

Manchester Clinical Day School

Plan for Operating during COVID-19

Summer School 2020

Manchester Clinical Day School (MCDS) and Eastern Connecticut Health Network (ECHN) are committed to the health and safety of all students and staff especially during the COVID-19 pandemic. The school is physically situated as its own, enclosed department far away from any medical activity. Following the State Department of Education's publication *Rules for operating Summer School during COVID19* strict procedures have been put in place as the school re-opens for a half day session of in-person summer school.

Dates and Hours of Operation:

- July 6, 2020 through August 14, 2020 (30 days)
- 11:00 AM to 2:30 PM

Compliance Liaison:

- Patricia Sobraske Director of Education
- psobraske@echn.org or 860.646.1222 ext. 3675

Medical Liaison:

- Denise Kessler-Fogil RN and Stacey Orlowski RN Infectious Disease Nurses of Manchester Memorial Hospital

Arrival Procedures:

- Upon arrival, each student will be screened for observable illness prior to entering the building by the Director of Education and additional staff. Face shields will be worn. Signs of observable illness include fever of 100 or more degrees, coughing, reported sore throat, shortness of breath, and a newly acquired loss of smell or taste.
- Students will be given hand sanitizer before entering the building and/or the opportunity to wash their hands.
- Temperatures will be taken and logged.
- Students will be supplied with a fresh cloth mask to wear for the day.

Personal Protective Equipment (PPE):

- Cloth face masks will be provided to students on a daily basis. Students will be expected to wear the mask for the duration of the school day.
- Staff will also be provided with a face mask and will be expected to wear them for the duration of the school day.
- Hand sanitizer will be available in each classroom and office.

Social Distancing and Classroom Set-up:

- Six-foot distancing will be maintained at all times.
- The school's recreation room will be used as a classroom for no more than six students. The room is large and has double doors opening to the out-of-doors offering good ventilation. Desks will be placed six feet apart, minimum. Students will remain in this classroom for the four periods of the day with teachers rotating between classes, as needed.

Hygiene and Cleaning Practices:

- Classrooms will have assigned restrooms for student use.
- Students will be encouraged to wash their hands and/or use hand sanitizer upon entering and exiting the building and after using the restroom as well as at break time.
- All classroom surfaces, including desks, tables, and chairs will be cleaned and sanitized on a daily basis.
- All restrooms will be fully cleaned and disinfected twice per day following CDC protocols. Cleaning logs will be kept.

Student Materials:

- Students will not share educational materials. Each student will be assigned their own text books, Chromebook computers, writing instruments and notebooks as well as a personal storage bin in which to keep these items. This practice will be in place for the duration of summer school.

Student Meals:

- Student meals will not be served within the building during the course of summer school. All students will receive a "grab and go" meal to take home at their designated dismissal time.

Visitors to the School:

- Unless allowed by law, visitors will not be permitted inside the building.
- Parents or guardians picking up students early, such as for an appointment, will call the front office at (860) 647-6827. The student will be located and walked out by staff.

Health Screening:

- In addition to student health screening of students upon arrival, the Director of Education will also screen staff for observable illness and take the temperatures of staff. Records of both staff and student screenings will be kept in a log.
- Any student with a fever of 100 degrees or more or with observable signs of illness will be isolated in a designated room until a parent, guardian, or designee can pick up the student.
- Any staff with a fever of 100 degrees or greater or with observable signs of illness will be sent home.
- Students and staff will not be permitted to return school without a negative COVID19 test or a note from their physician.

Testing and Contact Tracing:

- In the event of a confirmed COVID-19 diagnosis of a student or staff member, our medical liaisons will alert the Manchester Health Department, undertake notification procedures and contact tracing in conjunction with the Health Department, and ensure the testing of students and staff, as appropriate. Our medical liaisons will work with the Director of Education to close and/or re-open the school as appropriate.

Staff and Student Training:

- The Director has developed a mandatory in-person training for staff and students that covers social distancing, appropriate hygiene practices and related school procedures.
- All staff participating in summer school will receive training prior to students attending summer school.
- Students will receive written notice of the procedures prior to the beginning of school and will also receive on-site training on the first day of school.

Notice of Risk:

- All staff, students, parents and guardians will receive up-to-date information from the CDC about risk and prevention of COVID19. Parents and guardians will be required to sign a confirmation form indicating that they have received the notice.