

# **WEBB SCHOOLS OPENING PLAN**

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The Webb Schools  
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## Priorities

### Fall Reopening Model

## **1. In-School Plan**

### **First days and startup**

The Webb Schools are expecting all students to start attend school full time from the first day of school. Teachers and clinicians will be reaching out to parents beforehand to discuss any modifications or accommodations needed to be considered to support the student reenter into a regular school day. Assessments of students will be done both academically and clinically to develop plans to move them forward.

Staff trainings will include but not be limited to in-person or online training that includes: social distancing; cleaning protocols; and hygiene practices. Attendance will be required by all staff. Videos, etc. will be provided to parents and be posted on website for families, and other stakeholders. Refresher trainings will be offered during the first months of school and as needed thereafter.

Teachers will receive training and review the schools current e-learning platforms as well as new resources the schools will be using. Ongoing PD training schedule will be distributed for the school year.

Teachers will also work with students to get them accustomed to changes in their school environment and the new routines. Time will be dedicated to teach and practice with students about hygiene practices, distancing and more. Refresher trainings will be provided during the first months of school and as needed thereafter.

The Webb Schools will provide 7 days of Professional Development, training, and preparation for staff. The first day of school for students will be held remotely to work on hygiene protocol and to familiarize students with the changes in their school environment. On the two first in-person school days, dismissal time will be at 1pm. The following schooldays our regular school schedule in effect.

### **Daily**

#### *Class Scheduling*

Classes will be scheduled in a manner that will limit transitions. To minimize exposure, we will follow a cohort model. In grades k-5 and 6-8 students will be assigned to their classroom cohort. If a classroom is not being able to accommodate all students with 6ft distance, the class cohort may be split into two cohorts under the same teacher. This means the teacher will travel between the two rooms that will be located near each other. High school students may be traveling in cohorts or may have the subject teachers deliver their lessons by visiting students in their assigned space.

### **Specials and Related Services**

#### *Specials Teachers*

Art will primarily follow a push-in model where the teacher will be bringing the lessons to the classrooms. PE indoors will focus on low impact movements such as yoga, callisthenic, etc. When the weather permits, the PE lessons will be outside on school grounds.

#### *Speech and Language, and Occupational Therapy*

Due to the nature of the delivery methods and the individual IEP goals, students will be pulled out for individual sessions. Group sessions will be either in classroom or pull-out based on the students' needs and IEP goals.

#### *Clinical Services*

To preserve the therapeutic environment and the confidentiality of the clinical work, students will be pulled out for individual sessions. Group sessions will be either in classroom or pull-out based on the students' needs and IEP goals.

### Temporarily Choosing Not to Participate

#### **Synchronous and Asynchronous E-Learning**

This is designed for students who will opt in to receive their learning remotely.

Each student will be assigned to a cohort with one teacher who will be working with them remotely throughout the day. She will be assisted by an assistant teacher. Through Zoom students will, at times, access classroom in real time to receive instruction, as well as opportunities for social interactions with their classmates. Students will have access to a remote individual/group conferencing (breakout rooms) with support based on individual needs. The students will follow the assigned classroom teacher's schedule with a few exceptions being made as necessary.

Group sizes and screen time duration will vary, dependent on what is individually appropriate. Related Services including clinical time will be based on need per IEP. Both group and individual sessions will be offered as well as art and PE.

The break out rooms will be staffed by teaching staff; teachers and/or assistant teachers. Work sheets and other materials will be dropped off and picked up at their houses as needed.

## School Liaison, Communications Plans, and Data Collection

Our school compliance liaison, together with the school administrative team, will ensure communication will be posted on our web site and translated to languages that are being represented by our student and parent body. Any school closings or announcements that are time sensitive will also be communicated to students and parents, and all other stakeholders. We will be utilizing one or more of the following means of communication; BlackBoard, phone calls, emails, and text messages, etc. All our plans and procedures will be updated and posted on the school's website. A weekly and or bi-weekly newsletter will also be shared. A survey will be sent to parents regarding participation in in-person learning and to inform of the use of transportation mode to help our planning. The results will be collected and saved.

## Operations Plan

### Facilities

All facilities will be reviewed and prepared before the first day of school opening in accordance with DPH guidelines.

#### Common Areas

Non-essential furniture and items throughout the schools will be put in storage. Individual materials will be provided to the students to the greatest extent we can provide. All shared materials will be sanitized throughout the day i.e. after a student has handled any materials that will be shared. Students will have access to assigned bathrooms.

#### Classrooms

Students' desks will be placed with a 6 feet distance from each other, all facing in the same direction. Classrooms will be furnished only with necessary items for ease of cleaning and sanitizing. Each student will have any individualized materials in their own bins. We will provide each student with a Chromebook that will be used in school and is portable in case of remote learning.

#### School Entrance/Lobby/Hallways

These areas will be monitored closely for social distancing. Signage and floor markings will be in place.

#### Food areas

All food will be eaten in their classrooms according to their assigned cohort. If weather permits, we will strive to have students and staff eat outside with their cohorts.

#### Signage

Signage, wall posters and floor markings, will be placed to remind staff and students of proper protocols and they will be placed throughout the schools. Our teachers will help students get accustomed to the new routines through videos, live demonstrations, and practice.

#### Cleaning & Sanitation

The Webb Schools will follow the latest guidance from DPH in regards to cleaning protocols. Frequency of cleaning and sanitizing of common high touch surfaces throughout school such as classrooms, hallways, bathrooms, etc. will follow DPH recommendations and guidelines.

#### Ventilation

The Webb Schools will follow the latest guidance from DPH in regards to ventilation and heat. We will use the highest filtration levels allowable for our air duct system. This includes the use of increased outside air and filtration for air conditioning in the fall and heating when the weather turns colder.

## Daily Operations

### Personal Safety, Cleaning, and Sanitization Protocols

#### Masks and Face Shields

In compliance with the State of Connecticut School Reopening Plan, we are requiring face masks that cover the mouth and nose for all students and staff. Some teachers may choose to use face shields (along with masks) under certain circumstances. In addition, staff will have access to gloves and hand sanitizer. Wipes will be available to help clean as well. Mask breaks will be interspersed throughout the day. Arrangements will be made for parents if this presents a financial hardship or if children have a medical condition (doctor's note required) that prevents them from wearing a mask. For students who are unable to wear masks we will reach out to you to discuss alternatives such as face shields, etc.

#### Hand Washing

We will position hand sanitizer dispensers throughout the schools. Each cohort will have access to an assigned bathroom.

#### Distancing

Our goal is to maintain social distancing of 6 feet or to the maximum extent possible.

## **Transportation, Drop-Off and Pick-up, Visitors**

### *Transportation*

The local school districts are responsible for the transportation of the students to and from school. However, during the current COVID-19 re-opening parent/guardians have the option of transporting their child themselves. In this case staff will be available outside to sign in the student. For our planning purposes a survey will be sent to each family by email and mail.

### *Drop-Off and Pick-up*

Buses will drop-off and pick-up students outside the entrance of the schools. Buses will unload from front to back upon arrival. Upon dismissals buses will load from back to front. During arrival and dismissal each bus will be unloaded/loaded one at a time. Any student not complying with wearing a mask on the bus may lose their bus privileges.

### *Visitors*

At this time, in order to protect everyone's health, visitors, including parents, will not be permitted to enter our school buildings unless absolutely necessary. If anyone need to visit in the school, they will be asked to call the school office to make arrangements. When they arrive at the school we will follow IOL visitor policy in accordance with CDC guidelines, Department of Public Health protocols.

### **Child Nutrition**

The Webb Schools are participating in the NSLP and will adhere to their requirements. Breakfast, snacks, and lunches will be provided. Students will be served breakfast and snacks with each item being individually wrapped and lunches will be bagged individually. Meals will be eaten in the student's classroom with their cohort, or outside on grounds. Another assigned area may be utilized as needed. Information regarding school lunches and lunch pick-up locations will be provided as per our communications protocol.

### **Transportation**

#### **Low Transmission Risk**

Webb Schools will limit any type of transportation for students unless it is part of our outreach service. We will observe strict 6ft distancing in our vans. During Drop-Off vans will unload from front to back and during Pick-up vans will load from back to front. During arrival and dismissal each bus will be unloaded/loaded one at a time. Any student not complying with wearing a mask on the bus may lose their bus privileges.

#### **Moderate Transmission Risk**

Webb Schools will limit any type of transportation for students unless part of our outreach service. We will observe strict 6ft distancing in our vans. During Drop-Off vans will unload from front to back and during Pick-up vans will load from back to front. During arrival and dismissal each bus will be unloaded/loaded one at a time. Any student not complying with wearing a mask on the bus may lose their bus privileges.

### **Health Practices and Protocols**

Trainings for students will be age and developmentally appropriate and will include, not be limited to, in-person and online training that includes: social distancing; cleaning protocols; and hygiene practices. Attendance will be required by all students as well as staff. Videos, etc. will be provided for parents and be posted on website for families who are interested. Refresher trainings will be offered during the first months of school and as needed thereafter.

### **Reporting Illnesses and Addressing Vulnerable Populations**

Parents are required to call the school in case of an absence of their child due to illness. The School nurse will follow up with parents and provide guidance if the symptoms appear to be Covid-19 related.

### **Social Distancing**

The Webb Schools will utilize 6ft distancing whenever possible and the circumstances permits. The Webb Schools will have decals throughout the building with signage and floor markings to provide guidance and reminders for students and staff.

### **Use of Face Coverings, Masks, and Face Shields**

In compliance with the State of Connecticut School Reopening Plan, we are requiring face masks that cover the mouth and nose for all students and staff. Some teachers may choose to use face shields (along with masks) under certain circumstances. In addition, staff will have access to gloves and hand sanitizer. Wipes will be available to help clean as well. Arrangements will be made for parents if this presents a financial hardship or if children have a medical condition (doctor's note required) that prevents them from wearing a mask. For students who are unable to wear masks we will reach out to you to discuss alternatives such as face shields, etc.

In the case of anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks will not be required per CDC guidance. For anyone who has a medical reason making it unsafe to wear a face covering, masks will not be required.

Students and staff will be reminded not to touch their face covering and to wash their hands frequently. Exceptions to use of face coverings when other mitigating practices are in place, includes, not limited to, eating, drinking and certain physical exercises when 6ft distancing can be provided. Whenever possible, the Schools will allow students to take “mask breaks”. During break students will be required to keep a minimum of 6ft distance.

## Health Monitoring Plan

### Planning and Distribution of Information

## Health Monitoring, Reporting and Response Measures

### *Absences*

It is of high importance that staff and students stay home when they are not feeling well or presenting with any possible symptoms of COVID-19. Sick protocols and materials, are being developed consistent with CDC, DPH and HHC guidance that includes signs and symptoms of COVID-19 and address procedures for symptomatic students and staff. If a child is absent, parents/guardians will be asked to contact the front office. The nurses will contact parents to ask about any symptoms the student may be exhibiting. This may be helpful in the event that the absence is COVID-19 related. Staff or students exhibiting any COVID-19 symptoms will need to be sent home. Parents/guardians will be contacted to pick up their child immediately. This is of high importance for not only the welfare of the students, but for the whole school community.

### *Isolation Rooms*

In the event that a student or staff has any signs or symptoms of COVID-19, while at Grace Webb School there will be designated isolation rooms for students available. A staff member, wearing proper PPE will stay with student to monitor until a parent or guardian arrives. All persons who enter the room will be logged. A policy is being developed, using CDC, DPH and HHC guidelines on dismissal of a student that is showing symptoms of COVID-19. Once dismissed, Environmental services will be contacted immediately; and protocols will be in place to initiate recommended CDC, DPH and HHC cleaning procedures following a possible COVID-19 exposure.

### *Confirmed Case or Exposure*

Any and all personnel who have been present in school and have a confirmed diagnosis of COVID-19, the local health department will be notified immediately by the LEA COVID-19 Health and Safety Compliance Liaison or a school administrator. Procedures for parents and staff to confidentially inform the school if they are sick with COVID-19, have COVID-19 related symptoms and/or have had contact with someone diagnosed with COVID-19 will be in place.

### *School Closures and Reopening due to Covid-19*

Decisions about school closures and reopening will be made under the guidelines and recommendations of DPH, CDC, our Local Health Department, HHC and/or State or National regulations.

## Containment Plan

In order to keep the students and the staff safe, it is critical that students showing any signs of illness are kept home and are not sent to school. We will have an isolation room for any students and/or staff who become ill while at school. Our nurses will assess the student. Parents/guardians will be required to pick up their child from school as soon as they have been notified of the symptoms the student is displaying that renders them unfit for school. Students who are ill at home can participate in eLearning. We will work closely with local health officials to follow all CDC, state, and local guidelines for class and school closures and return to school protocols for sick students and staff. While The Webb Schools are not directly responsible for contact tracing, we will work with health officials, and will have a plan in place for notifying staff and families, as appropriate. We will communicate these details as soon as they are available.

## Cancellation of Classes, Remote Learning, and Reopening Plans

The schools' ability to stay open for in-person attendance will be adjusted based on health indicators and guidance from health officials. The Webb Schools have developed 2 different plans in conjunction to the In-Person Plan. This is to ensure we are prepared to seamlessly move between the three of them as circumstances permits or necessitates.

### **Contingency Plans**

In case of a suspected/confirmed case of COVID-19 in any of the schools we will work closely with local health officials to follow all state, local, and CDC guidelines for class and school closure and return to school protocols. Students who are ill at home can participate in eLearning. If the Governor, state, and/or local health departments call for a closing of schools, full or partial, we will utilize an alternate plan. In this case parents/guardians will be notified and information will be available on our website as well.

### *Flexibility*

The Webb Schools have developed 3 different plans and are prepared to seamlessly move between them as circumstances necessitates:

*1-In-School Plan* for all students, K-12 and beyond, to attend full day and 5 days per week including provision for a plan for students whose parents have opted to not send their child to school and who will participate remotely.

2-Remote e-Learning Plan in case the schools are closing fully.

3- Blended e-Learning Plan in cases where the need for a partial closing of the schools will be needed/required.

## **2. Remote e-Learning**

In case of a cancellation of in-person learning The Webb Schools will return to full e-Learning. We are currently planning to use our Long Distance Learning Plan which was developed over the spring/summer of 2020. Through Zoom students will access classroom in "real time" i.e. a daily schedule will be followed. This schedule will be similar to a regular in-person day. Students will have access to a remote individual/group conferencing with support based on individual needs.

Group sizes and screen time duration will vary, dependent on what is individually appropriate.

Related Services including clinical time will be based on need per IEP. Both group and individual sessions will be offered.

Information regarding school lunches and lunch pick-up locations will be provided as per our communications protocol.

### **Future Planning for Remote Blended Learning**

## **3. Blended e-Learning Plan**

In case of partial cancellations, The Webb Schools are planning to utilize a plan where students are divided into cohorts. Each cohort will be receiving their education in-person two days per week i.e. group A will come to school on Monday and Tuesday. Group B will attend in person on Thursday and Friday. When students are not receiving their in-person learning, they will be taking part in remote learning. Wednesday would be utilized for a mid-week all-school thorough cleaning while students participate in remote learning.

If a cancellation of one specific cohort or school would be needed, only that specific cohort or school would temporarily implement the remote plan.

### **Family and Student Engagement**

#### **Family Support and Communication**

School staff will be contacting each family before the start of school. Our school compliance liaison, together with the school administrative team, will ensure communication will be posted on our web site and translated to languages that are being represented by our student and parent body. Any school closings or announcements that are time sensitive will also be communicated to students and parents, and all other stakeholders. We are planning on utilizing one or more of the following means of communication; such as BlackBoard, phone calls, emails, and text messages, etc. All our plans and procedures will be updated and posted on the school's website. A weekly and or bi-weekly newsletter will also be shared. The Webb Schools provide outreach services to keep students connected to their teachers and staff. Parents are offered rides to attend meetings at the school if needed.

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

The Webb schools are therapeutic day schools. Licensed Clinical Social workers are assigned to each student and psychologists as well as psychiatrists are available thought-out the day. All staff are trained in the Trauma Informed Care model and are all utilizing a Relational approach. Social and emotional coping skills are modeled and taught throughout the day. Students are participating in both clinical individual and group services.

#### **Career And Technical Education**

The Webb Schools do not have a Career and Technical school. However, we provide pre-vocational experiences for high school students who are identified to need such in their IEPs. Those vocational experiences are provided through the hospitals voluntary services department. Participation will be offered depending on risk level and contingent on CDCs recommendations.

#### **Staffing And Personnel**

##### **Certification and Personnel Planning**

All teachers are required to have current certifications. We are also working with higher education institutions to support future teachers obtain their teaching degrees. Currently we have two teachers who are working on their teaching requirements under DSAP certifications.

##### **Professional Development**

Opportunities are available for staff throughout the year. Our PD committee provides a yearly schedule for training opportunities.