

Updated 4.19.22



Lisbon School Department

Reopening Handbook

**Includes Academic, Co-Curricular, Transportation,
Health and Safety Expectations for the**

2021-2022 School Year

MESSAGE FROM SUPERINTENDENT RICHARD GREEN

March 8, 2022

Dear Lisbon District staff, students, and families,

In a special meeting last evening, the Lisbon School Committee voted to change the guidelines in our Reopening Plan from masks being “required” to masks being “optional” for students and staff to wear during the regular instructional day and on buses. This change will take effect beginning tomorrow Wednesday, March 9, 2022. As shared during the meeting, the reasoning behind this decision was based on the recent changes in the Maine DOE/CDC guidelines and the Androscoggin County COVID-19 designation for community spread. Updates to the entire Lisbon Reopening Plan will be made available with all of the changes to the document's procedures written in red. This document will be shared via Seesaw, School Announcements, and on the District's website under the COVID tab.

Although mask requirements have not been in place outside of the school setting for several months, this change within the Lisbon Schools is significant and will require each family and staff member to determine what is in their best interest. Several surrounding schools have already made this change and the reports have been positive as students and staff have demonstrated a respect for each other's decision and choice to either wear a mask or not. I expect the same here in Lisbon and administration is in the process of having conversations with their students and staff of what the next steps and expectations will be moving forward. Please be aware that the decision of whether to wear a mask or not is a choice and conversations and expectations will need to occur at the family level as we will not have the capacity to monitor your child's compliance with the choice that you make as a family.

It has been almost two years since the start of this pandemic and I believe that the students and staff have been committed and made the most out of every situation and challenge that they have faced. We also appreciate the support that we have received from our community and although we may never get a chance to experience what we remember as normal, I know that we believe in our motto of “We are Lisbon” and plans will continue to be focused on safety and setting high expectations. As always, please feel free to contact us directly with any questions.

Sincerely,

Richard A. Green

Richard Green, Ed.D.
Superintendent of Schools
Lisbon School Department

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HEALTH & SAFETY

DAILY SELF-ASSESSMENT:

- Prior to boarding the bus or drop-off, parents/guardians we ask parents to complete a screening assessment for their child to check for COVID symptoms. Certain self-assessment responses will require that a child remain home. In this event, parents/guardians should contact their child's doctor and their respective school nurse.
- School Nurses and/or Building Contacts:
 - LCS- Kym Roberge 353-4132 kroberge@lisbonschoolsme.org
 - PWS- Lori MacDonald 353-3055 lmacdonald@lisbonschoolsme.org
 - LHS- Kaylee Knudsen 353-3030 kknudsen@lisbonschoolsme.org
 - GSS- Barb Morris 353-6711 bmorris@lisbonschoolsme.org
- *Daily self-assessment questions:* **(See Appendix A and B for a more detailed Screening Tool)**
 - *Do I or have I had a loss of taste or smell?*
 - *Do I or have I had shortness of breath?*
 - *Do I have a fever or feel feverish?*
 - *Do I have a cough or sore throat?*
 - *Do I feel unwell today?*
 - *Do I or have I had diarrhea or vomiting?*
- Upon arrival at school, students, staff and visitors will be subject to temperature screening through use of thermal-imaging stations. No personally identifiable data will be collected and students with a fever of 100.4°F or higher will report to the School Nurse and be placed in the building's isolation room until a parent can pick them up or transportation plans have been made for them. Any staff/visitors exhibiting symptoms will be given the opportunity to complete a rapid test with the nurse using the BinaxNOW AG Cards or will be sent home (depending on the severity of the symptoms).

Can I Come to School?

You may come to school, when you can say ...

1. I have no COVID symptoms.
2. I have some illness symptoms but I have seen a doctor and I have an alternative diagnosis or a negative COVID test.
3. I was exposed to any positive case, but I am asymptomatic.

You may NOT come to school, when you can say ...

1. I have COVID symptoms, regardless of whether I am vaccinated.
2. I was exposed to a positive case, and I have COVID symptoms, regardless of your vaccination or 90 day immunity status.
3. I have had a fever or bodily fluid concern (nausea, diarrhea or excessively runny nose) or was sent home by the school within the past 24 hours.

FACE COVERINGS/MASKS:

- Masks are optional for all students and staff when inside a school building, on a school bus, or participating in a school-sponsored event.
- For those choosing to wear a disposable mask, these should be replaced daily. If cloth, these should be washed daily. Families/staff are expected to wash their own face coverings. If face coverings appear dirty, the wearer will be asked to put on a clean disposable one. Face coverings are subject to meeting current dress code standards in regards to the appropriateness of language/images, etc. Bandanas are not allowed.
- Masks will be provided for students who choose to wear one and need a clean mask.
- It is important to note that the option to wear a mask will be monitored as an extension of the Code of Conduct policy.

PREVENTION MEASURES:

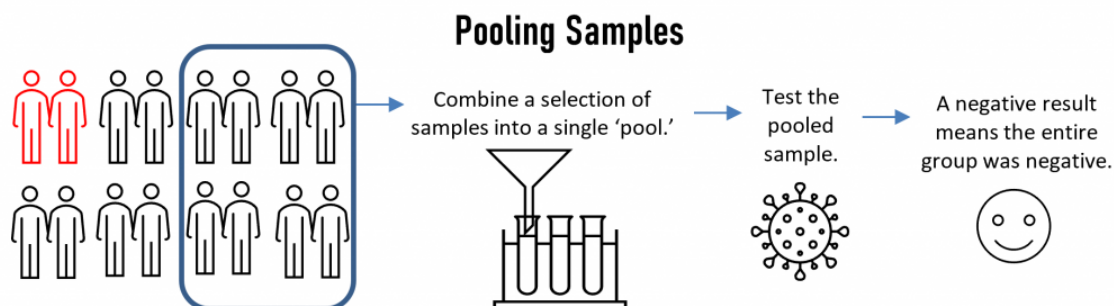
- All students/staff and visitors to the buildings are expected to use the front doors of each building, in order to ensure that temperatures are taken regularly throughout the day. Each re-entry to the building will be monitored through the front doors at all times. Side doors will not be used during the day or propped open to allow entrance by others.

- All students must practice proper handwashing guidelines and use hand sanitizer upon entering the school, their classroom, before and after using the bathroom, and before and after eating. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before and after eating, and after coughing/sneezing and using the restroom. Video: Handwashing
- All students must practice proper CDC infection control measures:
 - If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.
 - Avoid touching their eyes, nose, or mouth.
 - Avoid touching any surfaces unnecessarily.
 - Refrain from physical contact, including hugs and hand-shakes.
- Curriculum nights, open houses, parent-teacher conferences, and back-to-school events will be held in person. Although parent teacher conferences will be held in person, accommodations can be made for those who need virtual options.
- Field trips, assemblies, and other large gatherings will be allowed provided the location/space has a compliance policy with CDC health and safety expectations. Lisbon students will be expected to follow any masking requirements at locations they visit. Prior to any Lisbon group visiting a location outside of our community, there will be an assessment of the transmission rate and positive cases in the community that the group wishes to visit.
- “Stand here” stickers will be used for areas of the buildings where lines may gather and wait.
- Social Distancing Videos-
I Can Show Respect by Honoring the Personal Space of Others (PreK-2)
Close Enough! (Grades 3-6)
Social Distancing (Grades 7-12)

POOLED TESTING: (Ending Friday, May 13, 2022) Pooled testing (also termed surveillance testing by the CDC) is a preventative measure that allows schools to trace very low levels of COVID infection prior to the infectious stage. This ability allows schools to essentially head off exposures and outbreaks at the classroom/grade level.

4.13.22 MEDIA RELEASE: Mills Administration Announces Pooled Testing for COVID-19 in Maine Schools to Conclude in May

- Pooled testing is for vaccinated and unvaccinated individuals.
- There is a parent enrollment requirement for children to participate in the testing. Parents must either sign a physical enrollment form or complete the enrollment of their child on a website link that will be posted on the district website and sent in announcements. Staff can complete their form and turn it into their school nurse or the Director of Curriculum.
- The results of each staff/student’s individual test results are completely anonymous as the tube is a collection of multiple student samples. If a pooled sample comes back positive, the Pool Testing nurses then follow up privately with each individual student to collect a BinaxNOW sample and determine if a staff or student is positive for COVID or negative.



FOOD DISTRIBUTION/MEALS:

- Spacing at lunch tables will be used to the greatest extent possible, while not disrupting the instructional practice of other teachers.
- Physical distance when eating is no longer required; students will be allowed to sit closer together at lunch, however, tables will not be seated at max capacity.
- Meals will continue to be free for students in the 21-22 school year. To maintain compliance with Title Funding measures, we must still request that all families participate in the Meal Application process. This can be done with the paper form or the online form found here. [School Lunch App](#)
- See the article from the state here. [MEDIA RELEASE: Call to Action for Maine Parents: Complete the Meal Benefit Application at School This Year – Even if School Meals are Free](#)
- Students will be required to practice proper handwashing/sanitizing prior to eating.

PLAYGROUND USE (ELEMENTARY):

- Use of designated playground equipment and supplies will be allowed with close monitoring.
- Students will sanitize hands before and after using playground equipment.

PARENTS/GUARDIANS/VOLUNTEERS

- ALL visitors to the building for any reason must comply with all of the health, safety and prevention requirements of the district.
- Unplanned visitors will not be allowed into the building. A call to the school office is expected first, to schedule a time to visit. Drop in visits are occasionally possible, but not always a guarantee.
- Parents/Guardians/Visitors will be asked to use the thermal scanning monitors and respond to the same screening questions as they do with their child each morning, prior to entry to any school building. If any illness response is “yes”, the parent/guardian should not enter the building.
- Volunteers must follow the same guidelines as visitors listed above, after an initial training and all required expectations completed. (These are found on the district website.)

- Upon request, BinaxNOW testing is available for any volunteer who wishes to be tested the morning of the same day they are volunteering. This is the same testing and protocols that Walgreens uses for their drive through rapid testing.

ATHLETICS

We understand and appreciate the importance of extracurricular activities here in Lisbon. In this unprecedented time of COVID-19, some things have changed and need to be followed to ensure that all student-athletes, coaches, officials, and other personnel associated with the sport are safe.

All students wishing to participate in extracurricular activities will need to fill out and sign a co-curricular contract located outside of the main office. This includes those students participating in afterschool clubs or for homework help.

Student-athletes who are experiencing COVID-19 like symptoms need to inform their coach and not be in attendance at practice or at competitions.

Fans/Spectators

The Lisbon School Department will allow fans and spectators into the gym. This will apply to both home and away visitors. It is expected that all fans will respect others' choices to wear or not wear a mask. We also ask that fans respect others' personal space, when feasible.

There may be schools in our league/conference who will not allow visiting school spectators to their games, and communication with respect to this will be provided by the coach or AD. In the event that another school is not allowing spectators to visit, we will be able to provide 2 volunteers to live stream those away games.

TECHNOLOGY

- 1:1 devices will be provided to each student in grades 2-12. These devices will be transported by the student between school and home if needed during quarantine and only after a signed Technology Contract is on file with respective insurance payment made.
- Arrangements will be made by school guidance and administration to ensure that Grade K-2 students have access to a computer at home, whether a personal computer, shared device with older sibling or loaner device if a student will be out for an extended period of time due to sickness or quarantine.
- Parents/Guardians agree to return the borrowed devices at the end of the school year, unless otherwise determined, to be cleaned and disinfected.

WHEN SOMEONE IS SICK

- Families/Staff will avoid exposing others by ensuring their child remains home if they experience any signs or symptoms of Respiratory Illness or a fever of 100.4°F or higher.
- Any student with symptoms on Appendix A should stay home, regardless of vaccination status, until symptoms are improving, a negative COVID test is acquired or a doctor provides an alternative diagnosis to the school.
- Students, teachers, or staff who test positive for COVID-19 shall isolate until they meet the U.S. CDC criteria for release for isolation.
- If a student develops a fever or presents with 1 of the CDC's most common COVID symptoms or 2 of the CDC's less common symptoms during school hours, a medical isolation room is designated in all schools for students to wait while a nurse contacts the parents for permission to administer a BinaxNOW test or for their parents to pick up their child immediately.
- The school department will continue to send general COVID-19 exposure letters that will identify the last date of exposure and grade level/school of exposure, as recommended in the SOP document reference below.

EXPECTATIONS IF TESTED POSITIVE FOR COVID-19:

- Individuals returning from illness related to COVID-19 will be required to check in with the school nurse and/or school administrator. This includes students or staff who are returning to school on day 6 of isolation, or on their first day of return.
- Individuals returning on days 6-10 of their isolation will be required to mask throughout the day when around others indoors, except when eating or drinking. During lunch or when needing a mask break, students will have a designated space away from others, as feasible.
- Parents/Guardians will notify the School Nurse if their child has been confirmed to have COVID-19.
- Household exposure: if a student/staff member is living with a positive case, they can attend school/work *if asymptomatic*, and we strongly recommend per CDC guidelines, that they wear a mask when around others.
- We will follow the most recent MeCDC/MeDOE SOP document linked here:
<https://www.maine.gov/doe/sites/maine.gov.doe/files/2022-03/School%20SOP%203.8.22.pdf>
- Under the current Maine CDC guidance, an individual who has tested positive for COVID-19 will NOT be able to return to school until:
 - They have completed the first 5 days of isolation and symptoms are improving; or
 - Ten days have passed since the positive test date and symptoms are improving.
 - What to do if you have COVID-19
- Individuals returning from illness related to COVID-19 will be required to check in with the school nurse and/or school administrator.

EXPECTATIONS IF REQUIRED TO QUARANTINE:

- Individuals who have had a known exposure to a positive case should monitor for symptoms. If symptoms begin, they should quarantine and take a COVID-19 test.
- Students are expected to keep up with school work when out on quarantine or isolation. See the document [☰ Student Version: Learning while Quarantined](#) for any questions.
- Teachers are expected to communicate with families via Seesaw postings, Google Classroom, and/or email to keep students involved in work while out. Those expectations are listed in the document [☰ Teacher Version: Learning Access while Quarantined](#).

CLASSROOM SETTING

- Physical distancing is not a CDC requirement if it restricts the in person reopening of schools. Therefore, classroom seating will be configured with 3 ft allowable space between students where feasible.
- Common touch surfaces will be sanitized daily.
- In-person instructional models will be implemented for the 21-22 School Year.
- Hybrid and Remote plans are prepared and linked here-
[☰ Lisbon Family and Student Distance Learning Handbook 8.18.21](#) , but will only be used if required to do so by the state.

SPECIAL EDUCATION

- The Lisbon School Department will plan for special education students, including students with disabilities and English Learners, to ensure they receive necessary services and accommodations.

Please see the following pages specific to each district building for detailed protocols.

Lisbon Community School (LCS)

Arrival Procedures: (see aerial map on page 12)

1. Parents and guardians complete daily self-assessment of their child before leaving home to come to school.
2. Students will enter the building through the main entrance using hand sanitizer upon entering the building.
3. Thermal cameras will scan students' temperature readings. If a student's temperature is at or above a 100.4 degrees, they will be asked to see the school nurse (or other personnel assigned).
4. Parent Drop off will be in the far circle no earlier than 7:45.
5. Parents will remain in their vehicle.
6. Buses will unload three (3) at a time.

All students/staff and visitors to the buildings are expected to use the front doors of each building, in order to ensure that temperatures are taken regularly throughout the day. Each re-entry to the building will be monitored through the front doors at all times. Side doors will not be used during the day or propped open to allow entrance by others.

Breakfast and Lunch Procedures:

1. Have returned to pre-COVID procedures.
2. Students will sanitize their hands before and after eating.
3. Physical distance when eating is no longer required; we will be allowing students to sit closer together at lunch, however, tables will not be seated at max capacity.

Mask Breaks (for students and families who are choosing to wear masks):

1. Mask breaks will take place in the classroom at the student's seat or in a classroom designated space. Students will not be permitted to take mask breaks outside of the classroom due to supervision concerns.
2. Students choosing to wear a mask while participating indoors for PE will be given a 5 minute mask break prior to PE class ending.

Visiting the Nurse:

1. Limit visits to the nurse's office for non-medical conditions.
2. Staff will call the office when a student is in need of assessment. The staff member will provide the following information over the phone: (Student Name, Time and Primary Reason)
3. Students will stop at the office door and wait for a temperature check. The student will provide the nurse with a nursing slip completed by the teacher.
4. Students will stand in the appropriate social distancing floor markings outside of the office.
5. The nurse will take the students' temperature.
6. If the student has a temperature of 100.4 or greater, the student will go directly to the isolation room where parents will be notified and children will be monitored.
7. If the student does not have a temperature, he/she will go to the nurses clinic for further assessment.

8. First Aid Bags will be provided for all classrooms including necessary first aid materials.
9. A First Aid Recess Bag will be provided for each grade level.

Bathroom Procedures:

1. Students will sanitize before and after utilizing the bathroom.

Hallway Movement, Class Changing:

1. Students will sanitize before leaving a classroom and when entering a classroom.
2. Congested areas or areas where lines may form will have stickers to mark a 3 ft distance on the floor.

Contacting the Office:

1. The main phone number for the School is 207-353-4132
2. Kristie Morin, Principal Kmorin@lisbonschoolsme.org
3. Shannon Bartash, Assistant Principal Sbartash@lisbonschoolsme.org
4. Stephanie Doughty, Administrative Assistant Sdoughty@lisbonschoolsme.org

Dismissal Procedures:

1. Parent Pickup will begin at 2:30.
2. Parents will come to the far traffic circle and remain in your car. A person on duty will call the students upon confirmation of the driver's identity using the Student ID Tag system.
3. Buses will be dismissed in the order in which they arrive at LCS.
4. Staff will be monitoring dismissal procedures to ensure that all safety procedures are being followed.

Aerial map for arrival and dismissal times: (Stars represent stopping locations where staff will be located.)



Philip W Sugg Middle School (PWS)

Arrival Procedures:

1. Parents and guardians complete daily self-assessment of their child before leaving home to come to school.
2. Students will enter the building through the main entrance.
3. Thermal cameras will scan students' temperature readings. If a student's temperature is at or above a 100.4 degrees, they will be asked to see the school nurse (or other personnel assigned).
4. Buses will drop off students at 7:00 a.m. Students will walk directly to the front door. Parents may use the circle to drop off students at 7:15.

All students/staff and visitors to the buildings are expected to use the front doors of each building, in order to ensure that temperatures are taken regularly throughout the day. Each re-entry to the building will be monitored through the front doors at all times. Side doors will not be used for reentry.

Breakfast and Lunch Procedures:

1. Have returned to pre-COVID procedures.
2. Students will sanitize their hands before eating.
3. Physical distancing when eating is no longer required; we will be allowing students to sit spaced out but together at lunch, however, tables will not be seated at max capacity and outdoor space will be utilized (weather dependent).

Mask Breaks:

1. Mask breaks may take place in the classroom at the student's seat, in a classroom designated space, individually in the classroom doorway, or in an designated space approved by an administrator.
2. Students who choose to wear a mask while participating indoors for PE will be allowed mask breaks in any door or hallway that can be monitored by the teacher and at the request by the student.

Visiting the Nurse:

1. All teachers must make contact with the nurse prior to sending any students to the nurse's room.
2. 1-2 kids are allowed in either of the Nurse's rooms. If necessary, the administrative secretary will provide additional supervision.

Bathroom Procedures:

1. Water fountains will be used as water bottle filling stations or as traditional water fountains. Students will be asked to bring their own water bottles. However, we have purchased enough water bottles to equip students with one, as needed.
2. Students will be allowed to go to the bathroom one at a time from their classroom. Bathroom capacity will be one-two people depending upon the bathroom.

Hallway Movement, Class Changing:

1. Students will remain with their homerooms during the school day for instructional classes. They will travel as a group to each class.

Contacting the Office:

1. Teachers will call first if they need to come down or send a student down to the office to ensure that they have the ability to ensure appropriate spacing.
2. Parents will utilize our Ring system or call our main office (353-3055) to connect with the main office or administration.

Meetings at the School:

1. We will be limiting the daily number of people in our building to the greatest extent possible.
2. Pre-scheduled parent meetings and events held in person will be carefully planned and monitored to ensure health and safety are maintained.
3. Drop in meetings will not be able to occur. If a parent/guardian needs to speak with a school member, a phone call to schedule a meeting is required.

Dismissal Procedures:

1. Bus dismissal will begin at 1:55.
2. Family pickup and walker dismissal will begin at 2:00.

Lisbon High School (LHS)

Arrival Procedures:

1. If your daily self assessment is complete, you may proceed.
2. Bus drop off at the high school will begin at 7 am.
3. Thermal cameras will scan students' temperature readings. If a student's temperature is at or above a 100.4 degrees, they will be asked to see the school nurse (or other personnel assigned).
4. Students will enter the building and go directly to their first period class or the cafeteria if they are eating breakfast (see below). There will be no hallway loitering for students. We will not be assigning lockers this school year so please only bring what you need for the school day. If you need accommodations, please see administration.
5. Parents will need to schedule a meeting to enter the building. We will not be entertaining any visitors in the building without an appointment before school.

All students/staff and visitors to the buildings are expected to use the front doors of each building, in order to ensure that temperatures are taken regularly throughout the day. Each re-entry to the building will be monitored through the front doors at all times. Side doors will not be used during the day or propped open to allow entrance by others.

Breakfast Procedures:

1. When students enter the building, they will have the option to eat breakfast. Breakfast will be served in the cafeteria from 7-7:30. Only students eating breakfast will be permitted in the cafeteria. If students are not eating breakfast, they will go to their first period classroom. There will be no cafeteria loitering for students.
2. All students will be in their first period class by 7:30.
3. Sanitize hands before and after eating breakfast.

Lunch Procedures:

1. We will continue to have 3 lunch periods each day. Students will be assigned Lunch A, Lunch B or Lunch C.
2. We have lunch in the cafeteria and the outdoor pavilion. We will not permit the saving of seats during this time.
3. Vending machines will be sanitized frequently throughout the day and still be operable for student use. Sanitizer will be available. Please sanitize before using the vending machines.
4. Students will sanitize their hands before and after eating.
5. Physical distance when eating is no longer required; we will be allowing students to sit closer together at lunch, however, tables will not be seated at max capacity.

Visiting the Nurse:

1. If a student needs to see the school nurse for any reason, the faculty member should call the nurse and/or the main office. Students should not be sent independently with a pass, without calling first.

Mask Breaks:

1. Mask breaks will take place in the classroom at the student's seat or just outside the classroom door.

Bathroom Procedures:

1. Bathrooms should have no more than 3 students at a time in the bathroom.
2. Users should sanitize prior to entering the bathroom and wash hands after finishing.

Hallway Movement, Class Changing:

1. This school year we will not be using bells to transition from classes. Faculty will stagger student dismissal from their classrooms each period.

Library and Electives:

1. Library- The library is opened during certain periods of the school day or by appointment. If there are any library needs, students can schedule a time to meet with the librarian and/or to reserve materials as necessary. The library is open after school from 2:00PM-3:30PM.

Meetings at the School:

1. All IEP, 504 or other student meetings will be scheduled as appropriate. Any meetings need to be scheduled ahead of time by calling the main office at 353-3030.

Dismissal Procedures:

1. All students riding the bus in the afternoon will be dismissed at 2:00.
2. All walkers, students who drive or parent pick ups will be dismissed at 2:05. All students must leave the building at dismissal time unless there is a scheduled reason to be in the building.

Gartley Street School (GSS)

Arrival Procedures:

- 1) All day treatment students will enter the building through the front of the school. Staff will meet them outside and ensure social distancing. Students will enter the school in small groups (2 - 3) with staff and have their temperatures scanned and bags checked. Cell phones and/or electronic devices will be collected and remain in the main office for the school day.
- 2) Alternative Education students will enter the building through the front door in small groups. Alternative Education staff will supervise them as they wait to get their temperature scanned.
- 3) Parents of Day Treatment students will not be able to drop off their students before 7:55. Alternative Education students will not be able to be dropped off before 8:15 unless another arrangement has been made.
- 4) Students and staff are required to use hand sanitizer upon entering the building
- 5) If the front entrance area is not available due to unforeseen circumstances, students will enter through a side door and get their temperature taken by a hand scanner if the portable scanner is not available. Students will enter through the side door of their classroom and have their bags checked.

All students/staff and visitors to the buildings are expected to use the front doors of each building, in order to ensure that temperatures are taken regularly throughout the day. Each re-entry to the building will be monitored through the front doors at all times. Side doors will not be used during the day or propped open to allow entrance by others.

Breakfast Procedures:

- 1) Day Treatment students will pick up their breakfast after bag checks and temperature checks are completed. Students will eat in their classroom.
- 2) Alternative Education students will pick up breakfast at the office as they enter the building and will be supervised by office staff and /or Alternative Education staff. Students will eat in their classrooms.

Lunch Procedures:

- 1) Students will go to the cafeteria to get their lunch and eat there.
- 2) Physical distance when eating is no longer required; we will be allowing students to sit closer together at lunch, however, tables will not be seated at max capacity.

Mask Breaks:

1. Mask breaks will take place in the classroom at the student's seat or in a classroom designated space. Students will not be permitted to take mask breaks outside of the classroom due to supervision concerns.
2. Students choosing to wear a mask while participating indoors for PE will be given a 5 minute mask break prior to PE class ending.

Visiting the Nurse:

- 1) Staff will walkie/contact office staff with requests for temperature check, aspirin, etc.
- 2) Office staff will let them know when it is okay to come down.

- 3) Temperatures will be taken upon entering the office.
- 4) If the student or staff member has a temperature of 100.4 degrees or more, they will proceed to a separate location. Parents/guardians will be called to pick them up.
- 5) If the student or staff member does not have a temperature, he/she can remain in the office for further assessment.
- 6) Office staff will disinfect items used after use and return to the appropriate place.
- 7) Office staff will consult with the Director and/or Lead Clinician about next steps, including calling the nurse for further interventions/information.
- 8) If a nurse is needed, the student and staff will wait in a separate location.
- 9) In case of an emergency, upon receiving a request for office assistance, office staff will have any staff and/or students in the area go to another spot. Depending on the emergency situation, necessary personnel will be contacted.
- 10) First aid kits will be provided for each class and office space.
- 11) Trained staff will bring regularly scheduled medications to students per their prescriptions.

Bathroom Procedures:

- 1) Staff will escort Day Treatment students to the bathrooms by Gym/Cafe. Bathroom usage is one student at a time as outlined in the Day Treatment Student Handbook. Staff and students should use hand sanitizer before entering and when leaving the bathroom.
- 2) Day Treatment students who are on level 5 and above may use the bathroom in the hallway. They should use hand sanitizer before and after using the room. Staff should check the bathroom after every use for possible cleaning/sanitizing.
- 3) Alternative Education students should use the bathroom in the hallway and follow hand sanitizer guidelines described above. Staff should check the room for cleanliness. If that bathroom is unavailable, the second bathroom near the cafeteria/gym should be used as long as there are no day treatment students using it. No more than two Alternative Education students may be in the bathrooms by the cafe at the same time
- 4) Hand sanitizer will be placed in all classroom spaces, including the OT/PT room, main office and social workers' offices.

Hallway Movement, Class Changing:

- 1) Related service providers will pick up and drop off students for services.
- 2) Lunch and recess times are staggered to limit students in the hall. Staff will be mindful of this as students transition.
- 3) Students and staff will use hand sanitizer and/or wash their hands before leaving and entering a new space.
- 4) Alternative Education staff will monitor student transitions to and from their classroom with limited movement whenever feasible.

Exploratories:

- 1) PE: Staff will schedule a day and time for use of the gym for Physical Education with one class at a time being permitted. Outdoor activities are encouraged as much as feasible. Wellness activities rather than

physical activities will also be completed.

Contacting the Office:

- 1) Staff will contact the office using their walkie per handbook guidelines. Texting is an option if walkies are not functioning properly or no response is received from office staff.
- 2) Parents are encouraged to call 353-3037 before coming to school and/or picking up students.
- 3) If a parent is picking up their child for dismissal, it is requested that they call the above number to get their child. If they are dropping them off, they should call the office before letting the student enter the building.

Meetings at the School:

- 1) Parents will be offered in person meetings if they are comfortable with this format. The space used for the meeting will depend on the number of participants attending. This includes IEPs, parent-teacher meetings, and meetings.
- 2) Parents may opt for a Zoom meeting or a Phone conference.
- 3) All meetings will be scheduled prior to their occurrence.

Dismissal Procedures:

Day Treatment Dismissal:

The process will be similar to one use in the past with the following order of dismissal (via the main entryway):

- 1) RSU 4 students and other tuition students
- 2) Walkers/bike riders
- 3) Students requiring alternative transportation (van, small bus, other transportation companies)
- 4) School Bus Dismissal:
 - a) Incentive in gym or outside
 - b) Room 4
 - c) Room 1
 - d) Room 5
 - e) Room 6
 - f) All other students
- 5) Students are escorted to the bus by school staff. Cell phones will be returned to students as they leave the building.

Alternative Education Students Dismissal:

- 1) Following the guidelines for social distancing, students will be dismissed via Room 9 door:
 - a) Van riders (by van)
 - b) Self transported students

This process is the same whether students are dismissed at 1:30 or 2:30 (per Alternative Ed. Student Handbook). Alternative Education staff will supervise students to make sure that social distancing requirements are met.

Pre-Screening Tool for School Attendance

Within the past 24 hours have you had a fever* or taken fever reducing medicine?

YES =



Do you feel sick, have Vomiting/diarrhea, fever*, sore throat, new cough, or feel unwell?

YES =



Have you been told to stay home and isolate/quarantine due to COVID-19 exposure?

YES =



Most Common Symptoms of COVID-19:

Cough
Shortness of breath or difficulty breathing
Fever *
Chills
Sore throat
New loss of taste or smell

Less Common Symptoms:

Muscle pain
Nausea or Vomiting
Stomach pain
Diarrhea
Fatigue
Headache
Rash
Swelling or redness of hands/feet
Red eyes/eye drainage
Congestion/runny nose

*Fever is 100.4°F/ 38°C regardless of measurement location (oral, temporal).

Stay home with any **YES** response to the questions above.

Symptoms of illness can have many causes. Please keep your student home and contact your school nurse or primary care provider if your student is unwell. Students who present with symptoms while in school will be dismissed to home at the discretion of the nurse.

**A fever is 100.4F/38C or greater.*



Updated 10.19.2021

Student Name/Grade _____ Parent/Guardian Communicated with _____ at time _____



A.M. COVID-19 Wellness Checklist



This initial assessment is to be used by the classroom teacher in conjunction with the student.
If a student sees the nurse, a copy should be kept for records and/or sent home with the student.

____ I live with a person who is currently positive for COVID.

--- and --- the student has...

One Major symptom:

- ___ New, uncontrolled cough
- ___ Shortness of breath or difficulty breathing
(not exercise-induced asthma)
- ___ New loss of taste or smell
- ___ Fever (100.4 or higher)
- ___ Chills
- ___ Sore throat

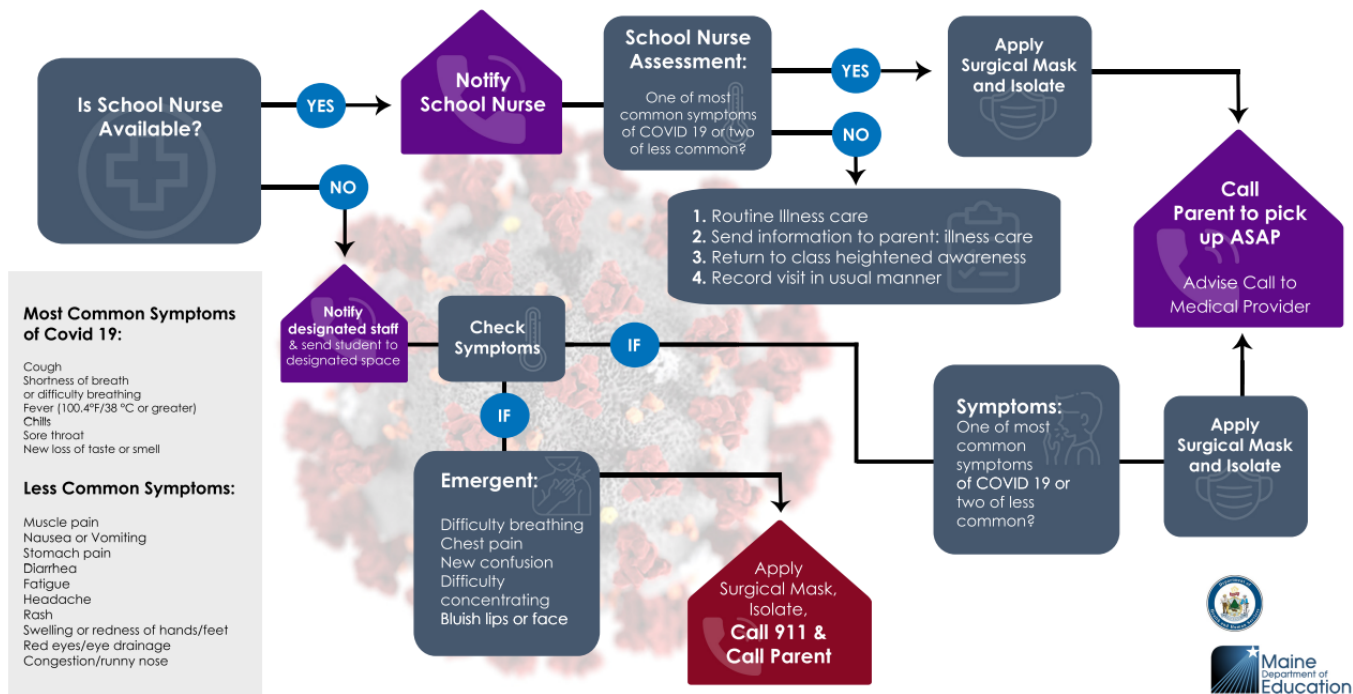
Two of the following Minor symptoms:

- ___ New Headache
- ___ Runny nose/congestion
- ___ Nausea/vomiting/diarrhea
- ___ Any **one** of the above symptoms which present **beyond** typical symptoms
(i.e. allergies)

Guidelines are based on Maine AAP, MASN and DOE/CDC criteria; Reviewed and revised on 9/2/2021

COVID-19: Child Feels/Appears Unwell Flowchart

Updated 9/11/20



Classroom-based Interventions for Common Student Health Issues

****If there is no improvement with the suggested classroom-based intervention or other symptoms develop, notify the nurse for further assessment.**

Student Health Issue	Classroom-based Intervention
Dry or chapped lips	Health Office visit not indicated unless accompanied by bleeding or sores on lips. <ul style="list-style-type: none"> Encourage parents to provide children with chapstick especially during cold/dry winter months If a child does not have a chapstick they may go to the Health Office once for vaseline, multiple visits are not necessary.
Minor nosebleed with scant drainage	Apply direct pressure to nares with tissue
Minor abrasions (scrapes)	Instruct and if needed guide child to: <ul style="list-style-type: none"> Clean with soap and water Apply bandage to clean dry abrasion
Mosquito or insect bites with localized itching and no known allergy	Instruct child to apply cool wet paper towel to calm the itch
Closed blister	Instruct child to apply bandage to prevent friction
Loose teeth or loss of primary tooth with scant or no bleeding	Instruct child to: <ul style="list-style-type: none"> Avoid wiggling tooth Reinforce NOT to put hands in mouth
Itchy eyes	Encourage child: <ul style="list-style-type: none"> NOT to rub eyes If red and/or drainage contact nurse for further assessment
Anxiety/stress/mental health condition	Try calming techniques and contact school counselor or social worker