.html

CDC Handwashing: Clean Hands Saves Lives
https://www.cdc.gov/handwashing/index.html

CDC Coronavirus Disease 2019 (COVID-19) Considerations for Youth Sports
https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html

Maine Department of Health and Human Services

DHHS Coronavirus Resources
https://www.maine.gov/dhhs/coronavirus-resources

Maine Department of Education

MDOE COVID-19 Resources for Schools and Community Spread Levels
https://www.maine.gov/doe/covid-19/

MDOE Framework for Returning to Classroom Instruction
https://www.maine.gov/doe/framework