



Hancock Elementary School 2020-2021 Re-Entry Plan



Executive Summary

On March 15, 2020, Governor Charlie Baker announced the closure of all Massachusetts schools in order to protect the health and safety of students and school staff and mitigate the spread of COVID-19. Navigating the challenges of school closure and shifting education to a remote platform was neither easy nor trouble-free. However, the commitment and dedication of our teachers and school staff and the support of our families allowed students to successfully continue their education in a new and largely unprecedented manner. As we look forward to the start of the new school year, we reflect on what we learned from our past experiences and use this to improve our educational practices.

As your new Superintendent, in collaboration with the building principal and other school staff, I have been tasked with the development of a re-entry plan that meets the academic and social-emotional needs of our students while adhering to both Commonwealth of Massachusetts and the Center for Disease Control (CDC) guidelines. We fully recognize that the health and safety of our students, families, and staff members are of the utmost importance. We also understand that while remote learning can provide students with a robust academic program, face to face instruction allows us to maximize learning and provide a comprehensive support system for all our students. With these as our guiding principles, we have developed a comprehensive plan that addresses three possible educational scenarios for the 2020-2021 school year.

This plan includes a focus on the areas of hygiene and sanitation, face coverings, physical distancing, and limiting group contact. In addition, we have developed protocols around cleaning and disinfection, responding to COVID-19, sharing of items, and visitors and volunteers.

The three possible educational structures are as follows:

- ❖ Full face to face instruction within the school building: In this situation, all students would return to the building 5 full days a week and appropriate modification to meet health and safety requirements would be implemented. Learning time, utilization of alternative learning spaces, staffing flexibility, and limiting the mixing of student groups were areas of consideration in the development of this model.

- ❖ A blended model of both face to face and remote learning: Students would alternate between instruction on a remote platform and face to face instruction. Considerations of connectivity issues and specific student needs and learning profiles were discussed in the development of this model.
- ❖ Full remote learning: Available for individual students who are unable to return to in-person instruction. This structure will also be available in the event of future school closure due to COVID-19. Connectivity concerns, previous experience with the Seesaw online learning platform, and the successes and challenges of the Spring 2020 remote learning experience were considered for this model.

Currently, we plan to begin the school year in a full face to face instructional model. After reviewing information collected from a feasibility study and seeking family, staff, and community input we feel we can meet required hygiene, sanitization, and social distancing guidelines while providing teaching and learning within the building. While we aim to have all students back in the classroom, we understand that teaching and learning will look and sound different this school year and some families may have concerns regarding their child returning to the school building. With that in mind we attempted to address many areas that may be of concern within this re-entry plan, but fully understand that all questions may not be specifically addressed within this document.

As COVID-19 is an evolving and dynamic situation, we will continue to seek feedback from all stakeholders and make adjustments as needed. Our goal is to continue to provide a positive and rigorous educational experience that is responsive to the needs of our students, families, and staff members while balancing the required health and safety guidelines necessary to address this unprecedented situation.

Respectfully,

Dr. Rebecca R. Phillips
Superintendent of Schools

HANCOCK RE-ENTRY

at a glance



Hancock School Opening Plans

- ❖ School will open on September (TBD), 2020
- ❖ In-person instruction five days per week
- ❖ Remote option available
- ❖ Masks are required for all adults and students in grades 2 through 6
- ❖ Enhanced cleaning protocol

In-Person and Remote Learning

Our goal is to provide in-person instruction but will offer remote learning as an option. In-person instruction will focus on the provision of a robust educational experience while continuing to develop relationships and support student growth. Face to face learning will occur 5 days a week with health and safety requirements such as the wearing of masks, social distancing, and enhanced cleaning protocols in place. Remote learning will be both in a synchronous and asynchronous format.

Masks



All staff and students in grades 2 through 6 will wear a mask when Indoors. Students in PK - 1st grade are strongly encouraged to wear masks.



Good Hygiene

Students and staff will be asked to wash/sanitize their hands frequently throughout the school day.

Social Distancing

We will ask that all students maintain appropriate social distancing recommendations.

Parents as Partners

Assess your child and do not send them to school if they have signs of illness.

Send your child to school with a mask every day. Wash reusable masks daily.

Reach out to the school with any questions or concerns you may have.



School Bus Protocol

All students who ride the bus will be required to wear a mask. Riders will be spaced throughout the bus and will have assigned seats.

School Lunch

Lunchtime will be used as a scheduled mask break. Students may eat in the cafeteria or their classrooms. Social distancing requirements will be in effect during lunch.

Outdoor Activity

Outdoor learning opportunities will be provided whenever possible. While outdoors, students can remove their masks as long as they maintain a 6-foot distance from staff and students.

School Calendar 170 days

The State has modified time on learning requirements. Students must be in school for 170 days and be engaged in learning for a minimum of 850 hours. The original calendar will be modified in the upcoming weeks.

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Health and Safety

Masks

The CDC has determined that the most effective manner of preventing transmission of COVID-19 is the wearing of masks. COVID-19's primary avenue of transmission is through respiratory droplets which are produced when we cough, sneeze, or talk. These droplets can land in the mouth or nose of people who are nearby or possibly be inhaled into the lungs. Wearing a mask can reduce the spread of COVID-19.¹

The expectation within the building is that all adults will wear a mask or other face-covering that extends over both their nose and mouth. Students in grades second and up will be required to wear a mask at all times. Students in Preschool, Kindergarten, and first grade are strongly encouraged to wear masks. Exceptions for meals, mask breaks, and medical exemptions are permitted.

Parents are expected to provide their child(ren) with either cloth or disposable face masks. Cloth masks should be washed daily. The school will have a supply of masks available for staff and students who may need them. Specific trash receptacles within the building will be identified for disposal of soiled or unusable masks.

Mask breaks will be scheduled into the school day when appropriate social distancing guidelines can be met. Students will have at least two mask breaks each day during lunch and recess. Additional breaks will be built in as appropriate. More frequent breaks will be provided to students in preschool, Kindergarten, and first grade. During mask breaks students must remain 6 feet apart from each other. Students will be expected to wash or sanitize their hands before and after a mask break. Napkins or paper towels will be provided for students to place their masks on during breaks.

While visitors and vendors will be limited within the building (see below), anyone entering must wear a mask or other face covering. Signage will be placed around the building with reminders to wear masks.



¹ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

Resources: Properly wearing a mask

<https://youtu.be/etZK-GrUYgM>: *This video demonstrates how to wear (don) and remove (doff) a face mask such as a surgical mask or ear loop mask. Produced by RegisertredNurseRN*

<https://youtu.be/mCG6t03WeJ0>: *How to properly put on and take off a face mask. Produced by the University of Iowa Health Care.*

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>: *CDC Guidance on the use of masks to slow the spread of COVID-19.*



Your cloth face covering may protect them. Their cloth face covering may protect you.²

² Content source: [National Center for Immunization and Respiratory Diseases \(NCIRD\)](#), [Division of Viral Diseases](#)

Hand Washing and Sanitization

Regular hand washing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. Hand washing and sanitizing stations will be available within all learning spaces, at all entrances and exits to the building, and within all common areas. Students will be required, at minimum, to wash/sanitize their hands when entering the school (morning, late arrival, or after mid-day appointments), before snack/mealtimes, before and following a mask break, and prior to leaving school. Additionally, handwashing will be required when transitioning to a different classroom and after using the restroom.

While washing with soap and water is the most effective manner for cleaning hands, the school will have alcohol-based sanitizers available throughout the building. To help reduce the spread of germs, please have your child wash their hands before coming to school and we recommend that they wash their hands upon returning home.

Resources: Handwashing

1. <https://www.cdc.gov/handwashing/index.html>: *CDC guidance on handwashing.*
2. <https://www.cartoonnetwork.com/check-in/video.html?id=ffa3ef939a1ccc9a5a8ff7004f06f0b8703f910e>: *CDC: The proper way to wash your hands.*
3. <https://youtu.be/srTtNHhkapg>: *What You Need To Know About Handwashing. Produced by WWLTV, source CDC.*
4. <https://youtu.be/d914EnpU4Fo>: *What you need to know about handwashing, CDC.*



Students: Let's work together to stop the spread of COVID-19

DID YOU WASH YOUR HANDS?

stop



think



wash hands



ASK YOURSELF:

- Did I just go to the bathroom?
- Am I about to eat?
- Did I just eat?
- Did I cough or sneeze?
- Did I touch supplies or objects that other people have touched?
- Did I touch garbage?
- Did I touch my cloth face cover?

If you can't wash your hands, ask your teacher or another adult for hand sanitizer.

 cdc.gov/coronavirus

Handwashing is an easy, inexpensive, and effective way to prevent the spread of germs and keep kids and adults healthy. When your family is healthy, you don't have to worry about missing school, work, or other activities. (CDC)

Physical Distancing

Physical distancing is an important step in reducing the transmission of the virus. It is recommended that students should maintain 6 feet of distance from others whenever possible. Three feet is the minimum distance allowed by the Department of Elementary and Secondary Education. Within the majority of learning spaces at the Hancock Elementary School, a 6 foot distancing space can be provided for students and staff members. In areas where this is not possible, the school can meet or exceed the 3 foot distance.

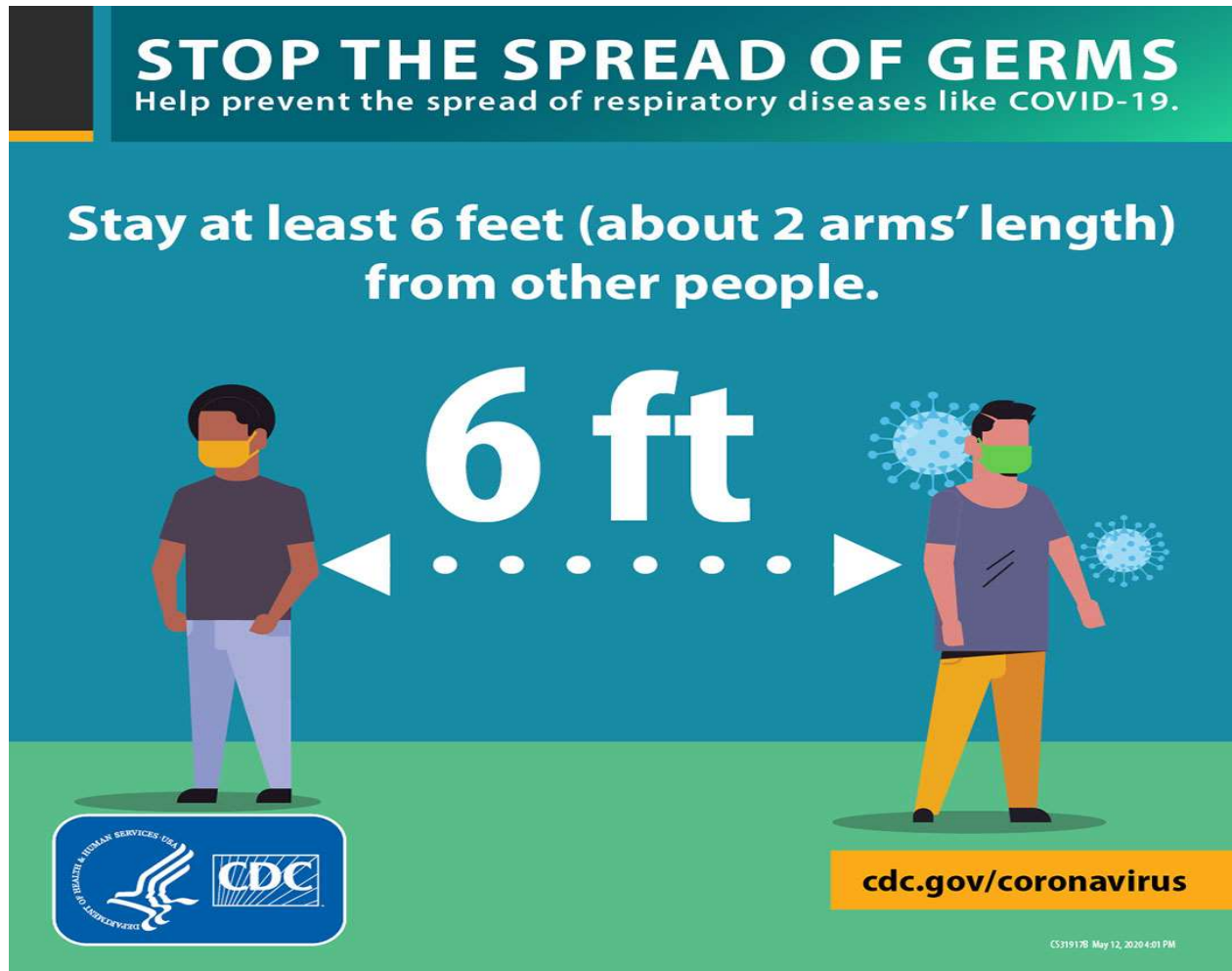
In an effort to address the need for social distancing requirements, each classroom and learning spaces will be provided with several plexiglass dividers. This will allow for increased flexibility for the use of all spaces and protect in situations where a student is unable to wear a mask due to either their age or an underlying medical condition. Furthermore, in the event that enrollment numbers change and more space is needed at a specific grade level, the school will utilize the common area as a classroom. The school has purchased several 7-foot dividers that can be used to partition off a portion of the common area to identify classroom space and reduce distraction. Outdoor learning spaces will be in place for the start of the school year. This will provide teachers with increased flexibility for student grouping, planning instructional activities, and providing mask breaks.

All students will have an assigned desk within the classroom and desk placement will be marked on the floor. In addition, 6 foot distancing place markers and one-way travel arrows will be added in the hallways, around common areas, and outside the bathrooms.

Recess will be a planned mask break and as a result, social distancing requirements will be in place. To facilitate this, an additional staff member will be on recess duty to allow students to utilize a larger area of our outdoor space.

Resource: Social Distancing

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>: *CDC Guidance on social distancing.*



**Physical distancing is a critical component
in mitigating the transmission of the virus.**

(DESE)

Student Cohorts

All classrooms at the Hancock Elementary School are self-contained. Classroom groups will be considered student cohorts. Limited interaction between cohorts will occur during the school day. Students will be provided specials in their cohort groups, eat lunch within their group, and participate in recess in their assigned cohort group. Students will be assigned seating in all learning environments and on the bus. Mats will be utilized for the preschool program to identify individual spaces. Hallway transition will be coordinated to ensure limited student interactions. Teachers will remain with their student groups whenever possible. Teachers or staff members whose responsibilities require that they move from classroom to classroom or pull individual or small groups of students for instruction outside the room will be required to wash their hands before working with a new group of students.

Cleaning and Disinfecting

The safety of our students and staff members is of the utmost importance. With that in mind, we are developing a sanitization and cleaning plan. The district has contracted with Eco Genesis to provide an Environmental Cleaning Program (ECP) which will include reviewing current procedures and developing procedures for cleaning following best practices regarding frequency, method, and process. In addition, direct site-specific training will occur and the district will increase the number of custodial staff hours in order to meet increased sanitization demands. The district has received an initial order of cleaning supplies and additional supplies will be purchased once the ECP has been completed. Please refer to the Operational Protocol section for more information on cleaning and disinfecting.

Ventilation

A component of our ECP will include an assessment of filtration for both the furnace and air exchanger. The ventilation system will be cleaned and the system will be run with the outside air dampers opening for two weeks before the opening of school. In addition, the school will increase the use of outdoor air by opening windows when feasible and providing window fans in all learning spaces.

Responsibilities

3

Parents	<ul style="list-style-type: none"> • Practice hand washing and sanitizing at home in preparation for attending school. • Instruct and practice with your child on how to properly put on, take off, and wear a mask. • Send your child to school with a mask every day. • Wash reusable mask daily. • Monitor your child's health. • Keep your child at home and let the school and your medical provider know if COVID-19 symptoms are present or if your child has been exposed to someone with COVID-19. • Discuss physical distancing with your child and minimize exposure to large groups. • Ensure immunizations are up to date for the start of the school year. • Send your child to school with a filled water bottle each day. Be sure it is clearly labeled with their name.
Students	<ul style="list-style-type: none"> • Practice hygiene and sanitation practices. • Wear face masks as required. • Perform routine cleaning of high touch surfaces including, laptops and digital devices. • Adhere to physical distancing guidelines. • Monitor health symptoms and report to an adult if you feel sick. • Stay home when sick.
Staff	<ul style="list-style-type: none"> • Follow procedures related to hygiene which will include, but not limited to: <ul style="list-style-type: none"> ▪ Frequent handwashing ▪ Frequent and thorough cleaning and disinfecting of workspaces ▪ Wearing a mask that covers both the nose and mouth in common spaces and when not alone ▪ Refraining from gathering in shared space or use communal space or items. • Participate in district-sponsored training. • Maintain social distancing requirements. • Inform administration as soon as possible if COVID-19 symptoms are present or if you have been exposed to someone with COVID-19.

³ Some content sourced from SAU #9 Re-Entry plan

<p>Staff Continued</p>	<ul style="list-style-type: none"> • Employees reporting any of the travel-related risk factors should self-quarantine for 14 days after returning from such travel. As an alternative to self-quarantining, an employee can obtain a release from a medical provider that permits him/her to return to work after appropriate screening or testing. See travel guidance resources. This requirement will be based on the most up to date State travel restriction/guidance. • Stay at home if sick.
<p>Administration</p>	<ul style="list-style-type: none"> • Hancock Administration will provide supplies required for cleaning and disinfecting work areas as well as PPE (masks and other as appropriate). • Plexiglass dividers will be provided within all learning spaces. • Administration will consider the medical and emotional needs of all employees, particularly those who are medically vulnerable. • Identify, designate, and monitor the use of sick leave, CARES ACT, and FMLA. • Provide signage regarding the use of masks, reminders for handwashing, social distancing guidance, and traffic patterns. • Follow procedures related to hygiene, masks, and social distancing. • Communicate with staff and families regarding changes or updates to protocols.



Building Modifications

Classrooms

Modifications to the classrooms:

- Use of desk in all classrooms except Cricket Cove
- All desks will face in the same direction
- Removal of all non-essential items and furniture to maximize useable space
- Identification and use of outdoor learning spaces
- Utilization of temporary wall structures to maximize learning spaces
- Utilization of plexiglass barriers
- Reconfiguration of spaces to maximize safer traffic patterns
- Removal of all soft, cloth-based materials (toys, chairs, rugs)
- Desk placement markers
- Social distancing markers
- Increased ventilation with outdoor air through box fans and open windows
- Individually assigned student materials whenever feasible
- Drinking fountain closed
- Hand sanitization stations at entry and exit doors and in all classrooms.
- Mask disposal stations

Common Areas

Modifications to the common areas:

- Social distance markers
- Removal of non-essential items
- Increased signage
- Identified traffic flow patterns
- Hand sanitization stations
- Mask distribution and disposal stations



Bathrooms

Modification to the bathrooms:

- The number of students utilizing the bathrooms will be limited
- Hand sanitization stations will be located outside of all bathrooms
- Social distance marks will be placed on the floor of the bathroom and in the hallway
- Plexiglass barriers will be placed between sinks and urinals will be closed.

Lockers

Lockers will not be used at this time. This will be reassessed later in the school year.

Playground

- Social distancing practices will be in place
- Daily cleaning of equipment
- Student cohorts assigned to specific areas of the playground.

Signage

Will be posted in the following key areas:

- By all handwashing/sanitation stations reminding everyone of the proper way to clean hands
- In bathrooms to remind individuals to properly clean and sanitize hands
- At entrances and exits to remind students and adults to wear mask and maintain physical distancing
- By eating areas to identify traffic patterns, to avoid the sharing of food and drink's, and the importance of maintaining social distancing requirements
- In classrooms to remind individuals to physically distance, reduce the sharing of items, and to keep masks on.
- In the hallways to identify traffic patterns and maintain social distancing
- Next to shared equipment reminding staff and students to wipe down before and after use
- Areas where queueing may occur to encourage physical distancing

Operational Protocols

Responding to COVID-19

Initial Fall School Reopening Guidance supports the goal of the safe return of as many students as possible to in-person instruction. To accomplish this goal several factors must be kept in mind.⁴

- To substantially reduce the transmission of the virus, a combination of strategies must be employed.
- Students, with the assistance of their families, must be monitored daily for symptoms. Staff must also monitor themselves for symptoms. Everyone must do their part and stay home if they are exhibiting COVID-19 symptoms or are feeling sick.
- As the primary mode of transmission of the virus is through respiratory droplets, masks are among the most important measures to contain the spread of COVID-19.⁵ Mask must be worn by all adults in the building and for students in second grade and above. Masks must cover both the nose and the mouth. Younger children will be strongly encouraged to wear masks while in the school building. Exceptions will be made for students who have medical or other challenges and are unable to wear face coverings.
- Handwashing and hand sanitization are important factors in controlling the spread of the virus. Students and staff members will be required to wash/sanitize their hands frequently. Handwashing/sanitization stations will be available throughout the building.
- Social distancing measures reduce the likelihood of transmission. In the classroom, while everyone is wearing a mask, a minimum of 3 feet of separation is needed. If masks are not worn by all, 6 feet of distance is required. In the majority of our learning spaces, a 6 foot distance requirement will be put in place. Other spaces will meet or exceed the minimum 3 foot requirement.
- Students organized into cohorts with assigned seating helps to mitigate the transmission of the virus. Students will remain within their cohorts and be assigned seats in all classrooms and on the bus.

⁴ Information taken from Department of Elementary and Secondary Education *Protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings (July, 2020)*.

⁵ CDC. (2020). Considerations for Schools. Available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Preparing to Respond to COVID-19

In the event that a staff member or a student test positive for COVID-19, self-isolation for a minimum of 10 days is required. Return to school can occur after 10 days and once they have been fever-free, without fever-reducing medication, for 3 days, experienced improvement in symptoms, and received clearance from public health authority contact tracers.⁶ This requirement is dependent upon the most recent guidance from DESE and DPH and will be updated if necessary.

DPH recommends that close contact of a positive COVID-19 case should be tested under the following circumstances:⁷

- Being within less than 6 feet of COVID-19 case for at least 10 – 15 minutes while the case was symptomatic or within 48 hours before the onset of symptoms, OR
- Having direct contact with infectious secretions of a COVID-19 case while not wearing personal protective equipment.

Within the school setting, DESE has defined close contact as:

“Close contact includes other students and staff who were within 6 feet of the student or staff for at least 10-15 minutes in a classroom, in other school spaces, on the bus, or at an extracurricular activity. In elementary... where the students are in self-contained classrooms for an extended period, all students/staff within this “cohort” are considered close contact as they may have been within 6 feet of the person with a positive test result.”

Possible close contacts should not come back to school until they have been tested, or elected to self-quarantine for 14 days. If an individual tests positive then they may not return to school for a minimum of 10 days and as noted, been fever-free for 3 days with a reduction on overall symptoms. If the results are negative, then the individual can return to school.

⁶ Information taken from Department of Elementary and Secondary Education *Protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings (July, 2020)*.

⁷ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

Most Common Symptoms of COVID-19

Please stay home if you have any symptoms listed.

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:^{8 9}

- ☐ Fever (100.4° Fahrenheit or higher), chills or shaking chills
- ☐ Cough (not due to other known cause, such as a chronic cough)
- ☐ Difficulty breathing or shortness of breath
- ☐ New loss of taste or smell
- ☐ Sore throat
- ☐ Headache when in combination with other symptoms
- ☐ Muscle aches or body aches
- ☐ Nausea, vomiting, or diarrhea
- ☐ Fatigue, when in combination with other symptoms
- ☐ Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms



If staff or students have any of these symptoms, they must get a test for active COVID-19 infection before returning to school.

⁸ Massachusetts DPH, Testing of Persons with Suspect COVID-19. (2020, May 13)

⁹ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Key actions for individual COVID-19 Events¹⁰

Event	Location of Event	Testing Results	Quarantine
<i>Individual is symptomatic</i>	<p>If an individual is symptomatic at home, they should stay home and get tested.</p> <p>If an individual student is symptomatic on the bus or at school, they should remain masked and adhere to strict physical distancing requirements. Students will be met by the nurse and stay in the medical waiting room until they can go home. They will not be sent home on the bus.</p> <p>If an individual staff member is symptomatic at school, they should let administration know immediately and then go home and get tested.</p>	Individual tests <u>negative</u>	Return to school once asymptomatic for 24 hours
		Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.
		Individual <u>is not tested</u>	Remain home in self-isolation for 14 days from symptom onset.
<i>Individual is exposed to COVID-19 Positive Individual</i>	<p>If an individual is at home when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.</p> <p>If an individual is at school when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day (including PK, K, and 1 students) and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home. They should stay at home and be tested 4 or 5 days after their last exposure.</p>	Individual tests <u>negative</u>	Return to school, if asymptomatic or once asymptomatic for 24 hours
		Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.
		Individual <u>is not tested</u>	Remain home in self-quarantine for 14 days from exposure

¹⁰ Information taken from Department of Elementary and Secondary Education *Protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings (July, 2020)*.

Hancock Elementary School Protocol: Staff or Student test positive for COVID-19

1. Staff or students are to remain at home per the above guidelines.
2. Staff or families must notify school administration and/or school nurse that the individual has tested positive.
3. Administration and nursing staff will determine if the student/staff member was in the building during the time frame that started two days prior to the onset of symptoms or a positive test result. If so,
 - a. All areas visited by the individual will be closed off until disinfecting and cleaning can occur.
 - b. Staff/student's classroom will be disinfected along with all other areas visited by the individual.
 - c. The transportation company will be notified and cleaning and sanitization of the bus will occur.
4. Administration will attempt to contact families and staff members by phone. An email and hard copy communication will be sent to families of students in the individual's cohort notifying them that there has been a positive test and as they may have been within 6 feet of a person with a positive test, they are considered a "close contact" and should be tested. No person will be identified within this communication. In cases where the individual may have been in close contact with those outside their cohort, these individuals will be notified in the same manner.

If the school becomes aware of a positive COVID-19 test in the middle of a school day when the cohort is in class, administration and nursing will ensure all students within the close contact cohort are wearing masks, including pre-school, Kindergarten, and 1st grade students. All students in the cohort will be required to wash their hands and strict physical distancing will be enforced. Families will be notified as soon as feasible. Parents and caregivers of students in the class or individuals who are considered a close contact may pick students up before the end of the school day. Students who are close contacts or students with symptoms cannot ride the bus home. As a precaution, students and caregivers, as well as staff, should wash their hands and change their clothes as soon as they are home. Close contacts should not come back to school until they have received the result of testing or quarantined for 14 days.¹¹

¹¹ Information taken from Department of Elementary and Secondary Education *Protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings (July, 2020)*.

Hancock Elementary School Protocol: School Cleaning and Disinfecting

It may be possible for individuals to get COVID-19 by touching an object that is contaminated and then touching their mouth, nose, or eyes.¹² The Hancock Elementary School will ensure that facilities are properly cleaned and disinfected each day.

1. Frequency: Shared space will be cleaned and disinfected daily. High touch/contact areas such as door handles, light switches, and sinks will be cleaned and disinfected throughout the day.
 - a. Desks should be cleaned at least daily. If students eat at their desks, cleaning must occur before and after lunch/snack.
 - b. Electronics will not be shared between students. Students will clean their assigned computers on a daily basis.
 - c. Outdoor play areas made of plastic or metal will be cleaned daily.
2. Responsibility: Custodial staff or other identified adults will handle all disinfection requiring the use of chemicals. For other surfaces, there will be a shared responsibility between staff and students on a case-by-case basis.
3. Disinfectant: The district will utilize an alcohol solution with at least 60 percent ethanol or 70 percent isopropanol, diluted bleach solution, or other EPA approved disinfectant.
4. Mask Disposal: Mask disposal areas will be identified throughout the building. If a mask breaks or becomes unusable, it will be disposed of and the individual will immediately put on a new mask after washing their hands.

*** Recommendation from the scheduled ECP will be incorporated into the Cleaning and Disinfecting Protocol. This protocol will be updated in the near future.*

¹² CDC. (2020). Considerations for Schools. Available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Hancock Elementary School Protocol: Shared Items

The Hancock Elementary School will limit and discourage the sharing of materials. If materials do need to be shared, they must be cleaned before being used by another student.

1. Sharing of learning materials, toys, games, art materials, musical instruments, and other difficult to clean materials will be limited. Supplies and materials will be limited to one group at a time and will be cleaned/disinfected between uses.
2. Books and other paper-based materials are not considered high risk for transmission.
¹³ Students will be allowed to take books from the shelves and return them to an identified bin.
3. Each classroom will develop protocols that will reduce passing supplies and materials between students.
4. Frequent handwashing/sanitization will occur before and after using shared materials.
5. Additional supplies will be purchased to minimize the need to share materials.
6. Student items will be kept separate from others. Each classroom will develop a protocol for storage and access to personal belongings.



¹³ Melnick, H., & Darling-Hammond, L. (with Leung, M., Yun, C., Schachner, A., Plasencia, S., & Ondrasek, N.). (2020). Reopening schools in the context of COVID-19: Health and safety guidelines from other countries (policy brief). Available at <https://learningpolicyinstitute.org/product/reopening-schools-covid-19-brief>

Hancock Elementary School Protocol: Lunch and Eating Areas

The Hancock Elementary school will continue to utilize the common area for lunch. As this is a time when students will not be wearing a mask, a 6-foot distance between students will be required. To meet this requirement, classes will rotate between eating lunch in the common area and eating in their classrooms. Weather permitting, some classes may eat lunch in the new outdoor learning space. Eating surfaces will be cleaned or sanitized prior to and following lunch.

Students will wash their hands and properly store their masks on a paper towel, napkin, or other identified containers on the table prior to eating. Masks will need to be put back on before a student leaves the table for any reason. As all drinking fountains will be closed, bottled water will be available for staff and students.

Hancock Elementary School Protocol: Visitors and Volunteers

1. No visitors or volunteers will be allowed in the school building until further notice. Exceptions to this will be contracted service providers.
2. Parent and family visits will occur only in the main entryway of the building or outside.
 - a. Parents and caregivers who do enter the building must follow all hand hygiene, mask, and social distancing requirements.
 - b. Visits that occur outside the building must adhere to social distancing and mask requirements.
 - c. Whenever feasible, only one parent or guardian should visit the school building. In addition, it is recommended that the same adult drop off and pick up children each day if it is necessary to enter the school building.
 - d. Virtual communication will be utilized as necessary.
3. A tracking log of visitors will be kept for a minimum of 30 days. This log will include name of visitor, date, contact phone number, arrival and departure times, and areas visited within the building. Visitors are required to complete all components of the tracking log when they enter the building.

Transportation

The Hancock Elementary School is working closely with Dufour Transportation Company to ensure that all safety guidelines are in place to provide safe conditions for students traveling by bus. Several core safety practices will be put on place:¹⁴

- ❖ **Masks:** All students, regardless of age, will be required to wear a mask while on the school bus. Medical exceptions will be provided with increased safety protocols.
- ❖ **Distance:** Only one student per bench, with alternating sides for each row. Students from the same household may sit together on a bench. Social distancing is required at the bus stop and when students enter or leave the bus.
- ❖ **Ventilation:** Windows will remain open while students are on the bus unless there is extreme weather.
- ❖ **Cleaning and Disinfection:** At minimum, high touch surfaces will be cleaned thoroughly after each morning and afternoon route.
- ❖ **Seat Assignments:** All students will be assigned a seat on the bus. This process will assist in loading and unloading the bus in a sequential manner.
- ❖ **School administrations** will review pick up and drop off processes to assess the feasibility of split drop off times and alternative entry into the school building.

*****If at all possible, parents are encouraged to transport their Child(ren) to school in lieu of riding the bus.*****

*****Transportation protocol will be updated as new guidance is received*****



¹⁴ Information taken from Department of Elementary and Secondary Education *Fall Reopening Transportation Guidance* (July, 2020).

Learning Structures

In-Person Learning Structure

The Hancock Elementary School will begin the school year offering an in-person learning structure. Students will attend school five days a week in a traditional classroom setting with mitigation strategies that will include the wearing of masks, social distancing, environmental modifications, and enhanced cleaning protocols.

Within this structure, schedules will be modified to meet health and safety requirements. During the first few weeks of school, teachers will instruct students and have them practice identified routines for moving around the building, washing and sanitizing hands, maintain social distancing, and lunch and recess protocols. The School Adjustment Counselor will meet with all students, whether they are in the building or in a remote learning structure, and will be available to support families as needed. Physical education classes will be held outdoors until further notice. If the weather does not permit outdoor play, lessons will be shifted to computer based. Specific protocols for Art and Music will include limiting sharing of equipment and material and additional distancing requirements as indicated in DESE guidance.

Parents have the option of their students continuing to attend school remotely. Parents should notify the building principal of this choice no later than August 26, 2020. A home/school remote liaison will be assigned to work with families who opt for remote learning. The liaison will provide direct consultation to families, coordinate learning activities from the classroom teacher, and maintain attendance, participation, and grade records. Students will be provided with instructional activities utilizing the Seesaw online learning platform. In addition, hard copy packets, Lexia, google classroom, eSpark and IXL will be used for instruction. Families who wish to transition their child from remote to in-person instruction must notify the school two weeks in advance of the shift. Teaching and learning will continue during the transition period. No waiting period is required for students to shift from in-person to remote instruction.

There may be situations in which students may require a short-term remote learning structure. This includes students who are symptomatic and in quarantine or students who have come in close contact with a COVID-19 carrier and are in isolation. Please see below for more details regarding remote learning.

Hybrid Learning Structure

- A. In the event that the district needs to shift to a hybrid model, students will be assigned to Cohort groups. In this situation, half of the students at each grade level would attend in-person instruction while the other half will be provided remote instruction. Cohort group #1 would encompass Kindergarten through grade three. Cohort group #2 would include grades four through six. Each cohort would be assigned two teachers and two paraprofessionals who will follow their group of students from in-person to remote learning. Students will attend school in the structure outlined below. Decisions regarding Cricket Cove will be made based on enrollment and other mitigating factors. Please see below for more details regarding remote learning.

Cohort #1 (K, 1 st , 2nd, 3rd)		Cohort #2 (4 th , 5 th , 6 th)	
Group A	Group B	Group A	Group B
In-person Monday and Tuesday	In-person Thursday and Friday	In-person Monday and Tuesday	In-Person Thursday and Friday
Remote Wednesday Thursday Friday	Remote Monday Tuesday Wednesday	Remote Wednesday Thursday Friday	Remote Monday Tuesday Wednesday
Remote Learning on Wednesdays		Remote Learning on Wednesdays	

Remote Learning Structure

Remote learning will occur in situations where either a parent has opted for their child to be instructed at home or in the event the school is closed due to severe COVID-19 conditions. The following standards will apply to the Remote Learning Structure:

1. An identified process will be in place for students to participate in remote learning that will include tracking both attendance and participation.
2. Remote academic work will align to state standards.
3. Grades will be issued for remote academic work.
4. Regular communication with students and parents/guardians will occur.
5. Time on learning requirements will be met. Currently, the Commissioner has set the school year at 170 days and 850 hours.
6. Synchronous and Asynchronous Learning will occur.
7. Students and families will be provided with a schedule of live learning sessions.
8. Teachers will ensure that instructional material and content are accessible to students with disabilities.
9. Remote office hours will be scheduled regularly.
10. Chromebooks will be issued to all students participating in remote learning except for Cricket Cove students.
11. Connectivity issues will be monitored.
12. Staff training on the Seesaw platform, Google meets, Lexia, and IXL will occur.

13. Account setup and user testing on remote platforms will occur.

14. Parent support and training on access and use of digital platforms will occur.

Please note that in all learning structures discussed above, students who receive support through an IEP or a 504 plan will continue to receive all services identified in their plan. How these services will be delivered will look differently in each setting and parents will be notified and have the opportunity to provide input into changes in delivery method, schedule, and/or structure of services. As the school intends to open with an in-person model, changes seen in special education service will be primarily limited to the inclusion of the health and safety guidelines noted in this plan. In the event that the school transitions to a hybrid or remote model, special education staff will work with families to develop a schedule that ensures that IEP and 504 plans are fully implemented. This may include the provision of in-person services with enhanced health and safety standards in place when appropriate.

SYNCHRONOUS

is teaching and learning that is delivered at a specific time to all students.

Lessons are live
Allows for instant feedback and clarification

Examples: Video conferencing and live chat

ASYNCHRONOUS

is learning activities and content that can be accessed at any time.

Communication is not live, so it allows students to work on their own time.

Examples: Independent projects, posted video lessons

Sub-committees consisting of Hancock Elementary School teachers and staff will develop specific protocols to address the following processes. These will be posted on the district's website when completed.

- Movement around the building to include the common area, office, nurse, and bathroom access.
- Set up of classrooms to include traffic patterns and social distancing markers.
- Recess procedures, activities, and oversight
- Drop off and dismissal procedures for bus and car riders
- Handwashing and managing water bottle process
- Student supplies and handling of materials within the classroom
- Specific considerations connected to Physical Education, Art, and Music class.

Resources

Center for Disease Control (CDC): *Get the facts about the coronavirus*

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

Department of Elementary and Secondary Education: *Covid-19 Information and Resources*

<http://doe.mass.edu/covid19/>

Department of Public Health (DPH)

<https://www.mass.gov/orgs/departments-of-public-health>

Mass.gov: *Covid-19 Updates and Information*

<https://www.mass.gov/info-details/covid-19-updates-and-information>

Mass.gov: *COVID-19 testing sites*

<https://www.mass.gov/doc/ma-covid-19-testing-sites/download>

Mass.gov: *Travel Order as of August 1, 2020*

<https://www.mass.gov/info-details/covid-19-travel-order>

Hancock Elementary School Mission Statement

Hancock Elementary School creates a positive, safe, and rigorous educational setting that fosters a student-centered learning environment based on mutual respect. To prepare our students for an ever-changing world, we believe education is the shared responsibility of the student, home, school, and community.



**Hancock School
3080 Hancock Rd,
Hancock, MA 01237**

**Dr. Rebecca Phillips, Superintendent
John G. Merselis III, Principal**