

**\*\*DRAFT PENDING SCHOOL BOARD APPROVAL\*\***

Region 10  
Technical High School  
**COVID-19 RETURN TO  
SCHOOL GUIDELINES**

FOR STUDENTS, STAFF & FAMILIES



# MESSAGE FROM SUPT./DIRECTOR PAUL PERZANOSKI

In response to COVID-19, Region 10 Technical High School will comply with the guidelines set forth by the Maine Centers for Disease Control (CDC), as well as the State of Maine, which are incorporated herein. These Region 10 Tech Guidelines will be in effect from the date of the Cooperative Board's approval to December 31, 2020 and will be updated with the latest CDC and State of Maine guidelines. Our goal is to continue to minimize the risk of possible transmission of COVID-19 and safely bring back as many students as possible to in-person instruction serving to maximize learning. Therefore, these Region 10 Tech Guidelines are mandatory for all staff, students and their families.

## HEALTH & SAFETY

### DAILY SELF ASSESSMENT:

Prior to boarding the bus, drop-off, or arriving for work, all members of the Region 10 Tech community will need to complete a self-screening assessment daily for themselves or their child to check for symptoms of COVID-19. Certain responses will require that a community member remain home. In this event, the family member of the student helping perform the self check or the staff employee should contact the main office to report their absence and their symptoms, and then call their medical provider (should it be necessary). The self-screening tool will be available in paper form (sent home at the beginning of the year to hang in your household), in the Student Handbook and on the [website](#). This does not need to be turned in daily as it is a mental checklist for adults to review before leaving for work and a conversation that should be had with a student before they leave for school.

### FACE COVERINGS/MASKS:

All students and staff are required to wear a face covering/mask that covers their nose and mouth at all times throughout the day when in the presence of others. The face covering needs to have no vents/valves and must have ear or head straps. Please make sure your student's mask fits snugly but comfortably against the side of the face, completely covers the nose and mouth, is secured with ties or ear loops, includes multiple layers (at least 2) of fabric, and allows for breathing without restriction. Maintaining at least 3 feet of distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements from the [Maine DOE](#).

- Face coverings must be worn at all times except:
  - While eating and drinking,
  - During mask breaks (which will only happen with certain precautions in place – more than six (6) feet apart, windows open, or outside, for 3-5 minutes max).
  - When the student's face cannot safely be covered due to a medical condition, in which case a doctor's note must be provided and the student would wear a face shield,
  - Outside when students are spaced six (6) feet apart or more.

- Face coverings must be worn by all students utilizing transportation by bus or van.
- All students will need to bring their own face coverings daily. Carrying a spare in one's school bag is recommended. We will be providing face coverings if a student forgets their mask or the ear loops/head straps break. If using a disposable face covering, it should be replaced daily. If cloth, it should be [washed daily](#). Face coverings are subject to meeting current dress code standards in regards to the appropriateness of language/images, etc.
- Face shields may be an alternative for those students with a medical, behavioral, or other challenges who are unable to wear masks/face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears with a cloth drape.
- Education and training will be provided to students and staff on all mitigation strategies that help to reduce transmission.

#### PREVENTION MEASURES:

- All students must practice [proper handwashing guidelines](#) and use hand sanitizer upon entering the school, their classroom, before and after donning or removing a face covering, and throughout the day. 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. Training will be provided at school.
- All students and staff will receive initial training on good hand hygiene practices, methods and receive frequent and ongoing reminders through verbal prompts, signage, and other means.
- All student 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 then wash/sanitize hands.
  - Avoid touching their eyes, nose or mouth.
  - Avoid touching any surfaces unnecessarily.
  - Refrain from physical contact, including hugs and hand-shakes.
- Restroom procedures will be established to limit the number of students in the hallway and restrooms at one time.
- Students should only bring to school what is absolutely essential for each day. Any items brought to school should fit into a single backpack whenever possible.
- Classrooms will be reconfigured to allow physical distance with 3 or more feet between them.
- The use of lockers will be suspended. Students will be allowed to carry a backpack with them.
- Sharing of items (electronic devices, toys, books, and other games or learning aids) will be discouraged and restricted.
- Each child's belongings will be separated from others' and in individually labeled containers, cubbies, or areas.
- Curriculum nights, open houses and back-to-school events will be facilitated virtually.
- Field trips, assemblies and other large gatherings will not be allowed.

- See CDC's informational video on how to [Stop the Spread of Germs](#)

#### FOOD DISTRIBUTION/MEALS:

- Students are encouraged to bring a full water bottle each day as water fountains will be closed. Bottles may be refilled using the bottle filling stations on water fountains. Water filling stations will be sanitized along with all other "common touch" surfaces. Personal water bottles will be sent home daily with students for cleaning.
- Sharing food is prohibited.
- Vending machines will not be in use.
- Students will be required to practice [proper handwashing](#)/sanitizing prior to eating.

### **SPECIAL EDUCATION**

- Region 10 Tech will plan for special education students, including students with disabilities, and English learners, to ensure they receive necessary services and accommodations.
- Determination of additional PPE requirements will be made by the student's sending district special education director based up the unique needs of each student/situation and the [Maine DOE PPE Requirements](#). Region 10 Tech will honor requirements as set forth by the district special education directors.

### **TRANSPORTATION**

- Parents/Guardians are encouraged to transport their children to and from school, if able.
- Students are allowed to drive to Region 10 Tech after acquiring permission. Driving forms are given out in the main office.
- Students are required to wear a face covering at all times while on the bus.
- Students must use hand sanitizer before boarding and upon exiting the bus.
- Students will be seated one student per row and distanced according to guidelines with the seat directly behind the driver remaining open. Families are allowed to sit together.
- Seats in the back of the bus must be loaded first and then move forward. The bus should be emptied from front to back.
- Students will need to practice social distancing when exiting the bus. The bus radio will be used to dismiss by rows.
- Several bus windows will be slightly opened to improve air ventilation.
- High-touch areas in buses such as seat backs, handrails, stability poles, bars, windows and window ledges will be cleaned between bus runs.

### **PARENTS/GUARDIANS COMMUNICATION**

- Region 10 Tech will be closed to parents, volunteers, and visitors as of 8/31/2020.

- Parents/Guardians will utilize alternative methods to receive updates and speak with staff (i.e. phone calls from outside the building, email, conference call, and web-based meetings).
- Other than meetings that occur with those who are already present in the building daily, all other meetings will be held virtually.

## **CLASSROOM SETTING**

### ***(If In-Person Instruction Occurring)***

- Classroom seating will be configured with maximum allowable space between students (at least 3 feet).
- Employees will modify instructional plans to reduce student contact, sharing of materials or equipment and maintain appropriate physical distancing to the greatest extent possible.
- Common touch surfaces will be sanitized throughout the day.

## **REMOTE INSTRUCTION**

### ***(If In-Person Instruction Occurring)***

- Any Region 10 Tech student will have the option of participating in remote instruction.
- Region 10 Tech staff will lead remote learning classes.
- The remote learning programs will be fully graded and credit bearing.
- Students who elect to participate in fully remote instruction to begin the 2020/2021 school year must remain in the program at least through the end of the first semester (01/22/2021).

## **WHEN SOMEONE IS SICK**

- Parents/Guardians and staff will avoid exposing others by ensuring they or their child remains home if they cannot positively pass the health self-check.
- Students and staff will not be penalized for missing school when required to stay home under these guidelines. Please report symptoms on the Attendance Line (207) 729-6622 x100
- Absences will be tracked to monitor for trends. Parents will be asked to supply the school with a list of symptoms their child is experiencing when calling a student out of school. The Region 10 Tech COVID-19 nurse will be monitoring this.
- If a student develops a fever or other signs of illness during school hours, a medical isolation room is designated for students to wait for their parents/guardians to pick up their child immediately.
- Students and staff should not return to school unless they are fever free for 24 hours (1 day) without fever-reducing medication and symptom-free for 24 hours unless

suspected of COVID-19, and then Region 10 Tech would seek guidance from local health authorities and the Maine CDC (this will be updated again).

- Students will be required to see the COVID nurse upon return to school after an illness for a post-illness evaluation immediately upon arrival to school and before going to class.
- When the child returns to school, he/she must be well enough to participate in all activities. Exception to the rule: If there is a restriction from some activity, there must be a note from the child's health care provider explaining for how long.
- Any area used by a sick person will be closed until proper disinfection has been completed.

#### EXPECTATIONS IF TESTED POSITIVE FOR COVID-19:

- Parents/Guardians will notify the COVID nurse if their child, or anyone in their household, has been confirmed to have COVID-19. As a response to protect the health and safety of our students and staff, areas will be sanitized and CDC guidelines followed to notify all families and employees that have come in contact with and/or have been exposed to the student in the most confidential manner possible.
- Under the current Maine CDC guidance, a student who has tested positive for COVID-19 will NOT be able to return to school until:
  - The student has gone 24 hours (1 day) without exhibiting symptoms of COVID-19, and at least 10 days have passed since the student's symptoms first appeared;  
**OR**
  - The student has received two negative COVID-19 test results from specimens taken more than 24 hours apart.  
**AND**
  - Documentation of medical clearance will be required to return to school and must be submitted to the COVID nurse.
- ***Students who have had close contact with someone who tests positive for, or is diagnosed with, COVID-19 must isolate at home and monitor symptoms for 14 days. Close contact is defined as "any individual who has been closer than 6 feet for more than 15 minutes."***
- Depending upon circumstances, this could include entire classrooms or bus routes.
- ***Students returning from illness related to COVID-19 will be required to check in with the COVID nurse and school administration.***
- During the time students are out of school. Arrangements will be made to ensure they do not fall behind in their learning.

#### EXPECTATIONS IF REQUIRED TO QUARANTINE:

- The Region 10 Tech COVID Nurse will create a flow chart outlining scenarios and timelines that will be published when approved.

## **TRAINING VIDEOS FROM THE CDC**

Should you be interested in learning more about any COVID-19 related preventative measures, we recommend you watch the videos below.

- [Cloth Face Covering Do's and Don'ts](#)
- [Handwashing](#)
- [Social Distancing](#)
- [Taking Care of Your Daily Health During COVID-19](#)

## **LINK TO FAMILY FAQ**

The below information is a collection of questions from Region 10 Tech community members and answers written by Region 10 administration to help provide families with the information they need for this coming year.

Should you have an additional question that you would like answered, this document will continue to be frequently updated. Please email Administrative Secretary, Kellie Gardner ([gardner@r10tech.org](mailto:gardner@r10tech.org)) to have your question added to this document.

## **LINK TO SCHOOL-BASED COVID PLANS**

Coming Soon!

## **CREDIT**

The original version of this document was generously shared by the Biddeford School Department to all school districts across Maine for individual revision and use.