

**Mid-Coast School of Technology/Region 8
Opening Plan 2020 - 21**



This document is intended to provide a clear and concise guide for our school community in order to digest the requirements and adopted recommendations for reopening.

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Introduction

Mid-Coast School of Technology's school opening plan is meant to inform students, parents, faculty and staff of the requirements and recommendations for a safe return in the fall.

Mid-Coast School of Technology has worked closely with partner schools throughout the region to provide opportunities for students to access career and technical education for the 2020-2021 school year. Mid-Coast students will be expected to follow the provided plan which may differ from a student's individual district's plan.

To inform local school administrative unit (SAU) decisions about whether and how to bring students back into the classroom, Maine Department of Health and Human Services (DHHS) and Center for Disease Control and Prevention (Maine CDC) have developed a system to categorize counties. This categorization is based on a holistic assessment of quantitative and qualitative information. It includes, but is not limited to, recent data on case rates, positivity rates, and syndromic data (e.g., symptoms of influenza or COVID-19). Please note that the categorizations are just one piece of information to help inform the decisions of school and district leaders.

Categorization as "green" suggests that the county has a relatively low risk of COVID-19 spread and that schools may consider in-person instruction, as long as they are able to implement the required health and safety measures. Schools in a "green" county may need to use hybrid instruction models if there is insufficient capacity or other factors (facilities, staffing, geography/transportation, etc.) that may prevent full implementation of the health and safety requirements.

Categorization as "yellow" suggests that the county has an elevated risk of COVID-19 spread and that schools may consider hybrid instructional models as a way to reduce the number of people in schools and classrooms at any one time.

Categorization as "red" suggests that the county has a high risk of COVID-19 spread and that in-person instruction is not advisable.

The following are required by all schools regardless of their county's red, yellow, or green designation:

6 Requirements for Safely Opening Schools in the Fall

- **Symptom Screening at Home Before Coming to School** (for all Staff and Students)
 - Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day. Schools should provide information to families in their primary language to support them in conducting this check. Any person showing symptoms must report their symptoms and not be present at school. Schools must provide clear and accessible directions to parents/caregivers and students for reporting symptoms and absences.
- **Physical Distancing and Facilities** - Adults must maintain 6 feet of distance from others to the extent possible. Maintaining 3 feet of distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements. 6 feet of physical distancing is required for students while eating breakfast and lunch, as students will be unable to wear masks at that time. A “medical isolation room” (separate from the nurse’s office) must be designated for students/staff who exhibit COVID-19 symptoms during the school day. Adequate ventilation is required for classrooms, with schools having flexibility in implementation such as using properly working ventilation systems or outdoor air exchange using fans in open windows or doors. Groups in any one area, room, or classroom must not exceed the Governor’s gathering size limits.
- **Masks/Face Coverings** - Adults, including educators and staff, are required to wear a mask/face covering. Students age five and above are required to wear a mask/face covering that covers their nose and mouth. (updated 7/31/20). Masks are recommended for children ages two to four, when developmentally appropriate. (Updated 7/31/20). Masks/face coverings must be worn by all students on the bus. Face shields may be an alternative for those students with documented medical or behavioral challenges who are unable to wear masks/face coverings. (Updated 8/12/20). The same applies to staff with medical or other health reasons for being unable to wear face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.
- **Hand Hygiene** - All students and staff in a school must receive training in proper hand hygiene. All students and staff must wash hands or use sanitizing gel upon entering the school, before and after eating, before and after donning or removing a face mask, after using the restroom, before and after use of playgrounds and shared equipment, and upon entering and exiting a school bus.
- **Personal Protective Equipment** - Additional safety precautions are required for school nurses and/or any staff supporting students in close proximity, when distance is not possible, or when a student requires physical assistance. These precautions must at a minimum include eye protection (e.g., face shield or goggles) and a mask/face covering. Classrooms and/or areas that have been used by an individual diagnosed with CaCOVID-19 must be closed off until thorough cleaning and sanitization takes place.

- **Return to School after Illness** - Sick staff members and students must use home isolation until they meet criteria for returning to school.

See <https://www.maine.gov/doe/framework/part-1> for more information

Three Scenarios at Mid-Coast

Below is a summary of what Mid-Coast would do in each scenario:

In Person (Green) - Mid-Coast has the space available and shop settings to safely distance students and provide in person instruction. We have taken the necessary measures to ensure the student's and staff's safety during structured and unstructured time throughout the school day, including arrival, period transitions, lunch, and departure. Students will follow the color day schedule included in this plan.

Hybrid (Yellow) - If it becomes necessary to reduce the number of students in the building or a program, students will be divided into two groups attending on an alternating schedule. The hybrid model will provide both in person and remote instruction but will primarily focus on content knowledge while still providing students with the opportunity to work in a hands on environment.

Remote (Red) - If Knox County becomes "red", Mid-Coast will move classes to a remote model following the color day schedule. Teachers will lead classes focused on content theory and provide in shop demonstrations to move students through program standards and curriculum.

For more information on the three scenarios, please see [Three Scenarios and Expectations](#) explained below.

Current Plan

Mid-Coast School of Technology will be following our In Person (Green) plan. Details are outlined below.

Current Situation Relating to COVID-19

There is one reported case of COVID-19 in Knox County as of Tuesday, August 18, 2020.

Safety Measures That Will Be In Place at School

- **Masks/Face Coverings**
 - All adults and students will be required to wear a mask/face covering upon entering Mid-Coast School of Technology and on busses.
 - Students that refuse to wear a mask/face covering will not be allowed to participate in Mid-Coast programming.
 - Masks will be provided to all students and staff and should be washed regularly.
 - Any mask brought to school must comply with the school dress code.
 - Masks with ventilators or other holes will not be permitted.
 - Mask breaks will be provided.
 - Masks must be two layers thick.
 - Masks must be tight fitting and cover the nose and mouth.
 - Face shields will only be an option for students with a medical, behavioral, or other challenge that would not allow them to wear a face covering. This should be cleared by administration and include medical documentation.
- **Personal Protective Equipment (PPE)**
 - All personal protective equipment will be provided by Mid-Coast School of Technology.
 - Students are expected to wear PPE in all designated areas and follow directions given by program teachers.
 - If PPE is lost or damaged students should see their program teacher or the Main Office for replacement.
- **Physical Distancing**
 - All students must maintain a distance of 3' from other students throughout the building.
 - All adults will maintain a distance of 6' from students when possible.
 - Students will maintain a distance of 6' while eating and on mask breaks.
 - Students that fail to comply will not be allowed to participate in Mid-Coast programming.
- **Hand Hygiene**
 - Students and staff will wash or sanitize hands in the following situations:
 - Upon entering the school
 - When entering or exiting a classroom or shop
 - Before and after eating
 - Before and after using shared equipment
 - Upon entering and exiting the bus
 - When taking on and off a mask
 - Signage will be placed throughout the school to remind students and staff to sanitize or wash their hands in each of these areas.
 - Students failing to sanitize their hands will not be allowed to participate in Mid-Coast programming.

- Ventilation System - All shop areas are set to bring in 100% outside air. Mid-Coast has upgraded the air filters to use MERV-13, which is the same used in hospital facilities. Air purifiers will be placed in upstairs classrooms.

Technology Requirements and Expectations for Use

- Mid-Coast students will be provided with a 1:1 device from their partner school.
- Mid-Coast will provide devices with internet data to students without access off campus.
- Devices will be provided by Mid-Coast to students as necessary to meet the needs of their program.
- Students will not share 1:1 devices provided by Mid-Coast School of Technology or the partner school.

Family Roles and Responsibilities

Support your child's role in our community safety effort by doing the following:

- Follow the daily screening requirement for your child.
- Ensure your child brings at least one clean face covering to school each day.
- Wash face coverings regularly (suggested washing after each day's use).
- Ensure students are in attendance if well.
- If students are sick, particularly if they need to be out for an extended time, check in with the school and have your child be in touch with their teacher(s).
- Use Mid-Coast's Infinite Campus' Student and Parent Portal to monitor your child's progress in their program and academic classes.
- Remind your child that remote learning is required by Mid-Coast School of Technology for program completion (as part of the "yellow" and "red" plans).

Additional Details

Arrival and dismissal

- Students and/or family should provide transportation when possible.
- Transportation will be provided by partner schools (RSU 13, Five Town CSD and RSU 40).
- Mid-Coast will provide transportation to and from ferry terminals for island students following the recommendations outlined by the Maine CDC.
- Students will be able to request a driving permit online prior to the start of school and will be permitted to drive on the first day.
- Students should be dropped off between 8:15am and 8:25am. Students will not be permitted to go to programs until 8:15am. To maintain safety protocols, students should not gather before 8:15am.
- All student drivers and students riding the busses will be dismissed at 1:50pm.

Student movement in the building

- All students will be required to maintain a distance of 3' from one another.

- All students will be required to wear a face covering.
- Hallways will be marked with directional arrows to promote physical distancing.
- All students should stay to the far right when walking in hallways.
- Students will be required to sanitize their hands when entering or leaving a room.

Transportation

- Requirement of one student per seat on student busses.
- Students will be required to sanitize their hands when entering the bus.
- Students will be required to wear a face covering.
- Driver will be seated at least 6’ from the students on the bus.

Meals

- Two locations (Cafeteria and Osprey’s Nest Cafe) with no more than 30 students per location, determined by program.
- Three lunch groups.
- Contactless payment (including free/reduced) - students will be assigned barcodes to be scanned at the register. No cash or checks will be accepted at the register. Cash and checks should be taken to the Main Office to be added to the student’s account.
- Students will be spaced 6’ apart.
- All areas will be disinfected before and after use.

Health protocols

- Personal symptom screenings
 - All students and staff will be required to conduct a self-check prior to entering the building or boarding a bus for the day.
 - That self-check should include the following questions:

<p>Self-check to be completed daily by students and staff</p> <ol style="list-style-type: none"> 1) <i>Do you feel sick with any unexplained symptoms consistent with COVID-19? (such as new cough, shortness of breath, diarrhea, vomiting or other) updated 9/2/2020</i> 2) <i>Have you been around anyone who is unwell?</i> 3) <i>Have you been in close contact with a person who has COVID-19?</i> 4) <i>Within the past 24 hours, have you had a fever (100.4 and above) or used any fever reducing medicine?</i> 5) <i>Have you had a loss of taste or smell?</i> 6) <i>Have you been around anyone exhibiting these symptoms within the last 14 days?</i> 7) <i>Have you been living with anyone that is sick or quarantined?</i> 8) <i>Have you been out of state in the last 14 days? (with the exception of states mentioned in the Governor’s executive order)</i> <p>If the answer is Yes to any of these questions, stay home.</p>

- If a staff member or student is at school presenting symptoms:
 - Nursing staff will isolate the individual from all other members of the school community and notify parents/staff member's contact to have the individual sent home.
 - Students or staff will be advised to contact their primary care physician.
 - Nurse area has two separate locations - one where individuals can be seen for medications, etc. and one where anyone presenting COVID-like symptoms can be seen isolated.
 - Nursing staff will have appropriate PPE.
 - If a case is confirmed to be COVID-19 and the person was in the building, administration will coordinate with local health officials and assess the risk to others.
 - Administration will work with local health officials to determine if a short building closure is necessary.
 - Administration will communicate with staff, parents, students and partner school administrators to keep the school community updated with information.
 - Areas in the building used by the infected individual will be closed until proper disinfection has been completed according to CDC guidelines.

- A student showing symptoms consistent with COVID-19 may return to school if:

At least 10 days have passed since the first symptoms appeared,
AND
 Had no fever for at least 1 day (24 hours)
 without the use of medicine that reduces fever,
AND
 Other symptoms are improved,
OR
 Present negative test results from a healthcare facility.

- An asymptomatic student that has tested positive may return to school if:

At least 10 days have passed since the first positive COVID-19 diagnostic test
AND
 You continue to have no symptoms since the test
OR
 Present negative test results from a healthcare facility.

Visitors

- Mid-Coast School of Technology will limit access to the building to only those essential to the operation of the school.
- Visitors and volunteers will be required to perform a self-screening before entering the building.
- Visitors (including parents) and volunteers will not be allowed to enter the building without prior approval from administration.
 - Approved visitors, parents/family, volunteers will:
 - Complete the self-assessment for COVID-19 symptoms above.
 - Buzz in or call the main office before entering.
 - Use all required PPE (face covering/mask is required).
- Contracted services will be reviewed by administration and approved on a case by case basis.

Communication

- Administration and staff will be using an application called *Remind* to communicate with parents and students. More information will be released soon about this new communication tool.
- The school will still use our emergency messaging system to text alerts to students and parents.
- Teachers can also be reached using their school email.

Three Scenarios and Expectations Explained

In Person (Green)

- Students will follow all outlined safety expectations and requirements mentioned above.

Hybrid (Yellow)

- Students will be expected to follow the expectations and requirements for in person instruction on the days they are at Mid-Coast.
- Students will use Google Classroom as their primary remote learning platform on the days they are learning off campus.
- Students will be expected to complete classwork during regular school hours on days they are learning off campus.
- Meals will be limited to 15 students per location.

Remote (Red)

- Classes will follow the regular color day schedule.
- Students will use Google Classroom as their primary learning platform.
- Students will be expected to complete classwork during regular school hours.
- Students can communicate with their teacher(s) via email or the *Remind* App.
- Students will be required to attend their classes via Zoom.

Expectations for using Zoom:

- Use your real name
- Follow school dress code
- Log in on time
- Mute when not speaking
- Actively participate
- Chat responsibly

- Students will be required to log on to Zoom using the schedule below.
*Note: some programs may follow a different schedule
- Attendance will be taken during each block.
- Students not taking academics will be expected to log on from 9:00-10:10am and 12:20-12:50pm.

“Red” Remote Schedule

9:00 - 10:10	Program Theory	
10:20 - 11:10	Academic Period 1	KVCC Tech Writing & Tech Math Government/Economics
11:20 - 12:10	Academic Period 2	Geometry US History Tech. Comm. I
12:20 - 12:50	Program Demonstration	
1:00 - 1:50	Academic Period 3	Algebra 2 World History or Fin.Lit. Tech. Comm. II
2:00 - 2:30	Office Hours	

Staff Expectations

In Person (Green)

Health & Safety

- Each day employees must complete the self-assessment for COVID-19 symptoms.

Self-check to be completed daily by students and staff

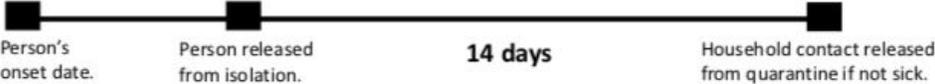
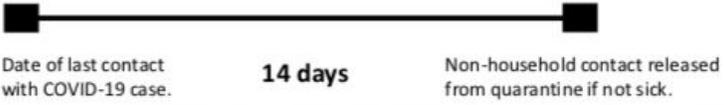
- 9) *Do you feel sick with any unexplained symptoms consistent with COVID-19? (such as new cough, shortness of breath, diarrhea, vomiting or other) updated 9/2/2020*
- 10) *Have you been around anyone who is unwell?*
- 11) *Have you been in close contact with a person who has COVID-19?*
- 12) *Within the past 24 hours, have you had a fever (100.4 and above) or used any fever reducing medicine?*
- 13) *Have you had a loss of taste or smell?*
- 14) *Have you been around anyone exhibiting these symptoms within the last 14 days?*
- 15) *Have you been living with anyone that is sick or quarantined?*
- 16) *Have you been out of state in the last 14 days? (with the exception of state mentioned in the Governor's executive order)*

If the answer is Yes to any of these questions, immediately contact school administration and stay home.

- All employees will be provided with face covering/masks and a shield and must wash them daily. Employees may wear their own face covering/mask.
- All employees must wear a face covering/mask at all times with the following exception: when there are no others in the same room and the door is closed.
- All employees must wash/sanitize their hands:
 - After coughing or sneezing.
 - Before and after: eating, using the restroom, or touching bodily fluids.
 - Entering or exiting a classroom or shop.
 - Before and after touching common surfaces like workstations, cash registers, table tops, touch screens, door handles, refrigerator doors, buttons or keypads, light switches, cover plates, countertops, bus seat backs, handrails.
 - After putting on or taking off a face covering.
 - After cleaning any spaces.
- All employees must practice the following proper CDC infection control measures:
 - If coughing or sneezing, employees must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.
 - Avoid touching their eyes, nose, or mouth.
 - Avoid touching any surfaces unnecessarily.
 - Refrain from hugs and hand-shakes.
 - Notify administration if they, or anyone in their household, has been confirmed to have COVID-19. See graphic below.
 - Minimize face-to-face meetings by utilizing alternative methods such as a phone call or Zoom.



Ending Quarantine and Return to Work if You Are Exposed to a COVID-19 Case

	<p>Household Contact: Self-quarantine and monitor for symptoms while COVID-19 case is home sick and for 14 days after they are released from isolation.</p> 
	<p>Non-Household Contact: Self-quarantine and monitor for symptoms until 14 days after the date of last contact with the COVID-19 case.</p> 
	<p>Healthcare Personnel: Asymptomatic healthcare personnel should self-quarantine for 14 days if the healthcare facility can function without them. If the facility would close without them, they can continue to work as long as they:</p> <ul style="list-style-type: none">• Are not sick.• Monitor for symptoms.• Follow quarantine guidelines outside of work.• Wear a mask.• Keep a 6-foot distance as much as possible.
	<p>Critical Infrastructure: Personnel considered critical infrastructure workers by US CDC may continue to work following potential exposure if they do not have any symptoms and take additional precautions prior to and during their work shift. Follow US CDC recommendations for critical infrastructure workers (non-healthcare).</p>

Communicable Areas/Faculty Lounge

- Staff must maintain 6' distancing from each other at all times.
- Be mindful of high touch areas such as photocopiers, and wash/sanitize hands before and after accessing high touch areas.
- Staff are highly discouraged from eating in groups. Employees may eat lunch outside with proper physical distancing of 6'.

Visitors, Volunteers, and Field Trips

- Mid-Coast School of Technology will limit access to the building to only those essential to the operation of the school.
- Visitors and volunteers will be required to perform a self-screening before entering the building.
- Visitors (including parents) and volunteers will not be allowed to enter the building without prior approval from administration.
 - Approved visitors, parents/family, volunteers will:
 - Complete the self-assessment for COVID-19 symptoms above.
 - Buzz in or call the main office before entering
 - Use all required PPE (face covering/mask is required)

- Contracted services will be reviewed by administration and approved on a case by case basis.
- Field trips will be considered by administration on a case by case basis.

Leave

- Employees may have access to the following types of leave for COVID-19 related illness:
 - Sick leave & sick bank (if eligible)
 - Families First Coronavirus Act (FFCRA)
 - Family Medical Leave Act (FMLA)

Hybrid (Yellow)

- Staff will follow the guidelines above and any additional guidance given by the CDC.
- Teachers can communicate with students through email, the Remind App, or Google Classroom

Remote (Red)

Please note that there are two levels depending on the ability to be on campus.

Level One

- Teachers will report to Mid-Coast to teach virtually from classrooms and shops.
- Classes will follow the regular color day schedule.
- Teachers will use Google Classroom as their primary learning management system.
- Teachers will be expected to provide work for students to supplement time outside of Zoom lessons.
- Teachers will be expected to run live Zoom classes for theory and live or prerecorded demonstration lessons.
- Teachers will be expected to maintain contact with students' families on a regular basis (a minimum of once per month).
- Teachers can communicate with students through email, the Remind App, or Google Classroom.
- Teachers will be required to log on to Zoom using the schedule below.

*Note: some programs may follow a different schedule

“Red” Remote Schedule

9:00 - 10:10	Program Theory	
10:20 - 11:10	Academic Period 1	KVCC Tech Writing & Tech Math Government/Economics
11:20 - 12:10	Academic Period 2	Geometry US History Tech. Comm. I
12:20 - 12:50	Program Demonstration	
1:00 - 1:50	Academic Period 3	Algebra 2 World History or Fin.Lit. Tech. Comm. II
2:00 - 2:30	Office Hours	

Level Two

- Teachers will teach remotely from their home using the same format and guidelines as above.