

<b>Manchester Clinical Day School Reopening Plan</b>	
Date of Submission:	July 24, 2020 (updated August 14, 2020)
LEA Name:	Manchester Clinical Day School (APSEP)
Reopening Plan Point of Contact:	Patricia Sobraske Director of Education
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<b>LEA COVID-19 Health and Safety</b>	
Compliance Liaison:	Patricia Sobraske Director of Education
Liaison Email:	<a href="mailto:psobraske@echn.org">psobraske@echn.org</a>
<b>Priorities</b>	
<b>Fall Reopening Model</b>	
<ul style="list-style-type: none"> <li>• Provided that public health data related to COVID-19 remains favorable, Manchester Clinical Day School (MCDS) plans to begin a hybrid model of instruction with students beginning Thursday, September 3, 2020. Students opting for this model will attend school from 8:30 am to 12:30 pm on Mondays, Tuesdays, Thursdays, and Fridays. During these afternoons and all day on Wednesdays, students will engage in distance learning.</li> <li>• As outlined on the coming pages, our reopening will be supported with intensive mitigation strategies, monitoring, containment plans and class cancelation plans.</li> <li>• MCDS's plans are flexible depending on public health data. Plans are in place for full-day instruction, hybrid instruction, and complete distance learning.</li> </ul>	
<b>Temporarily Choosing Not to Participate</b>	
<ul style="list-style-type: none"> <li>• All parents and guardians were emailed in early July in order to assess which students would be opting out of hybrid instruction. As of 08-14-2020, five students will be participating in distance learning only and with the remaining 24 students returning for in-person classes.</li> </ul>	
<b>School Liaison, Communication Plans, and Data Collection</b>	
<ul style="list-style-type: none"> <li>• The designated COVID-19 Health and Safety Compliance Liaison is the Director of Education, Patricia Sobraske. The Compliance Liaison can be reached at <a href="mailto:psobraske@echn.org">psobraske@echn.org</a> or at (860) 646-1222 extension 3675.</li> <li>• The school's reopening plan will available for review on our webpage <a href="https://www.echn.org/services/behavioral-health/clinical-day-school/">https://www.echn.org/services/behavioral-health/clinical-day-school/</a></li> <li>• The reopening plan will also be mailed to each parent or guardian no later than August 14, 2020.</li> <li>• Once in-person school commences, the Compliance Liaison will send a weekly email to parents and guardians (on Fridays) in order to communicate any changes to polices, practices, or health data.</li> <li>• These emails will be sent in Spanish to relevant parents and guardians. Currently, this is the only language, other than English, spoken by any of our student's parents or guardians.</li> <li>• Per MCDS policy and practice, staff welcome and encourage close communication with all stakeholders. Parents and guardians are welcome to contact teachers, school social workers, and school administration at any time via phone, text or email. Responses will generally be the same day.</li> <li>• Critical information, such as the need to cancel classes, will disseminated on the same day. School staff will directly contact parents, guardians, and other stakeholders such as LEAs the same day via telephone.</li> </ul>	

<b>Operations Plans</b>
<p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>• All MCDS classrooms have been modified in order to meet social distancing requirements. Extraneous furniture and materials have been removed from all classrooms and other student spaces in order for student and teacher desks to be placed at least six feet apart. All student desks are facing one direction only.</li> <li>• Maximum occupancy capacities that have been set for total numbers students and staff permitted in each classroom. Larger rooms including the dining room, recreation room and art room are available as contingencies on any given day in case capacities are exceeded.</li> <li>• Student lunch periods have been broken down into four smaller groups instead of two larger groups. Each group will have break and lunch in an assigned area. No-touch trash cans have been placed in rooms where students will eat.</li> <li>• Weather permitting, all gym classes will be held out of doors. In the case of inclement weather, classes will be held in the recreation room. In these cases, lesson plans will focus on recreational, stretching, and strength-building activities as opposed to high intensity exercise. All equipment will undergo cleaning before and after usage.</li> <li>• In the event that a teacher opts to teach a class out of doors on any given day, lightweight chairs are available for students and staff to use.</li> <li>• CDC signage about COVID-19 related topics have been placed throughout the school. This includes hand washing signs in restrooms, how to prevent the spread of illness, and how to wear and remove face masks among others. These signs are in English only given that we currently have no EL students.</li> <li>• Prior to the return of students, all staff will participate in mandatory education and practice drills related to COVID-19 health and safety. These will be scheduled to take place during the school's three professional development days, August 31<sup>st</sup> through September 2<sup>nd</sup>.</li> <li>• The school's ventilation system has been thoroughly assessed and complies with DPH <a href="#"><u>Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems</u></a> during the COVID-19 pandemic.</li> <li>• The school is complying with DPH's <a href="#"><u>Guidance for Cleaning and Disinfecting Schools</u></a> during COVID-19 and has instituted sign-off sheets for the cleaning of restrooms.</li> </ul>
<p><b>Daily Operations</b></p> <ul style="list-style-type: none"> <li>• Students will be placed in cohorts for the four periods per day they attend school in-person.</li> <li>• Before and after school cohorts are not applicable as MCDS does not offer services outside of school hours.</li> </ul>
<p><b>Child Nutrition</b></p> <ul style="list-style-type: none"> <li>• MCDS does not participate in any federal programs related to child nutrition. Students are provided with light breakfast, individually wrapped snacks, individually portioned beverages including milk, and lunch on a daily basis provided by Manchester Memorial Hospital's Food Services Department. Individual student lunches are provided on covered trays along with individually packaged eating utensils. There is no cost to students.</li> </ul>
<p><b>Transportation</b></p> <ul style="list-style-type: none"> <li>• MCDS does not provide transportation for students. Students' individual school districts provide said transportation.</li> </ul>

<b>Health Practices and Protocols</b>
<ul style="list-style-type: none"> <li>• All students will be educated in the new protocols and policies on the first day of school. Homeroom teachers will be provided with a standard video presentation produced by the World Health Organization to share and discuss. The presentation includes information about standard health practices related to preventing the spread of illnesses including COVID-19.</li> <li>• As part of student-supervision practices, staff will monitor and prompt students for compliance with standard health practices including social distancing, frequent hand washing and use of hand sanitizer, face coverings, respiratory etiquette, and enhanced cleaning of surfaces.</li> <li>• The school is well-supplied with necessary items. Students will be supplied with a fresh cloth or paper mask upon entering the building. All rooms and offices have been stocked with tissues, hand sanitizer. Garbage cans have been changed out for pedal trash cans.</li> </ul>
<b>Social Distancing</b>
<ul style="list-style-type: none"> <li>• As part of student-supervision practices, staff will monitor and prompt students for compliance with standard health practices including social distancing as well as the consistent use of face coverings.</li> </ul>
<b>Student and Staff Health Screening</b>
<ul style="list-style-type: none"> <li>• As students arrive to school each morning, they will be screened with a touch-less thermometer and scanned for observable signs of illness including a cough.</li> <li>• Staff will also have their temperatures taken each morning by a designated employee.</li> <li>• Any staff or student with a temperature greater than 100 degrees will be sent home. Staff will be asked to leave immediately and students will be placed in the designated isolation room until a parent, guardian or designee can pick them up.</li> </ul>
<b>Reporting Illnesses and Addressing Vulnerable Populations</b>
<ul style="list-style-type: none"> <li>• As part of the health and safety presentation, students and staff will be instructed to inform the school if they are sick and to stay home if they are sick, especially if they have come into contact with someone diagnosed with COVID-19.</li> <li>• Students with any of the following symptoms will be instructed to stay home or, if at school, will be isolated and sent home: cough, vomiting or diarrhea, fever greater than 100 degrees</li> <li>• This information is also contained in our student-parent handbook and will be contained in the Friday updates emailed to parents and guardians.</li> <li>• The Director of Education will be the point person to receive information related to the potential illness of any student or staff and facilitate necessary actions.</li> </ul>
<b>Health Monitoring Plan</b>
<ul style="list-style-type: none"> <li>• The Director of Education and the Coordinator of Education will be responsible for monitoring student and staff illness for potential COVID-19 and for the safe return to school.</li> <li>• Students and staff with individual symptoms of illness will need to be symptom free for a minimum of 24 hours before returning to school.</li> <li>• Students with a cluster of potentially COVID-19-related symptoms (including, fever, cough, chest pain, recent loss of senses related to taste and smell, and any other symptoms that may emerge as markers of the illness will not be permitted to return to school without a doctor's note. In the event of a positive test for COVID-19, students will not be permitted to return until they test negative.</li> </ul>
<b>Containment Plan</b>
<ul style="list-style-type: none"> <li>• An isolation room with necessary PPE where the student can be supervised has been designated for use until said student can be sent home.</li> </ul>

- In the event of a positive COVID-19 diagnosis of a student or staff, MCDS's medical liaisons with the Manchester Memorial Hospital's Infection Control Department, Denise Kessler-Fogil RN, BS, CIC and Stacey Orłowski MHS, CIC, will be immediately notified. Along with the Director of Education, they will undertake notification procedures and contact tracing in conjunction with the Health Department.

**Cancelation of Classes, Remote Learning, and Re-opening Plans**

- Our medical liaisons will work with the Department of Health and Director of Education to close and/or re-open the school as appropriate.
- In the event of a school closure, distance learning plans will be implemented the following day.

**Future Planning for Remote Blended Learning**

- MCDS will be prepared in the event Remote Blended Learning. Each student will receive a Chromebook to take home for academic use. The school has purchased an online education platform that will help us organize student assignments and deliver live instruction.
- Teaching students to better navigate the platform upon their return in September will receive high priority due to the possibility of future school closures.
- In the event of a closure, students who need it will have the option of having paper copies of assignments delivered to their homes.
- School personnel will deliver all necessary instructional materials including books, paper, writing instruments, and any other supplies necessary for instruction.
- Teachers will have daily contact with students via phone, video chat, text, and/or email.
- The school's normal food budget will be converted to grocery store gift cards. These will be distributed to all students but individual amounts will be prioritized based on the financial needs of each family as assessed by our school social workers.

**Academics**

**Special Education**

- All MCDS students are designated special education students. In the event of hybrid or distance learning, IEPs will continue to be followed to the extent possible. (See attached)
- Students will have individual instruction in a daily basis. In the event of school closure, teachers will be able to provide group instruction, as well, via video conferencing.
- School social work services will be able to continue remotely, as well.

**English Learners (ELs)**

- At this time, MCDS has no EL learners.

**Family and Student Engagement**

**Family Support and Communication**

- MCDS will continue to have a high level of communication with families. Teachers will continue to write and send Friday Notes which is a weekly summary of each student's academic and social-emotional progress.

- Additionally, the Director of Education will continue to send weekly school updates via our Friday Notes. These weekly updates will contain information about reopening plans

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

- School social workers will remain active in all contingencies in order to provide ongoing treatment and to assess crisis situations where a student or family may require additional supports.
- As we did in spring 2020, the school will host periodic virtual social events such as bingo or other games/activities in order to decrease student isolation and increase well-being.
- All school staff are mandated reporters of suspected abuse and neglect and they continue to comply with all reporting requirements.

**Staffing and Personnel**

**Certification and Personnel Planning**

- The school will continue to comply with all legal and regulatory requirements related to EEOC guidance and the ADA as related to the COVID-19 pandemic.
- MCDS will make every effort to engage a full roster of staff.

**Professional Development**

- All staff will participate in mandatory training August 31<sup>st</sup> through September 2<sup>nd</sup> focused on the signs and symptoms of COVID-19, standard public health protocols, hygiene practices, PPE, reporting illness and supporting SEL.