

Please note that all plans and items included in this document are subject to change based on requirements and/or advice from the Governor of Connecticut, the Connecticut State Department of Education, and the New Milford Health Department

1

New Milford Public Schools Adult Education

Reopening Plan 2020-2021

The Connecticut State Department of Education (CSDE) created a document entitled [ADAPT, ADVANCE, ACHIEVE: Connecticut's Plan to Learn and Grow Together](#) addressing the reopening of schools in-person, which current positive containment efforts indicate can be successfully achieved based upon current data. Connecticut has determined it is appropriate to plan a consistent approach to the operating model (schedule), but districts should be prepared to modify plans as necessary. Maximizing in-person instructional time after the current period of disruption is critical. **The plan indicated districts should plan to have all students, in all schools, return to schoolhouses for full-time instruction at the beginning of the 2020-2021 school year, so long as public health data continues to support this model.** This model will be supported with more intensive mitigation strategies and specific monitoring, containment, and class cancellation plans. However, given the uncertainty of planning for a timeline to reopen, schools must be prepared to modify their reopening models to support a partial reopening if public health data changes.

The guidance for Adult Education is provided in concert with the guidance document for K-12, with consideration for the unique nature of Adult Education.

As Connecticut schools plan to reopen, the guidance and considerations outlined in the document are grounded in six guiding principles:

1. Safeguarding the health and safety of all students and staff;
2. Allowing all students the opportunity to return into the classroom full time starting in the fall;
3. Monitoring the school populations and, when necessary, potentially cancelling classes in the future to appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to the students and communities who are emerging from this historic disruption;
5. Fostering strong two-way communication with partners such as students, educators, and staff; and
6. Factoring into decisions about reopening the challenges to physical safety and social-emotional well-being for students when they are not in school.

<i>Path to Reopening: Fall of 2020</i>	1
<i>Envisioning the 2020-21 School Year</i>	3
<i>Required positions during COVID</i>	4
<i>New Milford Public Schools Priorities</i>	4
<i>Communications</i>	5,6
<i>Registration</i>	6
<i>Materials</i>	7
<i>Technology</i>	8
<i>Facilities and Operations</i>	8, 9, 10
<i>Instruction</i>	11, 12
<i>Social/Emotional Growth</i>	13
<i>New Milford Public Schools Expectations</i>	14
<i>Monitoring COVID-19</i>	15
<i>New Milford Public Schools Continuum for Learning</i>	16
<i>Fall 2020 NMPS Adult Education Models for Learning</i>	17,18
<i>Health & Wellness</i>	19, 20, 21, 22, 23
<i>Appendix A Pandemic Response Planning</i>	24, 25
<i>Appendix B COVID-19 Cases in Schools</i>	26
<i>Path to Reopening 2020-21: Disclaimer</i>	27

In planning for the reopening of the New Milford Public Schools, it has been essential to envision the safest environment and the highest quality instruction for the school community. Based on guidelines provided to school districts from the Connecticut State Department of Education and the State of Connecticut, the **New Milford Public Schools are currently planning for a “full, safe, and appropriate” reopening of Adult Education in the fall of 2020.** *As of August 15, 2020 New Milford Adult Education plans to start 100% in school with the parallel remote option for those not comfortable returning to school.*

A “full” reopening refers to the desire to have all students and all staff return in the fall for a full-length traditional schedule of school with necessary modifications given the pandemic.

A “safe” reopening refers to adherence to expectations and guidelines from the State of Connecticut, the CDC, local health officials (New Milford Health Department) and other sources that will be in place to ensure that the schools’ environments support learning during this time of COVID-19.

An “appropriate” reopening refers to high standards of academic achievement, along with social and emotional support, that are expected to be in place for all schools and all students.

A central belief in reopening is that the students of New Milford need to be connected in person once again to our schools’ academics and activities led in person by their teachers and mentors. As the schools reopen in the fall, the plan is to phase in all aspects of school life in the safest and most appropriate manner.

In order to reopen, the **New Milford Public Schools Envisioning the 2020-21 School Year Advisory Team** has been reviewing the reopening guidelines from the State of Connecticut and providing feedback regarding expectations for the district to assist in their efforts to plan for the fall of 2020. As the New Milford Public Schools value the contributions and suggestions of parents, caregivers, families, and students in the decision-making process, the **Envisioning the 2020-21 School Year Advisory Team and Adult Education Advisory Team** will continue to play an active role in the reopening process in order to build trust and credibility for the plans that are to be implemented. Students and community members are invited to give regular feedback and suggestions concerning the plans to reopen and the phase-in of all aspects of school life.

The **New Milford Envisioning the 2020-21 School Year Advisory Team** was formed to address focus areas related to planning for the reopening of school in anticipation of the guidelines from the Connecticut State Department of Education (CSDE) which were released on June 25, 2020 in *ADAPT, ADVANCE, ACHIEVE: Connecticut’s Plan to Learn and Grow Together*.

The focus areas of the Envisioning Advisory Team included stakeholders in the following areas: Facilities, Health and Wellness, Instruction, Operations and Human Resources, and Technology. Each focus area advisory met to discuss issues specific to their area. Once the guidelines from the CSDE were shared in June, the teams began to discuss how to address issues at the district level while providing for school-specific planning for Adult Education by the **Adult Education Advisory Team**.

Included in the CSDE guidelines for Adult Education is a requirement for each district to have a **COVID-19 Health and Safety Compliance Liaison**. This designated person will be responsible for engaging with students, parents, faculty, staff, and administrators to answer questions or concerns about health and safety requirements regarding COVID-19 concerns (e.g., school nurse). All school staff and students should know and have the contact information for the designee.

New Milford Public Schools COVID-19 Health and Safety Compliance Liaison:

Kevin Munrett, Director of Facilities munrettk@newmilfordps.org

The second required position for Adult Education is **Online Learning Coordinator**. An individual should be designated in each program who will provide assistance and coordination of online/virtual learning. The coordinator should be a teacher who has demonstrated success in providing online courses (as demonstrated by expertise in the technology, student retention and overall course quality), and who has the time and ability to serve as a resource for other instructors.

New Milford Adult Education Online Learning Coordinator:

Jeffery Bronn, Cert English and 092 bronnj@newmilfordps.org

The New Milford Public Schools, the Envisioning the 2020-21 School Year Advisory Team and the Adult Education Advisory Team have identified priority areas that must be in place to reopen.

Safety of Students and Staff Our schools will be prepared to reinforce healthy practices among our staff and students, take preventative actions to prevent the spread of all respiratory illnesses, and prepare for any potential cases or increased transmission of COVID-19.

Development of Appropriate Educational Opportunities Our schools will reopen with instructional schedules and model options that are flexible and based on current transmission levels, understanding that we may start the school year with one model, and as new information becomes available about health and safety, may transition to different models.

Awareness of Social and Emotional Well-Being Our schools will reopen knowing that the COVID-19 pandemic has created different types of traumatic experiences and high levels of stress for many of our staff, students, and families. The pandemic has shown the importance of social/emotional well-being for all. In addition, there is a growing body of research proving that social/emotional learning (SEL) is fundamental to academic success.

Expected Achievement Adult Education will continue to maintain the college and career ready standards. We will continue to appraise and assess students utilizing the CASAS assessment system in order to inform instruction and gauge student learning. We will work to analyze individual student data to identify shifts and changes in instruction to meet students' needs and implement intervention strategies.

Communications Expectations for Reopening the New Milford Public Schools

The Superintendent of Schools will oversee communications regarding planning and reopening. Students, staff, and the community will receive weekly updates via email, website, and social media during the school year directly from the Superintendent of Schools or Program Manager regarding the most up to date policies and protocols related to all considerations and aspects of this plan and future COVID-19 planning.

Students, staff, and the community will be invited to monthly updates, discussions, input, and suggestions on reopening and the ongoing status of school.

The Program Manager will meet with staff and students once a month to garner input and engage stakeholders on the implementation of the plan.

Changes to planning, changes in the status of the schools' schedules, and any school closures will be communicated directly from the Superintendents or designee to the school community.

The Program Manager will communicate regularly through the Remind App both as a check in and to communicate information as needed.

The following communication will appear in school email, website, and social media: "For the safety of all students and all staff, the State of Connecticut guidelines for returning to schools require that all students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus."

The Director of Facilities and Program Manager will work together to ensure the distribution of information and regular communication about the actions school communities can take to stop the spread of the coronavirus. Signs will be posted in highly visible locations (e.g., school entrances, staff areas, and restrooms) that promote everyday protective measures and provide instruction related to properly washing hands and properly wearing a cloth face coverings or masks.

<https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>

Resources for students and families available on the district website www.newmilfordps.org. Available in multiple languages.

Large and regular print student resource books available to students and community through the Adult Education office and literature rack located in front of the school.

While in person education is taking place students will be in communication with program manager and /or guidance counselor on a daily basis.

Once remote learning takes place students will have at least a weekly, or more as needed, check in with the program manager and /or guidance counselor.

Documents utilized in the communications grid below are available in multiple languages. All communication modes, with the exception of student check ins, apply to staff and students.

** Mandated students preferred choice and best response	In Person or through google classroom	Website	Mobile-text message via Remind **	Email	Phone	Social Media Via twitter	Via google meets
Student check ins	X		X	X	X		X
Emergency	X	X	X	X	X	X	
Public relations	X	X	X	X	X	X	
Event promotion	X	X	X	X	X	X	
Special events		X	X	X		X	
Important reminders	X	X	X	X	X	X	
Forms /documents	X	X	X	X			
Staff PD /meetings	In Person						X

Registration

All mandated students will complete an in person registration process. Students will be scheduled for an appointment with the Adult Education office. Students will enter the building with a mask in place. If a student does not have a mask one will be provided for them. Students will utilize hand sanitizer located in front of the office and will complete all registration paperwork and testing. Part of registration paperwork will include a technology survey, attendance requirements, virtual learning policies and procedures and a learning contract explaining student and staff expectations of in-person, hybrid and remote learning. Office staff will review paperwork for legibility and thoroughness of completion. Students will then meet one to one with a Guidance Counselor to discuss the learning options available during COVID, obtain schedule and review program rules and responsibilities.

All student paperwork is secured in a locked file cabinet within the Adult Education office which is located within the main High School office-All doors locked when staff are not present.

All enrichment students may register through our secure coursestorm website or make an appointment to register with office staff. All enrichment for the fall semester will be virtual.

Materials

School Administrators will ensure that schools restrict the shared use of materials. The Program Manager will work to ensure that staff restrict the sharing of materials between individuals (including such items as books, computers, calculators, writing utensils, and art supplies).

Teachers will ensure that there is a procedure for disinfecting any electronic devices, books, or learning aids that must be shared during the same school day.

Any alternate seating or shared seating in group centers, and other areas will not be allowed. Items that cannot be cleaned and sanitized will not be allowed in classrooms.

Understanding that Adult students come to our programs with a wide variety of learning styles, gaps in knowledge, school anxieties, language barriers, and history of learning issues we will provide materials in a variety of forms to address the learning needs of all our mandated students.

Flash drives have been purchased for a student who, because of the rural nature of our community, might not be able to access the internet. Adult Education will load google classroom material onto the flash drive so the student would have access to teacher videos and all the class material.

In an effort to reduce handling of paperwork all students will receive a folder that will contain copies of the policies students sign at registration around technology use and the distance learning contract. Handouts normally passed out in class the first week of school will be included i.e. participation rubric and classroom (In person and remote) expectations. Students will be expected to bring the folder with them to class. All other paperwork will be posted in google classroom during the semester for student access.

All students will receive a “Survival Kit” tailored to the program/classes they are enrolled in which will contain hands on materials and supplies for classwork and community building to supplement and enhance the online experience. These will also be utilized during the IN-PERSON phase to prevent sharing of materials. Kits (canvas string bags) may contain but not limited to:

- | | |
|---|--------------------------------------|
| White board with marker and eraser | Composition books |
| Journal Jars | Calculators |
| Pens, pencils | Colored pencils |
| Lapbook making material | Textbooks |
| Workbooks | Vocabulary Journals |
| Vocabulary Cubes | Bingo cards in a variety of subjects |
| Bingo chips | |
| Stop/Go card for students to demonstrate understanding or lack of in a group setting. | |

Technology for Reopening Adult Education

Access to technology will be 1-to-1 for all students. All students will have 24/7 access to a Chromebook

Students must bring Chromebooks to and from school each day. Devices will be used at school and at home during periods of Hybrid and Remote Learning.

Access to technology will be provided to teachers and staff. Chromebooks will be issued to staff.

Equitable and universal technology access will continue to be ensured. The district will guarantee that every student has access to digital technology and/or high-speed Wi-Fi.

Increased internet speed and additional wireless access-The district’s internet connection will be increased to support the additional throughput. Additional wireless access points will be added where needed.

Facilities & Operations

Facilities & Operations Policies and protocols related to Facilities and Operations will be reviewed regularly by the Board of Education, the Superintendent of Schools, and the school administration with the understanding that schools may need to react quickly to changing conditions. Given the possibility of changes in public health data, there may be an increase or a relaxation of restrictions throughout the school year to respond effectively to health concerns.

Facility Expectations for Reopening Adult Education

The Director of Facilities and Program Manager will ensure that schools meet social distancing expectations by adjusting the set up in all classrooms.

- The Director of Facilities will oversee a reopening plan for each building that specifically addresses social distancing for all classrooms, bathrooms, hallways, and offices in the school.
- Maximize social distancing between student workstations, achieving 6 feet if feasible (not required) when determining the classroom layout.
- Desks should face in the same direction rather than facing each other or students should sit on only one side of tables, spaced apart.
- Where necessary, assess other spaces that may be repurposed for instruction in the school.
- Maximize space between the teacher and students due to the risk of increased droplets from teachers during instruction. If a teacher removes face covering or mask during instruction, spacing should be increased beyond six feet. For teachers who stay seated, a physical barrier may be considered an option.
- Floor markings throughout classrooms and the school may be included to illustrate social/physical distancing.
- The Director of Facilities and Program Manager will work together to ensure that classroom furniture besides desks is adjusted to create the maximum amount of space between students

The Director of Facilities will oversee the reopening for each school building that specifically addresses high standards of cleanliness for all classrooms, bathrooms, hallways, and offices in the school.

The Director of Facilities and Program Manager will communicate cleaning and hygiene protocols as recommended by the State of Connecticut and the CDC to staff and students.

Building plans for disinfecting high touch surfaces will include:

- Door handles
- Handrails
- Sink handles
- Restroom surfaces
- Instructional materials that cannot be supplied to a specific student
- Frequently touched surfaces and other equipment will be cleaned throughout the day.

Desks and classroom equipment should not be shared; however, those that are used will be cleaned between usage.

Buildings will have a plan for disinfecting the following between uses:

- Desks that are shared during the day
- Tables that are used throughout the day
- Chairs that are shared during the day
- Classroom/office items, such as phones, headsets, copy machines, etc.

Schools will work to enable no-touch usage of items such as doors, trashcans, and bathroom fixtures, where

possible. Where no-touch technologies are not available, doors will be propped open in accordance with fire and safety codes.
Each building used will ensure that staff, students, and visitors have access to soap and water and/or hand sanitizer containing at least 60% alcohol at all times.
Schools will maximize use of disposable towels in lieu of hand dryers, due to ventilation considerations. Where possible, schools will turn off and avoid use of hand dryers.
The school will place a trash can and paper towel roll by the bathroom door to allow students and staff to use in order to prevent the touching of the door handle with hands.
Bathrooms should be sanitized at least twice a day. Where possible, schools will consider designating separate bathrooms for different classes or establishing shifts for classes to use the bathroom and thus avoid mixing of classes.
The Director of Facilities will use products that are approved for the State of Connecticut that are labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
Cleaning logs will be used in each building to track cleaning frequency of areas including bathrooms.
The Director of Facilities will ensure that the schools comply with DPH guidelines including: <ul style="list-style-type: none"> • Guidance for Cleaning and Disinfecting of Schools during COVID-19 • Return to Service Guidance for Building Water Systems • Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems 2 T
The Director of Facilities will oversee a reopening plan for each building that specifically addresses social distancing for all classrooms, bathrooms, hallways, and offices in the school. <ul style="list-style-type: none"> • Maximize social distancing between student workstations, achieving 6 feet if feasible (not required) when determining the classroom layout. Desks should face in the same direction rather than facing each other or students should sit on only one side of tables, spaced apart. • Where necessary, assess other spaces that may be repurposed for instruction in the school. • Maximize space between the teacher and students due to the risk of increased droplets from teachers during instruction. If a teacher removes face covering or mask during instruction, spacing should be increased beyond six feet. For teachers who stay seated, a physical barrier may be considered an option. • Floor markings throughout classrooms and the school may be included to illustrate social/physical distancing.
The Director of Facilities and Program Manager will work together to ensure that classroom furniture besides desks is adjusted to create the maximum amount of space between students. Classroom bookcases, reading nooks, storage cabinets will be removed/repositioned to create the maximum amount of space between students.
The Director of Facilities and Program Manager will work together to ensure that a dedicated medical isolation room has been identified.
The school building will have a plan to close off areas used by any sick person and not reopen those areas before cleaning and disinfecting. The Director of Facilities will oversee the proper cleaning of any such area.
Operations
The Director of Human Resources in conjunction with the Director of Facilities and Nursing Coordinator will oversee staff training on the physical protection of the school community. The schools will provide required staff training on the following as part of the reopening prior to the start of school: <ul style="list-style-type: none"> • Physical distancing of staff and students • Symptom screening, including temperature checks

- Proper use of protective equipment
- The correct use of cloth face coverings/masks
- Cough and sneeze etiquette
- Keeping one's hands away from one's face
- Frequent hand washing and proper technique
- Confidentiality around health recording and reporting
- Training on trauma-informed practices and suicide prevention

Staff training on the mental health and wellness of students will be available throughout the year. The schools will provide staff training on the following (in addition to Social/Emotional Learning expectations):

- Training on trauma-informed practices and suicide prevention.
- Confidentiality around health recording and reporting.

Additional staff training and PD for distance learning will be offered frequently throughout the year and may include:

- Google suite
- Pear Deck
- Screencastify
- Adult Ed team meetings/PD distance learning strategies
- Building and maintaining community while distance learning
- Boundaries as home and work/school lines collide.
- Designing for accessibility - Google classroom IE for low vision, anxiety, low hearing etc.

Instruction

A Cohort is a stable group of students and educators with consistent members that stay together throughout the school day to help mitigate the risk of spreading the virus. It is still expected that students & individuals within the cohorts maintain as much physical distance as possible. The nature of New Milford Adult Education lends itself to 2 cohorts- The High School Diploma program which typically has between 20-30 students registered in a semester and the ESL cohort which typically has around 50 students registered each semester.

Instructional Expectations for Reopening the New Milford Public Schools Adult Education

The instructional day and building schedules may be modified to meet the current health situation.

The Superintendent of Schools and/or Program Manager will communicate to staff and students any class cancellation (or adjustment in schedule) and subsequent reopening in the event that the State cancels in-school classes for all or restricts attendance requiring employing the school's plan for a Hybrid or Remote Model.

The Superintendent will base single closure, multiple school closure, or district closure using the most up-to date information on specific cases in the community or in a school with the consultation of local health officials and the district medical supervisor.

The Superintendent will notify the State Department of Education should a local decision be made to close under the guidance of local health officials and/or the district medical supervisor.

The Program Manager will review the current instructional schedule and make any modifications necessary to reopen and best meet the needs of students and staff members for a full return to school. The Program Manager will be prepared to amend schedules as necessary due to increased transmission in the school and/or the community or as otherwise determined by the district.

As of 8/15/20 Adult Education plans to start 100% in school with the parallel remote option for those not comfortable returning to school.

Alternate learning models will include:

- 50%/50% Hybrid Models for a moderate increase in transmission.
- Remote Learning for a large increase in transmission.

College and Career Ready standards will be maintained throughout the curriculum.

The Program Manager and teachers will proactively plan and be prepared at all times throughout the year for an expedited shift to Remote Learning instruction during a required short period (2-5 days) and a longer period (2 weeks) of closure.

The Program Manager and Technology department will proactively plan and be prepared at all times throughout the year for expedited technology access/support for a required period of Remote Learning including a short period (2-5 days) and a longer period (2 weeks) of closure.

The Assistant Superintendent and Program Manager will consult and share resources for teaching in a Remote Learning environment that is both synchronous and asynchronous which can be found in the Plan to Reimagine CT Classrooms for Continuous Learning and the CT Remote Learning Hub.

The Assistant Superintendent and Program Manager will review teacher rosters and develop a substitute plan and, along with the Board of Education, discuss stipends/changes in pay required to support the needs of the students and schools.

Program cohorts will be established and use the same classrooms every day and for the most part utilize the

same hallways, bathrooms, and other areas of the school as much as possible. Cohorts will be assigned a team of teachers and support personnel.

Program staff will restrict the mixing of cohorts for the start of the school year as much as possible.

Students in each cohort will have assigned seating in the cohort classroom as much as possible.

Students in each cohort will have assigned materials in the cohort classroom as much as possible. Individual kits will be given to each student for personal use. Chromebooks given to each student to use in and out of school.

The Assistant Superintendent and Program Manager will oversee all learning experiences and any curricular modifications in order to provide an appropriate, high standard of learning for students and teachers.

Field trips and off campus experiences will be limited and require approval of the Assistant Superintendent and the Superintendent of Schools. Decisions will be made based on ability to maintain proper distancing and safety expectations. Virtual field trips will be encouraged.

Program staff will work with the Assistant Superintendent to identify learning gaps, learning barriers, and find innovative ways to meet the needs of all students.

The Adult Education team will review and update material to address covid related requirements.

Digital literacy will be a focus upon return to school in all classrooms to ensure students ability to succeed in google classroom learning when in hybrid or remote conditions.

The schools will treat students eligible for special education and other special populations as general education students first. Guidance and policies related to school reopening plans apply to all students, including plans for eligible students under section 504 of the Rehabilitation Act. If students with disabilities are unable to access the reopening plan as designed, facilitate individualized and alternative means of re-entry based upon student need, present levels of functioning, developmental levels, and student input. Consider remote learning schedules if needed.

Programming decisions will not be based on a student's disability category. However, the nature and/or severity of an individual student's specific disability may require unique considerations. Protocols should consider the student's developmental level and skills.

Social/Emotional Growth

New Milford Adult Education will plan for experiences that ensure that the schools place adult and student wellness first to establish a positive, safe, and supportive learning environment. Strategies will be identified to engage populations and specific students that have been disengaged.

Communicate to the school community that SEL is foundational to the holistic success of the school community and a necessary aspect of a highly functioning school community through:

- Staff meetings
- Student community meetings held in individual classes verses whole group meetings as per pre covid.

Involve student leaders in reviewing plans, discussions around distance learning successes and failures and input as to what is needed, from a students perspective, to persist.

Staff check-ins regularly with small groups of students and individuals.

Administrative check-ins regularly with staff in groups and individually.

Community resource book available for all students and staff.

Increase guidance counselors hours to be a nightly presence as we reopen.

Weave in opportunities for students to practice and reflect upon social and emotional competencies in programs throughout the evening.

Assist staff in engaging students in developmentally appropriate conversations and lessons to discuss past, current, and future impacts of the pandemic on themselves, their families, their communities, and the broader world. Include discussions that will elevate racial consciousness as students were not present together in school during recent events in the U.S.

New Milford Public Schools Expectations

Stay home if feeling ill.

Students, teachers, and staff must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.

Health check by students required.

In order to prevent transmission among the school population, check every morning to ensure temperature is below **100.0 degrees** Fahrenheit and observe for symptoms associated with COVID-19 outlined by public health officials. **Teachers and staff** are expected to self-screen before leaving for school. **Students** are instructed to self-screen before leaving for school.

Face coverings or masks required.

PLEASE NOTE: Students must *always* wear face masks or other cloth material that covers their mouths and noses while they are on school property or on school busses. It is the responsibility of parents and/or guardians to ensure that their students have masks. If, however, a student arrives at school on a particular day and does not have one, the NMPS will provide a mask.

EXEMPTIONS: Students who have trouble breathing or have a medical condition making it unsafe to wear, or students with disabilities that prevent them from wearing a mask safely, are not obligated to wear a mask. A student claiming such an exemption, however, *must* provide “written documentation that the person is qualified for the exemption from a licensed medical provider, the Department of Developmental Services,] or other state agency that provides or supports services for people with emotional, intellectual or physical disabilities, or a person authorized by any such agency.”

Students who do not qualify for an exemption and fail or refuse to wear a mask shall not be admitted into school buildings. They will instead be offered the same remote instruction program that is being offered to families who do not currently wish to send their children to school. Students who do not qualify for an exemption and fail or refuse to wear a mask shall also face potential disciplinary consequences, up to and possibly including expulsion.

Teachers and staff must wear face coverings or masks that completely cover the nose and mouth while inside the school, with exceptions only for those for whom it is not safe to do so due to medical conditions. Teachers will be allowed to remove masks during direct instruction with permission and greater social distancing. Schools will have backup disposable masks available for teachers and staff.

Social distancing required. **Students** must maintain social distancing to the greatest extent possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school. Sharing of school supplies and materials will not be allowed.

Teachers and staff must maintain social distancing to the greatest extent possible.

Frequent hand washing or hand sanitizing expected.

Students, teachers, and staff must engage in frequent hand washing or sanitizing upon arrival,

before and after meals, after bathroom use, and after coughing or sneezing.

Monitoring Covid 19

Based on the expectations from the State, New Milford Public Schools will plan to follow a traditional schedule of school while monitoring the level of transmission of COVID-19 with the assistance of the New Milford Health Department. Decisions to move from In-Person Learning to Hybrid Learning to Remote Learning will be based on the level of COVID-19 spread in the schools, community, or the state. Ideally, the town of New Milford will remain in the “green” level with little or no community transmission. School schedules and/or protocols may be adjusted if the community enters a “yellow” level with minimal or moderate community transmission. If there is a substantial surge in local cases, based on guidance from the State of Connecticut and/or the New Milford Health Department, the district will likely revert to a Remote Learning Model.

In addition – and although the district recognizes that despite any and all safeguards and precautions it is impossible to ensure that there will be no transmission of COVID-19 within the schools or school-sponsored activities – at the outset of the school year, or at times during the school year, the district may decide it appropriate to implement the Hybrid Learning model.

LITTLE OR NO COMMUNITY TRANSMISSION Minimal/No spread of Virus (or virus contained)	MINIMAL OR MODERATE COMMUNITY TRANSMISSION Moderate Spread of Virus (requires possible adjusted schedule)	SUBSTANTIAL COMMUNITY TRANSMISSION High Spread of Virus (requires quarantine)
Instruction is 100% in-person	Instruction is 100% In-Person or a possible 50/50% Hybrid	Instruction is 100% Remote Learning
Daily attendance rates monitored	Daily attendance rates monitored and shared with local health officials	Daily Attendance for Remote Learning is monitored based on participation from home
Teaching and reinforcing of healthy hygiene	Concentrated reinforcement of healthy hygiene	Communication to home on healthy hygiene practices
Prevention measures in place	Heightened prevention measures in place	Strict prevention measures in place for essential personnel
Social distancing in place	Heightened social distancing in place with limitations in activities/events	Quarantine measures in place
Group gatherings/events limited; all events require	Group gatherings/events postponed	All group gatherings/events cancelled

approval		
Remain prepared for Remote Learning while learning is In-Person at school	Active Preparation for Remote Learning and/or short-term school dismissals resulting in possible Remote Learning for two-week periods	Continued engagement in Remote Learning during extended school dismissals and/or closures for long periods
Cleaning and disinfecting in place	Intensified cleaning and sanitizing in place	Classroom and buildings sanitized and shut down
Regular communication with local health officials	Coordination of closure with local health officials	Order of closure from local health officials and/or Executive Order for closure from Governor's Office

New Milford Public Schools Continuum for Learning for Adult Education

All New Milford Public Schools are committed to following all guidelines and expectations of the State and maintaining health standards in accordance with the New Milford Health Department.

IN PERSON LEARNING	HYBRID LEARNING	REMOTE LEARNING
<p style="text-align: center;">Level I – Low Risk Model for Learning</p> <p>Minimal/No Spread of Virus 100% Student Attendance In School</p>	<p style="text-align: center;">Level II – Moderate Risk Model for Learning</p> <p>Moderate Spread of Virus 50% Student Attendance / Alternating Attendance</p>	<p style="text-align: center;">Level III – High Risk Model for Learning</p> <p>High Spread of Virus 0% Student Attendance / All Distance Learning</p>
<ul style="list-style-type: none"> ● School operating up to 100% capacity. ● All students return to school in-person Monday through Thursday ● Heightened health & safety protocols in place ● Students/staff with underlying medical conditions may request remote learning. ● Face coverings/masks for students and staff while inside school buildings ● Identification/isolation of sick students/staff. ● Cohorting of students 	<ul style="list-style-type: none"> ● School is reduced by 50%. Classes that are scheduled to meet in person twice a week meet in person only once ● Remote learning takes place on days not in school. ● Face coverings/masks for students and staff while inside school buildings. ● Identification/isolation of sick students/staff. ● Cohorting of students used, restrictions on congregating. ● Maximize spacing of seating up to six feet or more when feasible with 	<ul style="list-style-type: none"> ● School closed, 100% Remote learning ● Based on a widespread increase in transmission levels of COVID-19, learning takes place at home for all students as a result of school or district closure. ● All extracurricular activities cancelled

<p>used, restrictions on group activities</p> <ul style="list-style-type: none"> • Maximize spacing of seating as feasible • Increased cleaning and sanitization protocols. 	<p>reduced class sizes</p> <ul style="list-style-type: none"> • Specific and increased cleaning and sanitization protocols. • Indoor extracurricular activities suspended. 	
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Fall 2020 NMPS Adult Education Model for Learning

IN-PERSON LEARNING

Students in school Monday through Thursday for students who choose this option, and are prepared to follow the guidelines outlined by State and local government, as outlined in the continuum of learning. **Traditional schedule with Health & Safety Expectations.**

Students and teachers attend every day with all State guidelines and expectations in place. Classroom learning and instructional activities are adjusted to provide the safest environment.

As of 8/18/2020 the State and Local numbers remain at a low level. Adult Education has looked at ways to reduce the number of students present in the building to create 2 separate cohorts (HSD and ESL) in numbers that would allow for Monday through Thursday in school learning to start the school year. We will do this by:

- **Limiting enrichment programming to virtual learning options only.**
- **Delaying many workshops, citizenship, and community nights until we can safely meet or once remote will resume on line.**
- **Limiting class sizes to allow for social distancing and creating waiting lists in ESL as needed while we assess numbers and needs to provide safe learning.**
- **Assess advanced level ESL and explore remote option start for those ESL students whose skills allow them to be successful online to allow beginner ESL to have the in person experience to give them the training to function if and when we go remote.**

REMOTE LEARNING PARALLEL TRACK

Some students learn at home due to medical concern, illness, quarantine, or other reasons *with support from the school*. This track aids in a return to school at the appropriate point after illness, quarantine, or when students decide to re-enter. In order to smoothly re-enter school after an extended time out and begin participating in the traditional schedule, it is strongly encouraged for students to engage in the Remote Learning provided by the district under the supervision of a teacher, or through the use of the Virtual High School with the

help of an Adult Education Mentor. Students on this track will be allowed to enter school at any point in time. **One-week notice must be given prior to returning to In-Person Learning. Students must communicate with the Program Manager if they will be participating in Remote Learning at any point throughout the school year if we are having In-Person Learning.**

Students engage in Remote Learning in Google Classroom with materials and support from the school with a teacher. Classroom learning and instructional activities may also take place through the use of the Virtual High school with Adult Education mentor support.

Hybrid Learning

HYBRID LEARNING: REDUCED SCHOOL POPULATIONS As a result of a surge in COVID-19, smaller groups of students are returned to school (alternating of 50% of students). Alternate school schedules that could be used if the State of Connecticut and/or local health officials place limits on student access to schools/buses due to surge of COVID 19 are listed below. When students are not in school, they are working at home with materials provided from the teacher and school.

Should New Milford Adult Education need to move to hybrid learning, all programming that meets twice a week would be reduced to in person learning one day with the second day becoming a remote learning experience. First semester would go from Monday-Thursday to Monday-Wednesday. Wednesday 7-9 would become half of the regular in person population.

Remote Learning

REMOTE LEARNING Short Term Closure (2-5 days, 2 weeks, etc.) or Long-Term Closure All students engage in Remote Learning with materials and support from the school. Classroom learning and instructional activities are shared through contact with the teacher. The Remote Learning model will be a blend of synchronous and asynchronous learning that follows the students In-Person schedule.

Health and Wellness Expectations (Students and Staff) for Reopening New Milford Adult Education

The following guidelines are in place to facilitate return to school

Health Expectations

There is protective equipment (including masks) for students and staff in the classrooms and throughout the facilities.

There are sufficient supplies that include hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

The Superintendent and Program administrators have updated the New Milford Pandemic Response Plan that includes procedures for a case or cases of COVID-19. This procedure includes communication to the local health officials (New Milford Health Department) when a student, teacher, or staff member or a member of their household has tested positive for COVID-19 and has possibly exposed others at the school.

The Program Manager and Director of Facilities have procedures for an isolation room in the school for (1) students or staff who are exhibiting symptoms associated with COVID-19, and (2) the risk level within the school/community as determined by the local health officials.

The Superintendent of Schools has a procedure for the closure of schools for a length of time based on (1) a positive COVID-19 case or cases, and (2) the risk level within the school/community as determined by the New Milford Health Department.

The Superintendent has the authority to limit access to public school grounds and school buildings during school closures or elevated levels of transmission in the area.

Passive Screening: **Students** are instructed before leaving for school to check to ensure temperatures are below 100.0 degrees Fahrenheit and to observe for symptoms consistent with COVID-19. Students must stay at home if they are feeling sick, have any symptoms associated with COVID 19, or have had close contact with a person diagnosed with COVID-19.

Teachers and staff are instructed to self-screen before leaving for school by checking to ensure temperatures are below 100.0 degrees Fahrenheit and to observe for symptoms consistent with COVID-19. Teachers and staff are to stay at home if they are feeling sick, have any symptoms associated with COVID-19, or have had close contact with a person diagnosed with COVID-19. Teachers and staff with a temperature greater than 100.0 degrees are not permitted in the school.

<p>Teachers and staff will be allowed to return 24 hours after a fever has broken, or with a note from their healthcare provider, or with a documented negative COVID-19 test. The school nurse will monitor screening information/data of teachers and staff while complying with relevant privacy and health laws.</p>
<p>Active Screening: Students- Schools will screen students as they enter school consistent with state and local health guidance, which includes visual wellness checks and any necessary follow-up temperature checks with no touch thermometers (checking to ensure temperatures are below 100.0 degrees Fahrenheit). Students will be observed for illnesses including cough or respiratory distress. Students may be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. NOTE: Screening procedures for all students are not required at the point of entry to the school. However, school staff will observe students throughout the day and refer students who may be symptomatic to the school nurse. NOTE: Temperature checks for all students at the point of entry will not be included due to the high likelihood of potential false positive and false negative results but will be available in the school under the supervision of the school nurse. In screening students who appear ill, only the nurse shall use a thermometer requiring a touch method (under the tongue or arm, forehead, etc.). Caution will be taken by the nurse, including wearing gloves, eye protection, and a mask.</p>
<p>Students with a temperature greater than 100.0 degrees are not permitted in the school. Students will be allowed to return 24 hours after a fever has broken, or with a note from their healthcare provider, or with a documented negative COVID-19 test.</p>
<p>The school nurse will monitor screening information/data of students while complying with relevant privacy and health laws.</p>
<p>The school nurse will monitor symptoms in students and staff that could be related to COVID-19, with the goal of decreasing the risk of spreading or contracting the virus while complying with relevant privacy and health laws.</p>
<p>Building Administrators will oversee procedures for all students and staff to sanitize hands and wear the appropriate PPE while at school.</p>
<p>Building Administrators will oversee that upon entry to school, large gatherings are avoided. Students will proceed directly to classrooms or small group designated areas.</p>
<p>Students and staff who are symptomatic while entering school or who become symptomatic during the school day will be separated from others in the supervised isolation room by the school nurse and sent home</p>
<p>Anyone exhibiting symptoms will be required to continue to wear a mask and wait in a supervised, isolated room which others do not enter until the individual can be transported home. If more than one person is in the isolation room, physical distancing will be maintained.</p>
<p>The school nurse will have a plan for triaging students and staff in the health office, recognizing that not all symptoms are COVID-19 related.</p>
<p>The school nurse will advise sick students and staff that they are not to return until they have met CDC criteria to discontinue home isolation (https://www.cdc.gov/coronavirus/2019-ncov/if-you-aresick/steps-when-sick.html) Individuals will be allowed to return 24 hours after a fever has broken, or with a note from their healthcare provider, or with a documented negative COVID-19 test.</p>
<p>There will be no COVID-19 testing of students, staff or volunteers at school. Local testing site information will be shared with individuals. The schools' nursing offices will monitor testing results</p>

once made available by individuals, complying with relevant privacy and health laws.
If a student or staff has been present in school and has a confirmed diagnosis of COVID-19, the School Nurse and the Program Manager will contact the Superintendent of Schools who will notify the local health officials (New Milford Health Department) immediately. In addition, the Superintendent will be notified by school personnel that a student is suspected of being sick, maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA).
The Adult Education response team coordinated by the Program Manager will establish designated responsibilities including monitoring of attendance, symptoms, and screening; communications to students and staff; overseeing cleaning procedures; and responding to suspected confirmed cases.
<p>Visitors</p> <p>Access to the buildings by visitors will be extremely limited and only for specific educational purposes.</p> <p>Passive Screening: Visitors with prior approval to enter the building are instructed to self-screen before leaving for school by checking to ensure temperatures are below 100.0 degrees Fahrenheit and to observe for symptoms consistent COVID-19. Visitors are to stay at home if they are feeling sick, have any symptoms associated with COVID-19, or have had close contact with a person diagnosed with COVID-19.</p> <p>Active Screening: Schools will screen visitors with prior approval to enter the building as they enter school consistent with state and local health guidance, which includes visual wellness checks and any necessary follow up temperature checks with no-touch thermometers (checking to ensure temperatures are below 100.0 degrees Fahrenheit). Visitors will be observed for illnesses including cough or respiratory distress. Visitors may be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.</p>
The Adult Education Office will maintain a log for those visitors allowed into the building. The log will include name, contact phone number, and arrival/departure time of each individual.
Each location will post a “No Visitors Policy” that includes the following wording: “Visitors will not be permitted into school facilities unless scheduled to enter, or required by law.”
The Superintendent of Schools will review all requests for use of the schools – before and after school. There will be limited access to outside organizations’ use of school sites and schools’ resources after school hours. The Director of Facilities will ensure that external community organizations (including those that sponsor before- or after-school childcare) that are allowed use of the facilities also follow the school’s health and safety plans, as well as the expectations of local health officials (New Milford Health Department).
There are procedures developed by Program Administration and the custodial staff for accepting deliveries in a safe manner.
Wellness Expectations
<p>Building Administrators will ensure, in accordance with CDC guidance, that hand washing/sanitizing includes:</p> <ul style="list-style-type: none"> • Opportunities for students and staff to meet hand washing/sanitizing frequency guidance. • Sufficient access to handwashing and sanitizer stations. • The availability of fragrance-free hand sanitizer (with a minimum of 60 percent alcohol).
The Nursing Coordinator and School Nurse will identify the training needs of staff related to health and safety protocols and work with the Director of Human Resources and the Director of Facilities who will oversee such training prior to the first day of classes.

The Director of Human Resources and the Director of Facilities will plan in-person or online training that includes social distancing; cleaning protocols; and hygiene practices. The Program manager will ensure access for all students and staff. Training will be provided to substitutes or others who may enter the school outside of the first day or typical calendar start. In coordination with the Director of Human Resources and the Director of Facilities an additional 1 to 2 people may be assigned to assist with training as needed.

Program Manager and teachers will review guidance/training and post signage on proper handwashing techniques with students, including the following:

- Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible.
- Staff and students should dry hands thoroughly.
- Wash/sanitize hands when: arriving and leaving home; arriving at and leaving school; after going outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.

Program Manager and Teachers will ensure that students receive ongoing education in the expectations related to all public health policies and protocols. Students will be educated about how coronavirus is spread, and how preventative actions help avoid the spread (for example, that masks keep droplets out of the air and hand hygiene keeps the virus out of one's mouth/nose/eyes).

Building Administrators will assess the best approach to communicate wellness information for each group, and plan to set aside time at the beginning of the school year, as well as scheduling frequent reminders to review the new policies and protocols. These practices include, but are not limited to:

- social distancing,
- use of face coverings that completely cover the nose and mouth,
- respiratory and cough etiquette, and
- enhanced cleaning/disinfection of surfaces.

The only exceptions for face coverings or masks are as follows:

- For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks should not be required, per CDC Guidance.
- For anyone who has a medical reason making it unsafe to wear a face covering, masks should not be required. For students, face coverings/masks may be removed while eating, drinking, or when students are outside, and effectively practicing social distancing. Exceptions may also be necessary for other special populations.

For students who have trouble breathing or for other medical reasons, reasonable accommodations may include a face shield. NOTE: Face shields alone are not a sufficient alternative to the wearing of face masks, but rather both may be worn for additional protection.

Adult Education students will be required to come into the building with face coverings or masks. Schools will have backup disposable masks available for students who forget them.

The Program Manager will establish times for "Mask Breaks" that will be provided during the school day. Breaks will occur when students can practice social distancing and/or when they are outside.

Staff members and visitors will wear masks that completely cover the nose and mouth inside the schools and will be assigned all necessary PPE as required for their role. For teachers and staff, face coverings/masks may be removed while teaching if the following conditions are in place: Enhanced social distancing; remaining static behind a physical barrier of some sort; while eating, drinking, or when outside and effectively practicing social distancing. Face shields worn with face masks may also be used by staff who support students with special healthcare needs (who are not able to wear masks) Staff working with students who are not wearing face coverings due to one of the exceptions and also cannot maintain social distancing will be provided increased protective equipment, including but not limited to medical-grade masks and disposable gowns.

Schools will have disposable masks available for staff members.
Staff members will receive guidance/training on proper use of PPE required for their role (https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html).
Custodial staff will be provided equipment and PPE for cleaning and disinfecting: (1) For regular surface cleaning, gloves appropriate for all cleaning and disinfecting will be provided. (2) Classified staff engaged in deep cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
School nurses and any staff member engaged in symptom screening will be provided surgical masks, face shields, and disposable gloves Front office employees will be provided face coverings or masks and disposable gloves.
Visitors and those making deliveries to the school must wear face coverings or masks that completely cover the nose and mouth.
Information will be given to staff, students and, visitors on proper use, removal, and washing of face coverings (https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-facecoverings.html).
Face masks are subject to district and Adult Education dress codes as set forth in Board Policy 5132 and should not include inappropriate images or text.
The school administration will be prepared to assist staff and students in determining and maintaining social distancing between individuals to reduce the transmission of the virus per the public health guidelines at that time.
The Program Manager will be prepared to communicate and adjust the approach to social distancing if guidance from the CDC or DPH changes due to shifting public health data or evolving understanding of COVID-19 disease, including transmission.
The Program Manager will plan for the number of people who can be in all school spaces (library, computer rooms and classrooms) based on maintaining reasonable social distancing prior to use by a classroom or group.
Even with social distancing expectations in classrooms, school spaces, and hallways, students and staff members will wear face coverings/masks in the school building.
To the extent possible the school will create student/teacher classroom cohorts to minimize the mixing of student groups throughout the evening. Consistent teams/cohorts will minimize cross-contamination of student groups.
Adult Education will have plans to minimize movement of students and staff as much as possible and reduce the number of students and staff who move at the same time. Traffic patterns in hallways or stairwells will be designed to promote social distancing during passing times. Strategies will include staggered passing times or one-way traffic in hallways or stairwells.
Classroom seating shall be assigned to students at all times during the day. Any alternate seating or shared seating will not be allowed.
Schools will restrict the sharing of educational materials between individuals to the extent possible. Individual student materials will be given in Survival Kits as outlined in the materials section of this document. Materials include such items as books, manipulatives, computers, calculators, writing utensils, and art supplies. Shared materials in a given school day will be cleaned and disinfected.

If the State of Connecticut adjusts social distancing guidelines due to a surge in COVID-19:

The schools will determine the student and staff capacity of classrooms and school spaces based on state or local guidelines limiting existing class groups/sizes in every classroom. The classrooms will be arranged in a manner that minimizes face-to-face contact and increases the space between desks and/or providing barriers between children at tables. Desks/tables will be separated and turned to face in the same direction (rather than facing each other). Other spaces in the building may be used for instructional activities to allow for appropriate distancing including gyms, cafeterias, libraries, larger rooms, and outdoors. The schools may need to limit the number of students present in classrooms and/or limit the number of students physically reporting each day based on guidelines issued from the State of Connecticut. The school schedule may be adjusted to meet the needs of social distancing (in classrooms) based on adjusted guidelines issued from the State of Connecticut.

- If student numbers are to be limited, the schedule may result in full credit (twice a week meetings) reduced to in person once a week.
- Adjusted State Guidelines may result in an extended period of Remote Learning by all students.

Appendix A

Pandemic Response Expectations for Reopening New Milford Public Schools
1 The New Milford Pandemic Response includes a tiered response for school attendance based on transmission in the community and/or in the school.
Community transmission of COVID-19 will impact the schools' planning, operations, and instruction as indicated in the chart on page 15
2 The New Milford Pandemic Response includes an immediate response for a confirmed diagnosis in the school.
See COVID-19 Cases in Schools on page 35.
3 As part of the New Milford Pandemic Response, the Superintendent of Schools is authorized to make immediate decisions for the safety of the students and staff.
The Superintendent of Schools may exclude staff and/or students who have signs or symptoms of COVID19 until a documented negative COVID-19 test result or note from a healthcare provider clearing them to return to schools is provided.
The Superintendent of Schools may exclude staff and/or students who have recently had close contact with a person with COVID-19 for a duration that is appropriate given the situation.
The Superintendent of Schools may suspend any activity or program at any time due to health and safety risks.
The Superintendent of Schools may suspend in-person classes at any time due to health and safety risks.

4 There will be a coordinated effort among all schools to ensure that students and staff take everyday preventive actions to prevent the spread of respiratory illnesses.

The Superintendent and Program Manager will encourage all parties to stay home when sick or feeling sick; appropriately covering coughs and sneezes; practicing social distancing; cleaning and disinfecting frequently touched surfaces; and washing hands often with soap and water or using hand sanitizer.

5 Communication guidelines are established in each school according to the appropriate transmission tiers or an in-school case.

Level one

- Daily to weekly communication will be shared with staff and families concerning the status of a school's reopening and continuing safety efforts.
- The New Milford Public Schools website, newsletters, and letters home will address prevention efforts, updated information from local, state, and national authorities, and publications from the New Milford Health Department as materials become available.
- Information will be made available to parents and community members if one of the school buildings is designated or participates as a vaccination site.

Level two

- Daily to weekly communication will be shared with staff and families concerning the status of school.
- The New Milford Public Schools website, newsletters, and letters home will address prevention efforts, updated information from local, state, and national authorities, and publications from the New Milford Health Department as materials become available.
- As needed, update and share information on Distance Learning plan and procedures for school closure and moving to learning at home.
- If necessary, update and share information on moving to hybrid scheduling (50% of students) and procedures for any adjusted schedule.
- Students who are absent from school are called to confirm COVID-19 symptoms or to confirm if staying home for prevention or family care.
- Close communication is maintained with absent staff members to confirm COVID-19 symptoms or to confirm if staying home for prevention or family care.
- Provide information and education to staff, students and families regarding pandemic flu, individual prevention measures, and various community/school plans and updates.

Level three

- The New Milford Public Schools website, newsletters, and letters home will address prevention efforts, updated information from local, state, and national authorities, and publications from the New Milford Health Department as materials become available.
- As needed, update and share information on length of Remote Learning and procedures for school reopening.
 - If necessary, share information on possible return to school and outline procedures for moving to a hybrid scheduling (50% of students) and procedures for any adjusted schedule.
 - Students who are absent from online instruction are called to confirm COVID-19 symptoms or to confirm if staying home for prevention or family care.
 - Close communication is maintained with absent staff members to confirm COVID-19 symptoms or to confirm if staying home for prevention or family care.
 - Provide information and education to staff, students and families regarding pandemic flu, individual prevention measures, and various community/school plans and updates

Level four

- A confirmed case in the school building results in immediate communication with local health officials (New Milford Health Department) resulting in a determination of length of closure.

- Communication is immediate to all staff and students, as well as to local and state officials that a school or the school district is shutting down for a time period (to be determined).
- The New Milford Public Schools website, newsletters, and letters home will address prevention efforts, updated information from local, state, and national authorities, and publications from the New Milford Health Department as materials become available.
- Procedures for closure and reopening are shared with the staff and students

Appendix B

COVID-19 Cases in Schools
<p>If a student, staff member, or visitor who has been present in school and has a confirmed diagnosis of COVID-19, the School Nurse and the building Principal will contact the Superintendent of Schools. In addition, the Superintendent will be notified by school personnel that a student is suspected of being sick, maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA).</p>
<p>The Superintendent of Schools notifies the New Milford Health Department immediately.</p>
<p>The New Milford Health Department will assess risk of further transmission in the school.</p>
<p>Decisions are made concerning:</p> <ul style="list-style-type: none"> • CONTACT TRACING • CLOSURE • CLEANING • CONTINUITY OF EDUCATION • REOPENING OF SCHOOL
<p>The decision to suspend or close a school (or the entire school district) will be made by the Superintendent or designee based on information and recommendation from local health officials. Board of Education members and town officials are notified of closure, as well as the State Department of Education.</p>
<p>Schools will likely implement a short-term closure (2-5 days) or longer regardless of community spread if an infected person has been in a school building. The CDC recommends dismissal of students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the Superintendent, in consultation with the local health officials, to determine appropriate next steps,</p>

including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

All communications to the school community including staff and families are made through the Superintendent.

During school closures, all extracurricular activities, athletics, and school-based afterschool programs are canceled.

A Confirmed Case in the School Building

Assess risk with local health officials.

Plan for a short (2-5 days) or longer (10 days) closure to clean, disinfect, and contact trace in consultation with the New Milford Health Department.

Path to Reopening 2020-21: Disclaimer

The guidance and plans provided in this document are based on current guidelines and requirements issued by the State Department of Education and the current input of local entities and public health officials. The COVID-19 public health emergency continues to be a rapidly evolving situation, and consequently, the guidelines, requirements and plans described herein may change as the legal and regulatory landscape and the public health trends continue to change