

Brookfield Public Schools

Brookfield, Connecticut

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Updated 11/13/2020



School Reopening Plan

Create Your Tomorrow

School Reopening Plan



Introduction

Dear Brookfield Community,

In planning for the reopening of the Brookfield Public Schools, the School Reopening Team prioritized the health & safety of both students and staff while also planning for the highest quality instructional model for the students. Based on requirements and guidelines provided to school districts from the Connecticut State Department of Education and the State of Connecticut, the Brookfield Schools are currently planning for a school reopening for all students, five days per week.

The physical health and safety of students and staff is the priority in reopening the schools. A primary goal in reopening school is that students of the Brookfield Public Schools need to be connected with one another and their teachers, in person. As the schools reopen this fall, the plan is to phase in all aspects of school life in the safest and most appropriate manner.

In order to reopen, the Superintendent of Schools tasked the School Reopening Team with the charge of reviewing the summer 2020 reopening guidelines from the State of Connecticut and developing expectations for the schools to assist the district administration and each of the four school principals in their efforts to plan for the fall of 2020. The School Reopening Team was also instrumental in determining the Hybrid model selected, should the schools need to operate under modified conditions.

In Brookfield we value the contributions of parents, students, faculty, staff and the community. To that end, each school has conducted several surveys during the spring of 2020, the district has conducted a faculty & staff *Thoughtexchange* focused on improving remote learning beginning on June 18th. On June 30th a district reopening survey was distributed to parents, and staff received a survey on July 9th consistent with the Equal Employment Opportunity Commission. Students have also had an integral role in helping the faculty's and administration's perspective and will continue to be active contributors in the reopening process. Parents and community members are invited to give regular feedback and suggestions concerning the plans to reopen.

The information, herein, is a detailed plan in strict alignment with the requirements and guidelines set forth by the Connecticut State Department of Education, Center for Disease Control, Connecticut Department of Public Health and the Brookfield Health Department.

We would like to thank Superintendent Paul Smith of East Hampton for sharing this plan framework through the Connecticut Association of Public School Superintendents (CAPSS) and allowing others to build upon the work that he and his colleagues developed.

Sincerely,

Dr. John W. Barile
Superintendent

Dr. Maureen F. Ruby
Assistant Superintendent

Acknowledgements

Thank you to the following individuals and organizations who contributed to the development of the plan:

Brookfield School Reopening Team

Dr. John Barile, Superintendent, Dr. Maureen Ruby, Assistant Superintendent, Mr. Ken Post, Director of Business and Operations, Mrs. Gina Wygonik, Director of Special Services, Mrs. Deb Farias, Director of Instruction, Mrs. Terri Kavanagh, Director of Human Resources, Mr. Eric Conklin, Director of Technology, Mr. Dan Caldwell, Director of Facilities, Mr. Marc Balanda, Principal, Brookfield High School, Mr. Deane Renda, Principal, Whisconier Middle School, Mrs. Melissa Labroschiano, Principal, Huckleberry Hill Elementary School, Mrs. Mary Rose Dymond, Principal, Center Elementary School, Mrs. Heather Biancheri, BHS Teacher, Mrs. Tiffany Johnson, HHES Teacher, Mrs. Mary Negri, BHS Secretary, Ms. Barbara Fuller, CES Custodian, Mr. Tim Riddle, BHS Paraprofessional, Mr. Wesley Marchena, HHES Teacher, Mrs. Julie Vaughan, CES Reading Specialist, Mrs. Anna LaForgia, WMS Nurse, Mrs. Rosa Fernandes, Chairman, Brookfield Board of Education, Mrs. Joy Greenstein, Brookfield Board of Education, Mrs. Eileen Koch, Board of Finance, Brianna Ruocco, Board of Finance, Ms. Leah Grace, WMS UNAH, Mrs. Joan Spector, CES PTO, Mrs. Bunny Tessier, HHES PTO, Mrs. Nadine Russo, WMS PTO, Mrs. Linda Frame, BHS PTSO, Mrs. Marni McNiff, Parent Support Advocate, PATH, Mia Luizzi and Logan White, Brookfield High School students.

Brookfield Health Department

Dr. Raymond Sullivan, Director of Public Health and Mr. Paul Avery, Sanitarian

Consulting Physicians

Dr. Cornelius Ferreira, Former District Medical Advisor, Dr. Laurie Schedgick-Davis, District Medical Advisor

Western Connecticut Superintendent Association

Dr. Christine Carver, Bethel Public Schools, Dr. Sal Pascarella, Danbury Public Schools, Dr. Jeff Melendez, Sherman Public Schools, Dr. Lorrie Rodrigue, Newtown Public Schools, Dr. Pat Cosentino, New Fairfield Public Schools, Dr. Susie Da Silva, Ridgefield Public Schools, Mr. Joshua Smith, Region 15, and Mr. Joseph Kobza, Monroe Public Schools.

Connecticut Colleagues

Dr. Vincent Scarpetti, Orange Public Schools and Mr. Paul Smith, East Hampton Public Schools

Ed Advance

Dr. Jeff Kitching, Director, EdAdvance and Mr. Jonathan Costa, Assistant Executive Director, EdAdvance

Connecticut Association of School Superintendents

Dr. Fran Rabinowitz

All Star Transportation

Ms. Debbie Jones

Whitson's Food Service

Alfonso Demasi

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School Reopening Plan - Fall of 2020

Brookfield Priorities

The Brookfield School Reopening Team and administration have identified priority areas that must be in place to reopen, including:

- 1) the safety and health of the students and staff,
- 2) the development of appropriate educational opportunities,
- 3) the awareness of social and emotional well-being of students, families, and staff, and
- 4) the expectation that all children will achieve at the expected grade level by June 2021.

Safety and Health of Students and Staff

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

Development of Appropriate Educational Opportunities

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

Awareness of Social and Emotional Well-Being

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

Achievement at Expected Grade Level by June

Our schools will consider and solidify a systematic cycle of assessments, including universal screenings, formative and summative assessments in order to inform instruction and gauge student learning. We will work to analyze individual student data to identify appropriate shifts and changes in instruction to meet students' needs and implement intervention strategies.

In addition to our own priorities, the Brookfield Public Schools are expected to follow the guidelines of the State Department of Education - *Adapt, Advance Achieve: Connecticut's Plan to Learn and Grow Together*, published on June 29, 2020. This state publication is a document with guidelines and requirements that may change prior to school reopening in the fall.

The document from the state is “intended to be a fluid document that will evolve based on the public health data trends as well as the understanding of the best way to mitigate spread. As we proceed toward the fall, we will continue to receive input from our educational partners, students, and families and will continue to work toward providing the best opportunities for our greatest resource—the students in the State of Connecticut.”

State of Connecticut Guidelines & Expectations

from ADAPT, ADVANCE, ACHIEVE: Connecticut's Plan to Learn and Grow Together

Due to positive containment efforts in Connecticut, the Governor has determined that reopening schools in person can be successfully achieved based upon current data. The Governor and Commissioner of Education have determined that it is appropriate for districts to plan a consistent approach to the school schedule, but be prepared to modify plans as necessary. Maximizing in-person instructional time after the current period of disruption is critical. However, given the uncertainty of planning for reopening which will take place months from now, schools must be prepared to modify their reopening model if the public health data so dictates.

**Schools should plan to have all students, in all districts,
return to schoolhouses for full-time instruction
at the beginning of 2020-2021, so long as public health data continues to support this model.
This model will be supported with more intensive mitigation strategies and specific monitoring,
containment and class cancellation plans.**

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

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

Main Operational Considerations

<p>Cohorting: Emphasize grouping students by the same class/group and teacher, creating a cohort, so each team functions independently as much as possible. Consider this methodology by grade levels. Placing students in cohorts is strongly encouraged for grades K-8, and encouraged where feasible for grades 9-12.</p>	<p>Transportation: Local Educational Agencies (LEAs) should plan for buses to operate close to capacity with heightened health and safety protocols, including <i>requiring all students and operators wear face coverings</i>. Plans must be developed to activate increased social distancing protocols, when necessary, based upon community spread.</p>
<p>Social Distancing and Facilities: Review building space and reconfigure available space, such as gymnasiums and auditoriums, to create classroom space. The intention is to maximize social distancing, consistent with public health guidelines. (Physical distancing measures: 3-6 feet with masks to the greater extent possible)</p>	<p>Face Coverings: <i>All staff and students will be expected to wear a protective face covering or face mask that completely covers the nose and mouth</i> when inside the school building, except for certain exceptions. Examples of exceptions include certain times when teachers are providing instruction and must remove their mask and for documented medical reasons.</p>

School Reopening Plan

It is everyone's responsibility to keep our schools healthy and clean!

The Brookfield Public Schools will rely on the cooperation of families, students, and staff members to reopen and remain on a traditional schedule.

Educators and medical professionals recognize that we must be aware of the risks associated with COVID-19 as we plan for in-person school programs, while we must also be mindful of the known challenges and consequences of students remaining out of school. While remote learning provided the best possible alternative during the emergency school closure of this past spring, we recognize the value of in-person teaching when it comes to the quality of students' academic learning. In-person school plays an equally important role in our ability to support students' social-emotional needs, including their physical and mental health, and in mitigating the impacts of trauma. We continue to recognize how disruptive the school closures have been to families trying to maintain regular work schedules, managing the home and childcare, while facilitating remote learning.

Families play a critical role in supporting the new culture of health and safety that each of our schools will establish. It is imperative for families to help mitigate the transmission of COVID-19 in school by checking their children's temperature at home before school and also by looking for any symptoms of COVID-19. To keep our schools and community safe, children must remain at home if they are sick or have had close contact with a person diagnosed with COVID-19. Families will also contribute to the health and safety of our schools and community by ensuring children's use of face coverings or masks while riding the bus and attending school, arranging alternate transportation whenever possible, communicating concerns with teachers and school leaders, and following state guidance on health and safety outside of school.

Brookfield - Expectations for Students

Stay home if you feel ill

Students must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19. **Parents/Guardians inform School Nurse if a student is ill and/or has traveled to high risk areas within the past 14 days. Do not administer fever reducing medication to your child for the sole purpose of reducing a fever before sending your child to school. If there are any questions, contact your child's school nurse.**

Morning family health check required

In order to prevent transmission among the school population, parents/guardians are instructed to screen students before leaving for school. Parents/guardians check to ensure temperature is below **100.0 degrees** Fahrenheit and observe for symptoms associated with COVID 19 outlined by public health officials. **Do not administer fever reducing medication to your child for the sole purpose of reducing a fever before sending your child to school. If there are any questions, contact your child's school nurse.**

Face coverings or masks required

Students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus, with exceptions only for those students for whom it is not safe to do so due to medical conditions. "Mask Breaks" will be provided during the day. Parents/guardians will be responsible for providing students with face coverings or masks that meet applicable health standards. Schools will have backup disposable masks available for students who forget them.

Social distancing required

Students must maintain social distance to the greatest extent possible (3 - 6 feet to greatest extent possible *while wearing masks*). Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school. Sharing of school supplies and materials will not be allowed.

Frequent hand washing, hand sanitizing and respiratory hygiene is expected

Students must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing. Coughing or sneezing into one's sleeve is encouraged. Any soiled tissues will be disposed of immediately.

Students may not change buses

Students will be expected to ride the same bus to school in the morning and the same bus to home in the afternoon every day. Face coverings or masks should be in place prior to entering the bus. Necessary exceptions for childcare needs will require approval from school administration.

Parents are encouraged to drive their children to school each day.

Brookfield - Expectations for Adults

Stay home if you feel ill.

Teachers, staff, and volunteers must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19. Inform school Nurse if traveled to a high risk area within the past 14 days. **Do not take fever reducing medication for the sole purpose of reducing a fever prior to reporting to work.**

Morning self-screening required.

In order to prevent transmission among the school population, teachers, staff, and volunteers are instructed to self-screen before leaving for school. Check to ensure temperature is below **100.0 degrees** Fahrenheit and observe for symptoms associated with COVID 19 outlined by public health officials. **Do not take fever reducing medication for the sole purpose of reducing a fever prior to reporting to work.**

Face coverings or masks required.

Teachers, staff, and volunteers must wear face coverings or masks that completely cover the nose and mouth while inside the school, with exceptions only for those for whom it is not safe to do so due to medical conditions. "Mask Breaks" will be provided during the day. Teachers will be allowed to remove masks during direct instruction with permission and greater social distancing. Schools will have backup disposable masks available for teachers, staff, and volunteers. Masks can be removed if you are alone in a personal office or alone in a space.

Social distancing required.

Teachers, staff, and volunteers must maintain social distancing of 3-6 feet to the greatest extent possible.

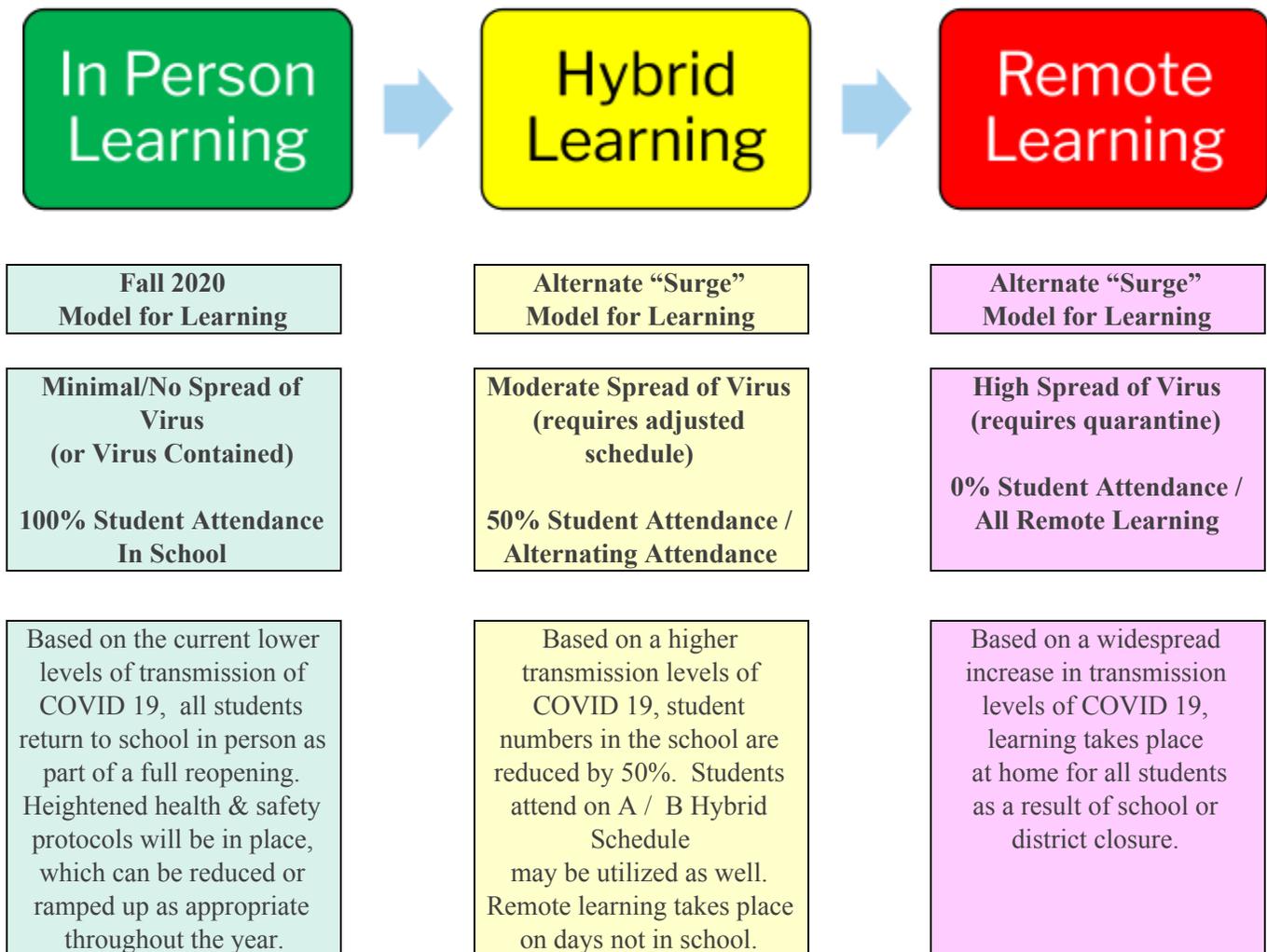
Frequent hand washing

Hand sanitizing and respiratory hygiene expected. Teachers, staff, and volunteers and staff must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing. Proper disposal of used facial tissues.

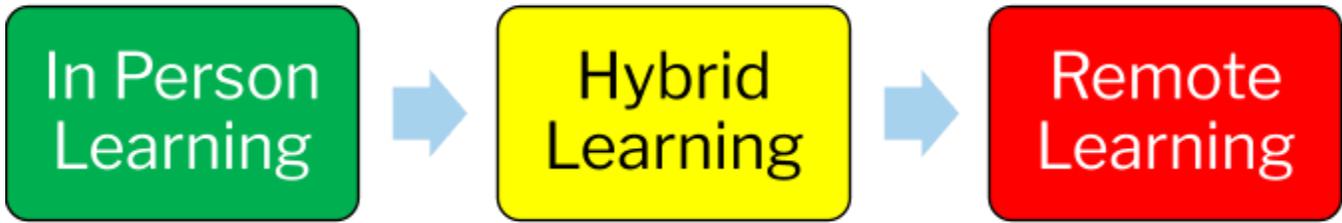
Continuum for Learning

The Brookfield Schools are committed to **In-Person Learning**, a full reopening, following all guidelines and expectations of the State and maintaining health standards in accordance with CDC Guidelines and the Brookfield Health Department. However, if there is a surge of COVID 19, an increase of local cases, or the occurrence of in-school cases, the learning models may need to be adjusted. Learning models that include Hybrid Learning and/or Remote Learning will only be utilized by the Brookfield Public Schools if required by the State of Connecticut or the Brookfield Health Department.

Brookfield Public Schools Learning Continuum:



Throughout the year, the Brookfield Public Schools will be prepared to adjust plans based on health indicators and guidance from state and local health officials (see chart below).



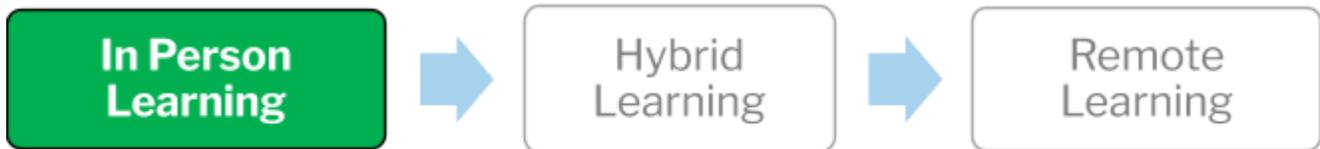
<p>Minimal/No Spread of Virus (or Virus Contained)</p> <p>100% Student Attendance In School</p>	<p>Moderate Spread of Virus (requires adjusted schedule)</p> <p>50% Student Attendance / Alternating Attendance</p>	<p>High Spread of Virus (requires quarantine)</p> <p>0% Student Attendance / All Remote Learning</p>
<p>Schools operating up to 100% capacity, parents may opt for their children to participate in remote learning.</p> <p>Buses up to full capacity with face coverings/masks in place during transit, controlled loading/unloading of riders</p> <p>Face coverings/masks for students and staff while inside school buildings</p> <p>Identification/isolation of sick students/staff</p> <p>Cohorting of students used, particularly in Grades K-8, restrictions on group activities</p> <p>Maximize spacing of seating as feasible (3-6 feet to the greatest extent possible with face coverings)</p> <p>Increased cleaning and sanitization protocols</p> <p>All hand sanitizer must be placed INSIDE the school buildings</p>	<p>Schools operating at reduced capacity (50%), with reliance on A/B Hybrid Schedule</p> <p>Buses at reduced capacity (50%), face coverings/masks in place during transit, controlled loading/unloading of riders, spaced seating for riders</p> <p>Face coverings/masks for students and staff while inside school buildings</p> <p>Identification/isolation of sick students/staff</p> <p>Cohorting of students used, restrictions on congregating, potential staggered start/stop times</p> <p>Maximize spacing of seating up to six feet or more when feasible with reduced class sizes</p> <p>Specific and increased cleaning and sanitization protocols</p> <p>Indoor extracurricular activities suspended</p> <p>Sports and other activities will be reviewed on a case by case basis and may be suspended or continue with restrictions as to risk level in State Guidelines and the CIAC Guidelines</p>	<p>Schools closed, 100% Remote learning</p> <p>Bus transportation suspended</p> <p>All extracurricular activities, including sports suspended</p>

See accompanying charts on Monitoring COVID 19 and Pandemic Planning in this guide.

The State of Connecticut is expecting all schools to have **all students**, in all districts, return to school for full-time instruction at the beginning of the 2020–2021 school year. At the same time, school districts must be prepared to modify planning to support a partial reopening or to allow for scaling back even further to a full closure at a future date if the public health data changes.

Priorities and requirements identified in *Adapt, Advance Achieve: Connecticut’s Plan to Learn and Grow Together* serve as the basis for the Brookfield Public Schools – School Reopening planning document.

Fall 2020 Brookfield Model for Learning



The in-person model of learning that will be in place for the reopening of the schools is described below:

IN PERSON LEARNING Traditional Schedule with Health & Safety Expectations – All students attend every day.

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

***REMOTE LEARNING PARALLEL TRACK – Some students learn at home due to medical concern, illness, quarantine, parent choice, or other reasons and participate in instruction provided to students in attendance at school.**

Students with documented health concerns, illness, or quarantine order, as well as students whose parents choose to not send them into school buildings, will participate in a Remote Learning Parallel Track. In this Remote Learning Parallel Track students will learn at home, by participating with their in school classmates via technology (Zoom, Google Classroom, etc.) and with parent/adult support in place. This learning opportunity will be synchronous with the in-school instruction. This track aids in a return to school at the appropriate point after illness, quarantine, or when families decide to re-enter.

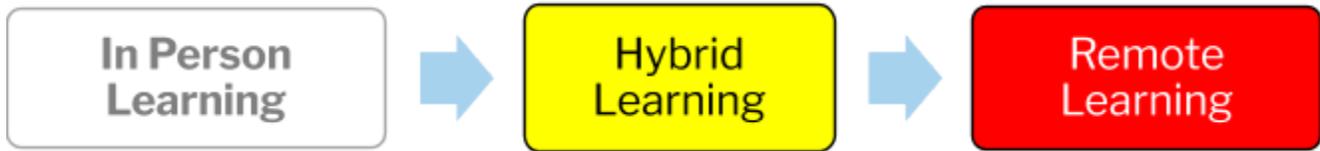
The State of Connecticut has designed a Remote Learning Hub. (<https://portal.ct.gov/SDE/Academic-Office/CT-Learning-Hub>)

“The Hub is a free and interactive webpage of digital resources to support online and offline learning.” “The Connecticut Learning Hub puts resources in the hands of Connecticut families, students, and educators.” All families are welcome to use this resource as desired whether their students are in school or working from home.

Home Schooling

An additional option, which is always open to parents, is homeschooling. Homeschooling is different from remote learning. Students who are home schooled are not enrolled in a public school; rather, parents/guardians provide instruction for their student(s) either directly, through a home schooling consortium or other individually identified means. Students who are homeschooled must be dis-enrolled from the school district.

Alternate Models for Learning



In recognition of the need to be responsive to changing health data, the Brookfield Public Schools are prepared for scenario planning:

HYBRID LEARNING REDUCED SCHOOL POPULATIONS – As a result of surge in COVID 19, half of the students are returned to school (alternating of 50% of students).

The School Reopening Team explored alternative Hybrid school schedules that could be used if the State of Connecticut and/or local health officials place limits on student access to schools/buses due to a surge of COVID 19. The reopening team agreed the hybrid model should be a 50/50 model and suggested alternatives. The model below is a variation of the 50/50 model that the reopening team proposed; however, for consistency area districts have reached consensus on the 50/50 model shown below.

In this plan, when students are not in school, they are working synchronously with their in-school classmates and teacher, while at home. This plan was chosen because it allows for maximal social distancing. This Hybrid Model will serve as our plan based upon the updated priority to Cohort students and provide cleaning in between each Cohort.

Model	Monday	Tuesday	Wednesday	Thursday	Friday
In-person Model by Cohort (Hybrid)	Cohort A (In Person)	Cohort A (In Person)	All on Remote Learning	Cohort A (Remote)	Cohort A (Remote)
	Cohort B (Remote)	Cohort B (Remote)		Cohort B (In Person)	Cohort B (In Person)
Remote Learning Model (Optional)	All on Remote Learning				

REMOTE LEARNING Short Term Closure (2-5 days, 2 weeks, etc.) or Long Term Closure

Students engage in Remote Learning. Remote Learning is a synchronous instructional experience similar to the at-home component of the Hybrid Model of instruction. Developmentally appropriate synchronous schedules for the Remote Learning student day will be provided.

Monday	Tuesday	Wednesday	Thursday	Friday
Remote Learning 100% of Students	Potential partial day of Remote Learning to allow for teacher planning, collaboration and professional learning			

Monitoring COVID-19

The Brookfield Public Schools will monitor the level of transmission of COVID 19 with the assistance of the Brookfield Health Department. Ideally, the town of Brookfield will remain in the “green” level with little or no community transmission. School schedules and/or protocols may be adjusted if the community enters a “yellow” level with minimal or moderate community transmission. If there is a substantial surge in local cases, based on guidance from the State of Connecticut and/or the Brookfield Health Department, the district will revert to a Remote Learning Model similar in nature to the spring of 2020.

LITTLE or NO COMMUNITY TRANSMISSION Minimal/No spread of Virus (or Virus Contained)	MINIMAL OR MODERATE COMMUNITY TRANSMISSION Moderate Spread of Virus (requires possible adjusted schedule and adjusted transportation)	SUBSTANTIAL COMMUNITY TRANSMISSION High Spread of Virus (requires quarantine)
Instruction is 100% in-person	Instruction is 100% in-person or a possible 50/50% Hybrid	Instruction is 100% Remote Learning
Daily attendance rates monitored	Daily attendance rates monitored and shared with local health officials	Attendance for Remote Learning is monitored based on participation from home
Teaching and reinforcing of healthy hygiene	Concentrated reinforcement of healthy hygiene	Communication to home on healthy hygiene practices
Prevention measures in place	Heightened prevention measures in place	Strict prevention measures in place for essential personnel
Social distancing in place	Heightened social distancing in place with limitations in activities/events	Quarantine measures in place
Group gatherings/events limited; all events require approval	Group gatherings/events postponed	All group gatherings/events canceled
Remain prepared for Remote Learning while learning is in-person at school	Active Preparation for Remote Learning and/or short-term school dismissals resulting in possible Remote learning for two-week periods	Continued engagement in Remote Learning during extended school dismissals and/or closures for long periods
Cleaning and disinfecting in place	Intensified cleaning and sanitizing in place	Classroom and buildings sanitized and shut down
Regular communication with local health officials	Coordination of closure with local health officials	Order of closure from local health officials and/or Executive Order for closure from Governor’s Office

Note: All plans are subject to change/adjustments as appropriate.

COVID-19 Cases in School

If a student, staff member, volunteer, or visitor who has been present in school has a confirmed diagnosis of COVID-19, the School Nurse and the building Principal will contact the Central Office and the Superintendent of Schools. In addition, the Superintendent will be notified by school personnel when a student is suspected of being sick. Maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA) will be a priority at all times.

The Superintendent of Schools notifies the local health officials immediately.

The Brookfield Health Department will assess risk of further transmission in the school.

Decisions are made concerning:
CONTACT TRACING
CLOSURE
CLEANING
CONTINUITY OF EDUCATION
REOPENING OF SCHOOL

The decision to move to a Hybrid Model, suspend or close a school (or the entire school district) will be made by the Superintendent or designee based on information and recommendation from local health officials of the Brookfield Health Department. Board of Education members, town officials, and the State Department of Education are notified of closure.

Schools will likely implement a short-term closure (2-5 days) or longer regardless of community spread if an infected person has been in a school building. The CDC recommends dismissal of students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the Superintendent, in consultation with the local health officials, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19. Contacts who have been within 6 feet of an affected person while masked/unmasked, for a period of 15 minutes or more will be required to self-quarantine for a period of 14 days per CDC and local health department guidelines.

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

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

District Focus Area

Instruction	Health & Wellness	Facilities & Operations
Social/Emotional Learning		Technology
Pandemic Response	Compliance Liaison	Transportation

All of the focus areas above will be addressed by the Brookfield Public Schools' District Administration and then shared with the schools to allow for specific planning by the building-level School Reopening Committees.

Compliance Liaison: The Superintendent of Schools, Dr. Barile, will serve as COVID-19 Health & Safety Compliance Liaison and COVID-19 Response Leader, supported by Nurse Liaison, Mrs. Anna Laforgia.

- The Nurse Coordinator, along with the Superintendent of Schools, District Medical Advisor, and Director of Public Health will engage with students, parents, faculty, staff, and administrators to answer questions about the health and safety requirements set out in this document and address questions about compliance.
- The Nurse Coordinator, along with the Superintendent of Schools, will support the implementation of these requirements, as well as the implementation of other school health and safety measures relating to COVID-19 and any additional guidance provided by the State of Connecticut and Brookfield Health Department.

Leadership of Each District Focus Areas

Health & Wellness

Mrs. Gina Wygonik
Director of Special Education

Mrs. Anna Laforgia
Nurse Coordinator

Dr. Laurie Schedgick-Davis
Medical Advisor

Instruction

Dr. Maureen Ruby
Assistant Superintendent

Mrs. Debbie Farias
Director of Instruction

Transportation

Mr. Ken Post
Director of Finance & Operations

Ms. Debbie Jones
Manager – All Star

Pandemic Response

Dr. John W. Barile
Superintendent

School Nurses and Principals

Dr. Raymond Sullivan
Health Director

Facilities & Operations

Mr. Ken Post
Director of Finance & Operations

Mr. Dan Caldwell
Director of Facilities

Mr. Alfonso Demasi
Director of Food Services, Whitson's

Social/Emotional Learning

School Principals

Pupil Personnel Services
Counselors, Psychologists,
Social Workers

Technology

Mr. Eric Conklin
Director of Technology

Compliance Liaison

Dr. John W. Barile
Superintendent
askcovid19bps@brookfieldps.org

Nurse Coordinator

Mrs. Anna Laforgia
Nurse Coordinator

Reopening Teams by School

Instruction	Health & Wellness	Facilities & Operations
Social/Emotional Learning		Technology
Pandemic Response	Compliance Liaison	Transportation

Each school will be responsible for making sure the Board of Education approved School Reopening Plan is implemented as part of each building’s reopening procedure. The tables on the following pages provide guidance for the Administration and School Reopening Teams:

The purpose of this section of the School Reopening Plan is to provide tables that delineate the elements of the reopening plan. The tables include specific requirements identified by the state of Connecticut that are mandatory (see red star), as well as the elements required by the Brookfield Public Schools. Time periods noted within specific elements/protocols are subject to adjustment based upon any guidance or expectations forthcoming from the state of Connecticut and local health officials. Any changes that should occur will result in amending of this plan and will be communicated in accordance with our communication plan.

Items are **required** by the State of Connecticut

Health & Wellness

The health and safety of students and staff is the top priority in planning for the Brookfield Public Schools’ reopening. The Brookfield Public Schools will collaborate with local health officials, the Connecticut State Department of Education, and the Governor’s Office in planning for health and wellness procedures, as well as making decisions regarding the status of school openings and closings.

Health expectations for reopening the Brookfield Public Schools	
1	Conditions for reopening have been confirmed by the State of Connecticut and/or local health officials.
	The State of Connecticut has lifted, adjusted, or removed any school closure or Executive Order allowing schools to physically reopen.
	The local health officials have determined that local conditions safely allow for schools to physically reopen.
2	Planning guidelines for reopening have been issued by the State of Connecticut and Brookfield plans have been developed and approved at the local level under the supervision of the Superintendent of Schools.

	The State of Connecticut and State Department of Education have issued guidelines upon which school reopening plans are to be based.
	The Brookfield reopening plan has been developed in consultation with the Brookfield Health Department and our Consulting Physician.
	The Brookfield reopening plan has been reviewed by the School Reopening Team.
	The Brookfield reopening plan has been approved by the Brookfield Board of Education.
3	The Nursing Coordinator and Director of Finance & Operations have confirmed that there is adequate protective equipment in place for reopening.
	While students are required to bring their own masks, a small supply of masks for students who occasionally forget them will be on hand.
	Protective equipment (including cloth face coverings and PPE) will be provided to staff as required by their job classification or duty. (ex: regular classroom teachers: 3 cloth face coverings; nurses: PPE; etc.)
	There is a plan for an ongoing supply of personal protective equipment.
	There are sufficient no-touch thermal scan thermometers for symptom screenings.
	There is sufficient PPE for the staff of various populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance).
	There is a sufficient supply of school-appropriate cleaning supplies to continuously disinfect the school site in accordance with State of Connecticut & DPH guidance.
	There are sufficient supplies that include hand sanitizers, soap, tissues, no-touch trash cans, and paper towels.
4	The Superintendent of Schools has established a procedure should there be COVID 19 cases in the schools or in the community that could possibly impact the schools.
	The Superintendent and Principals have updated the Brookfield Pandemic Response Plan that includes procedures for a case or cases of COVID-19. This procedure includes communication to the local health officials when a student, staff member or a member of their household has tested positive for COVID-19 and has possibly exposed others at the school.
	The Principals and Director of Operations have procedures for an isolation room of the school for a length of time based on (1) a positive COVID-19 case or cases in the school and (2) the risk level within the school/community as determined by local health officials.
	The Superintendent of Schools has a procedure for the closure of schools for a length of time based on (1) a positive COVID-19 case or cases and (2) the risk level within the school/community as determined by the local health officials.
	The Board of Education has granted the Superintendent the authority to take any lawful actions necessary to ensure the continuation of public education, provide for the health and safety of students and employees, or to respond to direction from the State of Connecticut and/or the local health officials.
	The Board of Education has granted the Superintendent the authority to limit access to public school grounds and school buildings during school closures or elevated levels of transmission in the area.
	Under the supervision of the Assistant Superintendent, the schools are able to provide for a continuity of instruction / remote learning, if necessary.
	Under the supervision of the Director of Special Education, the schools will be prepared for any special or unique needs for students with disabilities related to planned district or school wide procedures.
	Under the supervision of the Director of Food Services and the Director of Operations, the schools are able to provide for continuity of meal service, if necessary.
5	The Board of Education has authorized limited access and/or restricted access to the schools by the public.

	The Board of Education has approved restricting access to the school buildings during the school day by nonessential visitors and minimal use of school buildings outside of school hours.
	Students, parents, caregivers, visitors, and staff are excluded from school facilities if showing symptoms of COVID-19 or if a member of their household has tested positive for COVID-19, within the last 14 days.
	Students/Staff who have been exposed to a person who is COVID-19 positive in their household or a close contact are to self quarantine for 14 days. Students/Staff may return to school after the 14 day quarantine if they have no COVID-19 related symptoms. The town has contact tracing and the health department will provide additional guidance to individuals impacted.
6	The Nursing Coordinator and Principals have organized a screening procedure for students at home and to the extent possible, at school.
	Passive Screening: Parents/Guardian are instructed to screen students before leaving for school by checking to ensure temperature is below 100.0 degrees Fahrenheit and to observe for symptoms consistent with COVID-19. Parents are strongly encouraged to keep students at home if they are feeling sick, have any symptoms associated with COVID 19, or have had close contact with a person diagnosed with COVID-19. Parent/Guardian informs School Nurse if Student temperature is 100 degrees fahrenheit or greater and/or has any COVID-19 related symptoms
	Active Screening: Students may be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. NOTE: Screening procedures for all children are not required at the point of entry to the school. However, to ensure compliance with this guideline random temperature screening will be conducted on students entering the school. Any student who exhibits symptoms of an acute illness will be evaluated by the school nurse
	Students with a temperature 100.0 degrees or higher are not permitted into the school. Students will be allowed to return to school after 24 hours fever free without any fever reducing medication and with a note from their healthcare provider, and/ or with a documented negative COVID-19 test.
	The school nurse will monitor screening information / data of students while complying with relevant privacy and health laws.
	The school nurse will monitor symptoms in students and staff that could be related to COVID-19, with the goal of decreasing the risk of spreading or contracting the virus while complying with relevant privacy and health laws.
	School administration will oversee that upon entry to school, large gatherings are avoided. Students will proceed directly to classrooms or small group designated areas.
	Students who have been exposed to a person who is COVID-19 positive in their household or a close contact are to self quarantine for 14 days. Students may return to school after the 14 day quarantine if they have no COVID-19 related symptoms. The town has contact tracing and the health department will provide additional guidance to individuals impacted.
7	The Nursing Coordinator and Principals have organized a screening of staff at home and to the extent possible, at school.
	Passive Screening: Staff and regular approved volunteers are instructed to self-screen before leaving for school by checking to ensure temperature is below 100.0 degrees Fahrenheit and to observe for symptoms consistent with COVID-19. Staff and regular approved volunteers are to stay at home if they are feeling sick, have any symptoms associated with COVID-19, or have had close contact with a person diagnosed with COVID-19
	Active Screening: Staff and regular approved volunteers may be randomly screened as they enter school consistent with state and local health guidance, which includes visual wellness checks and random temperature checks with no touch thermometers (checking to ensure temperatures below 100.0 degrees Fahrenheit). Staff and regular approved volunteers will be observed for illnesses

	including cough or respiratory distress. Staff may be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
	Staff and regular approved visitors with a temperature 100.0 degrees or higher are not permitted into the school. Staff and regular approved volunteers will be allowed to return after 24 hours, fever free without fever reducing medication, with a note from their healthcare provider, and/ or with a documented negative COVID-19 test. If a staff member is absent from school due to non COVID symptoms, and symptoms improve within 24 hours and the staff member is fever free for 24 hours, the staff member may return to work without a note from their health care provider.
	The school nurse will monitor screening information/data of staff and volunteers while complying with relevant privacy and health laws.
	The school nurse will monitor symptoms in staff that could be related to COVID-19, with the goal of decreasing the risk of spreading or contracting the virus while complying with relevant privacy and health laws.
	It is an expectation that all staff and regularly approved volunteers will sanitize or wash their hands upon entering the school.
	Staff who have been exposed to a person who is COVID-19 positive in their household or a close contact are to self quarantine for 14 days. Staff may return to school after the 14 day quarantine if they have no COVID-19 related symptoms. The town has contact tracing and the health department will provide additional guidance to individuals impacted.
8	The Superintendent of Schools has developed a uniform procedure for all schools for symptomatic students.
	Students who are symptomatic while entering school or become symptomatic during the school day will be isolated from others right away by the school nurse.
	Students exhibiting symptoms will be required to continue to wear a mask and wait in a supervised, designated isolation room until the student can be transported home.
	If more than one student is in the isolation area, physical distancing will be maintained to the best extent possible.
	The school nurse will have a plan for triaging students in the health office, recognizing that not all symptoms are COVID-19 related.
	The school nurse will advise parents of sick students suspected of having COVID-19 that students are not to return to school until they have met CDC criteria to discontinue home isolation. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html . Students will be allowed to return to school 24 hours fever free without fever reducing medication, with a note from their healthcare provider, and/ or with a documented negative COVID-19 test.
	There will be no COVID-19 testing of students at school. Local testing site information will be shared with families. The schools' nursing offices will monitor testing results of students once made available by parents, complying with relevant privacy and health laws.
	If a student has been present in school who has a confirmed diagnosis of COVID-19, the School Nurse and the school administration will contact the Central Office. The Superintendent of Schools will notify the local health officials immediately. In addition, the Superintendent will be notified by school personnel that a student is suspected of being sick, maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA).
	Each school has a response team, coordinated by the Principal, with designated responsibilities including monitoring of attendance, symptoms, and screening; communications to families; overseeing cleaning procedures; and responding to suspected confirmed cases.

9	The Superintendent of Schools has developed a uniform procedure for all schools for symptomatic staff and volunteers.
	Adults who are symptomatic when entering school or who become symptomatic during the school day will be sent home and advised to seek medical care.
	The school nurse will advise adults who are sent home because of fever of 100.0 degrees or higher or COVID-19 symptoms not to return to work until they have met CDC criteria to discontinue home isolation. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html . Staff and regular volunteers will be allowed to return to work 24 hours fever-free without the use of fever reducing medication, with a note from their healthcare provider, and/ or with a documented negative COVID-19 test.
	There will be no COVID-19 testing of staff and volunteers at school. Local testing site information will be shared with staff. The schools' nursing offices will monitor testing results of staff and volunteers, complying with relevant privacy and health laws.
	If a staff member or volunteer has been present in school and has a confirmed diagnosis of COVID-19, the School Nurse and the school administration will contact the Central Office. The Superintendent of Schools will notify the local health officials immediately. In addition, the Superintendent will be notified by school personnel when a staff member or a volunteer is suspected of being sick and will maintain confidentiality in accordance with privacy expectations and the Americans with Disabilities Act (ADA).
10	Outside visitors and groups will have very limited or no access to schools during the school day.
	Access to the buildings by visitors/parents will be extremely limited and only for specific educational purposes.
	Each school will post a “No Visitors Policy” that includes the following wording, “Visitors will not be permitted into school facilities unless scheduled to enter or required by law.”
	Active Screening: Visitors/parents who have prior approval to enter the building will be subject to a health screening performed by a school employee.
	Active Screening: Schools will screen visitors/parents who have prior approval to enter the building as they enter school consistent with state and local health guidance, which includes visual wellness checks and a temperature check with a no-touch thermometer (checking to ensure temperatures below 100.0 degrees Fahrenheit). Visitors/parents who will enter the school will be asked to complete a COVID-19 screening attestation.
	Each school's Main Office will maintain a log for those visitors allowed into the building. The log will include name, contact phone number, and arrival/departure time of each individual.
	Principals and office staff will organize parent pick up / drop off of students, which will be modified at each building. The use of a face mask will be required of all parents who are picking up or dropping off students during the school day. A mask will be required to enter the school office in the process. Afternoon pick-up of students will be modified to ensure that parents have limited or no access to the interior of the school building.
	The School Principal / Superintendent of Schools will review all requests for use of the schools – before and after school. There will be limited access to outside organizations' use of school sites and schools' resources after school hours.
	The Superintendent of Schools will ensure that external community organizations (including those that sponsor before- or after-school childcare) that are allowed use of the facilities follow the school's health and safety plans, as well as the expectations of local health officials.
	There are procedures at each school site developed by Principals and the custodial staff for accepting deliveries in a safe manner.

1	The Nursing Coordinator and School Nurses will oversee high standards of hygiene (hand washing / sanitizing) and training for all in each school.
	School nurses, in collaboration with the Director of Facilities, will ensure, in accordance with CDC guidance, that hand washing/sanitizing includes: <ul style="list-style-type: none"> • Opportunities for students and staff to meet hand washing/sanitizing frequency guidance. • Sufficient access to handwashing and sanitizer stations. • The availability of fragrance-free hand sanitizer
★	The Nursing Coordinator and School Nurses will identify the training needs of staff related to health and safety protocols and work with the Special Education Director who will oversee such training prior to the first day of classes.
★	The Nursing Coordinator will plan in-person or online training that includes: social distancing; cleaning protocols; and hygiene practices. Principals will ensure access for all students and staff, as well as for family members who are interested.
★	Training will be provided to substitutes or others who may enter the school outside of the first day or typical calendar start.
★	The Director of Special Education and Nursing Coordinator will designate, in addition to the School Nurses, an additional 1 to 2 people in each school to assist with training as needed.
	Principals and teachers will review guidance/training and post signage provided by the district on proper handwashing techniques with students, including the following: <ul style="list-style-type: none"> • Scrub with soap for at least 20 seconds, including areas between the fingers or use hand sanitizer if soap and water are not accessible. • Staff and students should dry hands thoroughly. • Wash/sanitize hands when: arriving and leaving home; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods. • Proper procedures for putting on, wearing, and taking off masks • Proper use of PPE
★	Principals and teachers will ensure that students receive ongoing education in the expectations related to all public health policies and protocols. Students will be educated about how coronavirus is spread and how preventative actions help avoid the spread (for example, that masks keep droplets out of the air and hand hygiene keeps the virus out of one’s mouth/nose/eyes).
★	Principals, in cooperation with teachers and the Nursing Coordinator, will assess the best approach to communicating wellness information for each age group, and plan to set aside time at the beginning of the school year, as well as scheduling frequent reminders, to review the new policies and protocols. These practices include, but are not limited to: <ul style="list-style-type: none"> • social distancing, • use of face coverings that completely cover the nose and mouth, • respiratory and cough etiquette, and • enhanced cleaning/disinfection of surfaces.
2	All school employees will assist in the expectation from the State of Connecticut that face coverings /masks are in place during the school day by all -
★	The following communication will appear in school email, website, and social media: “For the safety of all students and all staff, both the State of Connecticut guidelines for returning to schools and the Brookfield Board of Education plan require that all students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus.”
★	The only exceptions for face coverings or masks are as follows:

	<ul style="list-style-type: none"> • For anyone who has trouble breathing, or anyone who is incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks are not required, per CDC guidance. • For anyone who has a documented medical condition making it unsafe to wear a face covering, masks should not be required.
	For students, face coverings/masks may be removed while eating, drinking, during PE when it occurs outdoors, on other occasions when students are outside, and effectively practicing social distancing. Exceptions may also be necessary for certain special populations.
	For students who have trouble breathing or for other documented medical reasons, reasonable accommodations will include a face shield with a cloth drape attached across the bottom and tucked into the shirt. Medical documentation from health care provider will be required. <i>NOTE:</i> Face shields alone are not a sufficient alternative to the wearing of face masks, but rather both should be worn for additional protection.
	Parents will be responsible for providing students with face coverings or masks.
★	Schools will have backup disposable masks available for students who forget them.
	Teachers will establish times for “Mask Breaks” that will be provided during the school day. Breaks will occur when students can practice social distancing and/or when they are outside.
★	Staff members and volunteers will wear masks that completely cover the nose and mouth inside the schools. Staff members will be provided all necessary PPE as required for their role.
	For teachers and staff, face coverings/masks may be removed while teaching if the following conditions are in place: Enhanced social distancing; remaining static behind a physical barrier of some sort; while eating, drinking, or when outside and effectively practicing social distancing.
	Face shields worn with face masks may also be used by staff who support students with special healthcare needs (who are not able to wear masks and who may need assistance with activities of daily living, such as toileting, eating).
	Staff working with students who are not wearing face coverings due to one of the exceptions and also cannot maintain social distancing will be provided increased protective equipment, including but not limited to medical-grade masks and disposable gowns.
★	Schools will have backup disposable masks available for staff members if an occasion arises when they have forgotten a mask.
	Staff members will receive guidance/training on proper use of PPE required for their role: https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html .
	School Nurses and any staff member engaged in symptom screening will be provided surgical masks, face shields, and disposable gloves
	Front office employees will be provided face coverings or masks and disposable gloves.
	Custodial staff will be provided equipment and PPE for cleaning and disinfecting: (1) For regular surface cleaning, gloves appropriate for all cleaning and disinfecting will be provided. (2) Staff engaged in deep cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
	Visitors and those making deliveries to the school must wear face coverings or masks that completely cover the nose and mouth.
	Information will be given to staff, students and parents on proper use, removal, and washing of face coverings. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
3	All school employees will assist in the expectation that Physical Distancing / Social Distancing is maintained as much as possible.

	The school administration will be prepared to assist staff and students in determining and maintaining social distancing between individuals to reduce the transmission of the virus per the public health guidelines at that time.
	Principals will be prepared to communicate and adjust the approach to social distancing if guidance from the CDC or DPH changes due to shifting public health data or evolving understanding of COVID-19 disease, including transmission.
	Each school will plan for the number of people that can be in all school spaces (library, cafeteria, gymnasium) based on maintaining reasonable social distancing prior to use by a classroom or group.
	Even with social distancing expectations in classrooms, school spaces, hallways, students and staff members will wear face coverings / masks in school and on the bus.
	To the extent possible the schools will create student/teacher classroom cohorts to minimize the mixing of student groups throughout the day. Consistent teams/cohorts will minimize cross-contamination of student groups.
	Schools will have plans to minimize movement of students and staff as much as possible and reduce the amount of students and staff that move at the same time.
	Traffic patterns in hallways will be designed to promote social distancing during passing times. Strategies will include staggered passing times or one-way traffic in hallways.
	Classroom seating shall be assigned to students at all times during the day. Any alternate seating or shared seating in reading nooks, group centers, and other areas will not be allowed.
	Any classroom that uses tables as a student desk may be provided individual approved desk shields at their assigned location to assist with social distancing in the classroom.
	Schools will restrict the sharing of educational materials between individuals. These materials include such items as books, manipulatives, computers, calculators, writing utensils, and art supplies. No two individuals should use the same materials in a given school day without appropriate cleaning / disinfecting in between uses.
	Each school library will provide written protocol for the distribution and collection of materials in accordance with health and safety guidelines and American Library Association (ALA) protocol.
	Backpacks will be used to discourage the use of lockers as much as possible.
4	The Superintendent of Schools, along with each Principal, will oversee school activities/athletics, which will be allowed in a limited capacity on a case by case basis.
	The school district will follow all CIAC (Connecticut Interscholastic Athletic Conference) guidelines for middle school and high school sports after approval of such activities by the Superintendent of Schools. Athletic guidance and expectations will be provided in a separate document by the CIAC with supplemental requirements per the Board of Education, if any.
	After school clubs, activities, and events must be approved in advance by the Superintendent of Schools. Approval will be based on the ability to meet the safety expectations of students and staff members involved. Building use requests will be limited and reviewed by the Superintendent's office.
	Recess time and use of playgrounds /will be supervised and scheduled to ensure physical distancing. Recess time will be adjusted for specific classroom and/or cohorts.
	The K-12 PE/Health Coordinator will work with the Physical Education Teachers in adapting curriculum and activities to be in line with guidance found in <i>Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together</i> . In general, activities will be limited to those that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.
	The Art/Music Coordinator will work with Art/Music teachers in adapting curriculum and activities to be in line with guidance found in <i>Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together</i> .

	Courses and activities that may involve any potential risk to students and staff will be approved in advance by the Assistant Superintendent and the Superintendent of Schools.
	School assemblies, concerts, and other programs with a larger number of students will be limited at the start of the school year and require approval of the Superintendent of Schools. Decisions will be made based on size of activity, ability to maintain proper distancing, and safety expectations.
	Field trips and off campus experiences will be limited at the start of the school year and require approval of the Superintendent of Schools. Decisions will be made based on ability to maintain proper distancing and safety expectations. Virtual field trips will be encouraged.
5	The Nursing Coordinator and School Nurses will oversee and monitor changes and updates to the State of Connecticut Requirements for Immunizations and Health Assessments
	Immunizations: Guidance from the Department of Public Health was issued dated June 17, 2020 emphasizing the importance of protecting students by staying up to date on immunizations.
	Health Assessments: Guidance from the CSDE was issued dated June 26, 2020 outlining the requirements for Health Assessments prior to students enrolling in school.
	If the State of Connecticut adjusts social distancing guidelines due to a surge in COVID 19, the district will adjust accordingly.
	The schools will determine the student and staff capacity of classrooms or cohort size and school spaces based on state of local guidelines limiting existing class groups/sizes in every classroom.
	The classrooms will be arranged in a manner that minimizes face-to-face contact and increases the space between desks and/or providing barriers between children at tables. Desks/tables will be separated and turned to face in the same direction (rather than facing each other).
	Other spaces in the building may be used for instructional activities to allow for appropriate distancing including gyms, cafeterias, libraries, larger rooms, outdoors.
	The schools may need to limit the number of students present in classrooms and/or limit the number of students physically reporting to each day based on guidelines issued from the State of Connecticut.
	The school schedule may be adjusted to meet the needs of social distancing (in classrooms) based on adjusted guidelines issued from the State of Connecticut for a Hybrid Schedule reducing school attendance on a given A / B by 50% or Adjusted State Guidelines may result in an extended period of Remote Learning by all students.

Facilities & Operations

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

Facility expectations for reopening the Brookfield Public Schools	
1	The Director of Facilities, Director of Finance & Operations will ensure that schools meet <u>high cleanliness standards</u> prior to reopening and maintain a high level of cleanliness during the school year.
	The Director of Facilities will oversee the reopening for each school building that specifically addresses high standards of cleanliness for all classrooms, bathrooms, hallways, and offices in the school.
	The Director of Facilities, School Administrators and Nurses will communicate cleaning and hygiene protocols as recommended by the State of Connecticut and the CDC to staff and families.

	<p>Building plans, developed and monitored by the Director of Facilities, for disinfecting high touch surfaces will include:</p> <ul style="list-style-type: none"> • Door handles • Handrails • Bottle filling stations • Sink handles • Restroom surfaces <p>*Drinking fountain (will not be used)</p>
	Frequently touched surfaces and other equipment will be cleaned and will be documented in a cleaning log throughout the day. Desks and classroom equipment should not be shared.
	Schools will maximize use of disposable towels in lieu of hand dryers, due to ventilation considerations. Where possible, schools will turn off and avoid use of hand dryers.
	Schools will place a trash can and paper towel roll by the bathroom door to allow students and staff to use it in order to prevent the touching of the door handle with hands.
	Principals will work with teachers to assess ways to minimize exposure from playground and fitness equipment use, including but not limited to ensuring only the team cohort uses the playground at the same time. Students will engage in hand washing before and after use or use of hand sanitizer.
	Bathrooms should be disinfected at least twice a day. High touch areas will be addressed throughout the day in accordance with the plan and logged. Where possible, schools will consider designating separate bathrooms for different classes or establishing shifts for classes to use the bathroom (and thus avoid mixing of classes)
	The Director of Facilities will procure and provide cleaning products that are 1) approved by the State of Connecticut Department of Public Health, 2) labeled as being effective against emerging viral pathogens, and 3) will ensure custodial staff are trained in executing directions for appropriate dilution rates and contact times.
	Cleaning logs will be used in each building to track cleaning frequency of areas including bathrooms.
	The Director of Facilities will ensure that Material Safety Data sheets are available at each school for each product used.
	<p>The Director of Operations will ensure that the schools comply with DPH guidelines including:</p> <ul style="list-style-type: none"> • Guidance for Cleaning and Disinfecting of Schools during COVID-19 • Return to Service Guidance for Building Water Systems • Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems
2	The Director of Facilities and School Administrators will ensure that schools meet <u>distancing expectations</u> by adjusting the set up in all classrooms.
 	<p>The Director of Facilities will oversee the reopening of each building specifically addressing social distancing for all classrooms, bathrooms, hallways, and offices in the school.</p> <ul style="list-style-type: none"> • Maximize social distancing between student workstations, achieving 6 feet if feasible (not required) when determining the classroom layout. Desks should face in the same direction (rather than facing each other) or students should sit on only one side of tables, spaced apart. • Where necessary, assess other spaces that may be repurposed for instruction in the school. • Maximize space between the teacher and students due to the risk of increased droplets from teachers during instruction. If a teacher removes face covering or mask during instruction, spacing should be increased beyond six feet. For teachers who stay seated, a physical barrier may be considered an option. • Floor markings throughout classrooms and the school may be included to illustrate social/physical distancing.
	The Director of Facilities and Principals will work together to ensure that all classroom furniture, excluding desks, is arranged to create the maximum amount of space between students.

	Classroom bookcases, reading nooks, storage cabinets will be removed/repositioned to create the maximum amount of space between students.
	The Director of Facilities, Nursing Coordinator and Principals will work together to ensure that a dedicated medical isolation room has been identified in every school building. The isolation room will have an assigned bathroom facility associated with it.
3	School Administrators will ensure that schools restrict the shared use of materials.
	Teachers and staff will make every effort to ensure that staff restrict the sharing of educational materials between individuals (including such items as books, manipulatives, computers, calculators, writing utensils, and art supplies). Teachers will minimize the sharing of electronic devices, toys, books, and other games or learning.
	Any alternate seating or shared seating in reading nooks, group centers, and other areas will not be allowed. Items that cannot be cleaned and sanitized (such as shared stuffed animals in classrooms) will not be allowed in classrooms.
	Each student's belongings/school supplies will be separated. Students will be encouraged to take home belongings each day to be cleaned. Belongings such as personal stuffed animals and other toys will be strongly discouraged.
4	The Director of Facilities will ensure that hand washing and sanitizing stations will be readily available.
	Each school will ensure that staff, students, and visitors have access to soap and water and/or hand sanitizer.
5	The Director of Facilities and School Administrators will oversee a rapid response plan for suspected or confirmed cases of COVID 19.
	Each building will have a plan to close off areas used by any sick person and not reopening those areas or using areas before cleaning and disinfection. The Director of Facilities will oversee the proper cleaning of any such area.

Operations expectations for reopening the Brookfield Public Schools	
1	The Nursing Coordinator, in collaboration with appropriate district specialists, will oversee staff training on the physical protection of the school community.
	The schools will provide required staff training on the following as part of the reopening prior to the start of school: <ul style="list-style-type: none"> ● Physical distancing of staff and students ● Symptom screening, including temperature checks ● Proper use of protective equipment ● The correct use of cloth face coverings / masks ● Cough and sneeze etiquette ● Keeping one's hands away from one's face ● Frequent hand washing and proper technique ● Confidentiality around health recording and reporting ● Training on trauma-informed practices and suicide prevention
2	Staff training on the mental health wellness of students will be available throughout the year.
	The schools will provide staff training on the following (in addition to Social/Emotional Learning expectations): <ul style="list-style-type: none"> ● Training on trauma-informed practices and suicide prevention. ● Confidentiality around health recording and reporting.
3	Signage will be posted in school that is highly visible as well as being accessible for students with disabilities.
	The Director of Finance & Operations and Principals will collaborate to ensure the sharing of information and regular communication about the actions school communities can take to stop the

	spread of COVID and other microbes. Signs will be posted (assistance from the town) in highly visible locations (e.g., school entrances, staff areas, and restrooms) that promote everyday protective measures and provide instruction related to properly washing hands and properly wearing a cloth face coverings or masks. https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html
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Food Service (lunch) expectations for reopening the Brookfield Public Schools	
1	The Director of Food Services will ensure compliance with federal guidelines and local health official guidelines and any additional guidelines introduced regarding child nutrition.
	The Director of Operations and Food Services will actively promote and determine eligibility for and make available free and reduced-price meals and snacks and free milk to all eligible students.
	The Director of Food Services will comply with the U.S. Department of Agriculture’s (USDA) regulations and policies (and any changes occurring) for school meals and milk including the meal pattern requirements.
	The Director of Food Services will ensure that the schools claim meals/ milk provided to eligible students using accurate counting and claiming methods. Additionally, the number of free and reduced-price meals served and claimed for reimbursement must have adequate documentation on file to support the claim.
	The Director of Food Services will proactively plan and be prepared at all times throughout the year for expedited meal access during including a short period (2-5 days) and a longer period (2 weeks) of closure.
	The Director of Food Services will oversee PPE for food service operations such as masks, gloves, physical barriers in serving areas, etc.
2	Food service in each school will be designed to promote social distancing.
	The Director of Food Services, Director of Finance & Operations, working with Principals will determine the appropriate meal distribution method (Cafeteria Pick-up Model, Classroom Delivery Model, or a Hybrid Delivery Model) of meal service based on social distancing, physical location, student traffic, space, staffing, etc.
	Each school will communicate age-appropriate and school-appropriate strategies to families about school meal service and options. Meals service communications will communicate social distancing requirements and include any additional school options as follows: <ul style="list-style-type: none"> ● additional lunch waves to separate classroom cohorts; ● staggering cafeteria use throughout the late morning/early afternoon; ● increasing the number of meal service access points; ● serving meals in cafeteria and then returning to classrooms or alternate locations; ● serving meals in classrooms and alternate locations;
	School cafeteria and meal service plans will be adjusted based on level of concern of transmission.
	There will be no self-service buffets for food and condiments.
	Physical barriers, such as sneeze guards and partitions, at point of sale and other areas will be installed where maintaining physical distance of 6 feet is difficult.
Communications expectations for reopening the Brookfield Public Schools	
1	The Superintendent of Schools will oversee communications regarding planning and reopening.
	Families, staff, and the community will receive weekly updates via email, website, and social media during the school year directly from the Superintendent of Schools regarding the most up to date policies and protocols related to all considerations and aspects of this plan and future COVID-19 planning.
	Families, staff, and the community will be invited to public question and answer sessions for updates, discussions, input, and suggestions regarding reopening and the ongoing status of school. These meetings will take place over the summer prior to the opening of the school year.

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

The **Classroom Cohort Model** will be used predominantly in Grades K-8. A Cohort is a stable group of students and educators with consistent members who stay together throughout the school day to help mitigate the risk of spreading the virus. It is still expected that students and individuals within the cohorts maintain as much physical distance as possible. The classroom cohort will spend as much of the day together as a group as possible with a single teacher or with teachers of different subject areas meeting the cohort in the cohort's assigned classroom(s).

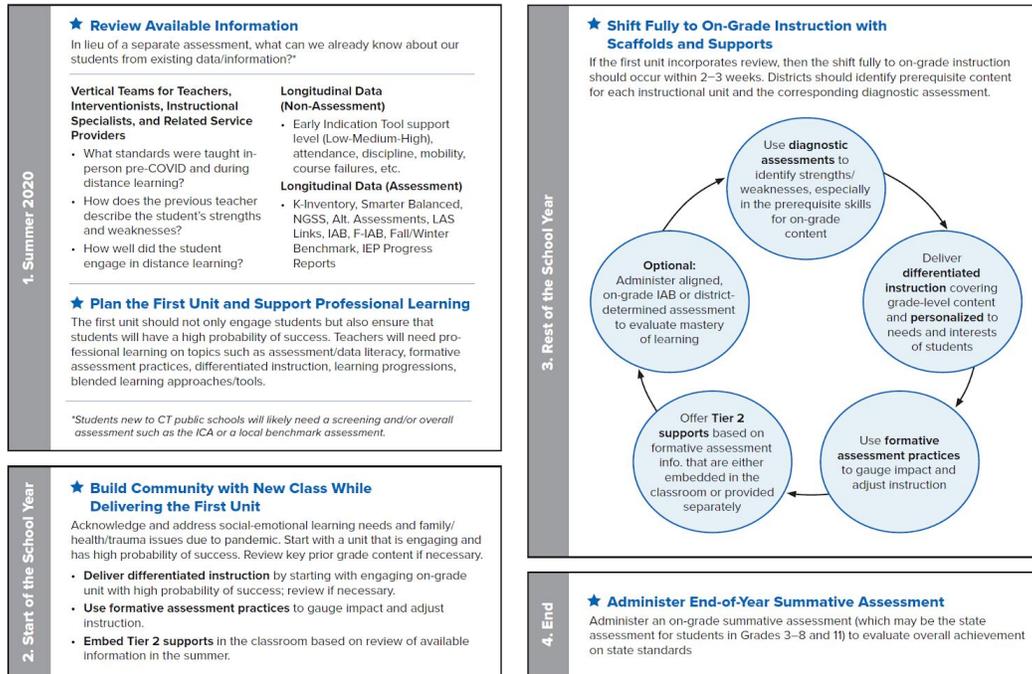
Instructional expectations for reopening the Brookfield Public Schools	
1	The instructional day and building schedules may be modified to meet the current health situation.
	The Superintendent of Schools will communicate to staff and families any class cancelation (or adjustment in schedule) and subsequent reopening in the event that the State cancels in-school classes for all or restricts attendance requiring employing the school's plan for a Hybrid Model.
	The Superintendent will base single closure, multiple school closure, or district closure using the most up-to-date information on specific cases in the community or in a school with the consultation of local health officials and the district medical supervisor.
	The Superintendent will notify the State Department of Education should a local decision be made to close under the guidance of local health officials and/or the district medical supervisor.
	Principals will review current instructional schedules in each school and make any modifications necessary to reopen and best meet the needs of students and staff members for a full return to school.
	Principals will be prepared to amend schedules as necessary due to increased transmission in the school and/or the community. Alternate Surge Models will include: <ul style="list-style-type: none"> ● 50%/50% Hybrid Model for a moderate increase in transmission including A-B Student Cohorts of alternating days, or ● Remote Learning for a large increase in transmission
	The Principals and teachers will proactively plan and be prepared at all times throughout the year for an expedited shift to Remote Learning instruction during a required short period (2-5 days) and a longer period (2 weeks) of closure.
	The Principals and technology department will proactively plan and be prepared at all times throughout the year for expedited technology access/support for a required period of Remote Learning including a short period (2-5 days) and a longer period (2 weeks) of closure.
	The administrators and curriculum specialists will consult with faculty and share resources for teaching in a Remote Learning environment that is primarily synchronous. The Connecticut State Department of Education provides information that can support families engaged in remote learning. This is described in the Plan to Reimagine CT Classrooms for Continuous Learning and online in the CT Remote Learning Hub .
	The schools will evaluate and adapt any revised models of instruction throughout the year with all educational partners and staff.
	The Human Resources Director and Principals will review teacher rosters and develop substitute plans.
2	Principals will group students in Classroom Cohorts in Grades K-8 as much as possible.

	Classroom cohorts will be established and use the same classroom every day and strive to consistently utilize the same hallways, bathrooms, and other areas of the school as much as possible. Cohorts will be assigned a team of teachers and support personnel. (Records of cohort makeup should be kept for contact tracing purposes if needed.)
	Principals and teachers will educate students, families, and staff on the value of cohorts, ensuring they understand that following health and safety guidelines remain important to minimize the risk of infection.
	Principals and teachers will restrict the mixing of cohorts as much as possible, until it is safe to do otherwise.
	Teachers will “push into” the cohort classroom as much as possible for academic courses and special courses including Art, Music, Library, & Technology resulting in teachers of specific content areas rotating throughout the building, instead of having student groups move. Physical Education classes will take place in the cohort classroom and/or outdoors to the greatest extent possible. Technology will be used to deliver special class instruction when appropriate.
	Students in each cohort will have assigned seating in the cohort classroom as much as possible.
	Students in each cohort will have assigned materials in the cohort classroom as much as possible.
	Principal will create schedules, as feasible, that stagger passing in the hall by adjusting schedules to ensure students change rooms, if necessary, at different times.
3	All learning experiences will be reviewed in order to ensure safe and appropriate instructional practices.
	The Assistant Superintendent and Director of Instruction will collaborate with building leaders to support student learning experiences.
	Courses and activities that may involve risk to students and staff (singing, playing instruments, food production and consumption, etc.) will be reviewed in advance by teacher leaders and administration in cooperation with the Compliance Liaison and the Director of Health.
	School assemblies, concerts, and other programs with a larger number of students will be limited and require approval of the Principal in collaboration with the Compliance Liaison and the Director of Health. Decisions will be made based on size of activity, ability to maintain proper distancing, and safety expectations.
	Field trips and off campus experiences will be limited and require approval of the Principal, Assistant Superintendent and the Superintendent of Schools/Compliance Liaison, in collaboration with the Director of Health. Decisions will be made based on ability to maintain proper distancing and safety expectations. Virtual field trips will be encouraged.
4	Building Principals and Instructional Leaders will collaborate with the Director of Instruction to identify learning gaps, learning barriers, and find innovative ways to meet the needs of children.
	The district assessment plan schedule will be modified to align with student reentry into the classroom and social emotional learning/opening unit. The district assessment plan includes benchmark/universal screeners, diagnostic, and progress monitoring tools.
	Special Education Supervisors and Team Leaders will ensure teachers understand students’ IEPs and that educators are prepared to implement appropriate accommodations for students and share innovative ways to meet unique student needs with teachers.
5	Utilize data to ensure that all children are advancing to achieve grade level by the end of the 2020-21 school year.
	Student learning goals will be shared with students and families.
6	The State of Connecticut will develop a Remote Learning Model for learning at home due to medical concern, illness, quarantine, or other reasons.
	On June 30, 2020 the school district conducted a survey to find out which students will participate in In-Person Learning or Remote Learning with school support. A follow up parent survey will be

	disseminated once the School Reopening Plan is submitted to the CSDE and publicized on July 24, 2020.
7	The schools will base assessment practices for 20-21 on the Connecticut Department of Education model found in: <i>Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together.</i>

The Sensible Assessment Practice guidance document provided by the Connecticut State Department of Education is shown below. In alignment with this guidance, we will review all available student data including curriculum data from spring 2020 and individual student data to inform our teaching and instructional planning.

Sensible Assessment Practices in 2020–21 and Beyond



8	The Director of Special Education, Special Education Supervisors, Team Leaders, and School Counselors will oversee programming and transition back to school for all students with IEPs.
★	The schools will oversee programming for the fall with the understanding that there has been no waiver of requirements under the IDEA for provision of a free and appropriate public education (FAPE) in the least restrictive environment (LRE). During the spring of 2020 closure, the schools may not have been able to provide all services in the same manner that they are typically provided. Federal disability law allows for flexibility in determining how to meet the individualized needs of students receiving special education services.
★	The schools will treat students eligible for special education and other special populations as general education students first. Guidance and policies related to school reopening plans apply to all students, including students with special needs who qualify for individual education programs under the IDEA and accommodation plans for eligible students under section 504 of the Rehabilitation Act. If students with disabilities are unable to access the reopening plan as designed, facilitate individualized and alternative means of re-entry based upon student need, present levels of functioning, developmental levels, and student/parent input. Consider remote learning schedules if needed.
★	Programming decisions will not be based on a student’s disability category. However, the nature and/or severity of a student’s disability may require unique considerations. Protocols should consider the student’s developmental level and skills.

	Special Education Supervisors and school counselors will communicate with families of students with a high level of need to develop transition plans to assist special populations and special education students in their return to the school building.
	The ELL/WL Coordinator and EL Tutors will work with EL students ensuring the provision of a free and appropriate public education (FAPE).
9	The PE/Health and Arts/Music Leaders will oversee the safe implementation of Physical Education Art, and Music, Courses and extracurricular activities.
	All educational programming in PE, Art, and Music will adhere to all CDC, state, and local guidelines related to social distancing and disinfecting areas & equipment.
	The PE/Health and Arts/Music Leaders will work with teachers to plan for physical education, fine arts, and music curricula that consider the needs of all students, including focusing on activities, adaptations, and modifications of all education activities to ensure the full inclusion and the health and safety of all students and staff.
	PE at all levels will focus as much as possible on activities, fitness, exercises, and sports that are teacher led, performed individually, and focus on lifetime fitness, utilizing alternative environments, land-based activities, and individual sports/activities
	PE activities will assist as much as possible in the support of social-emotional learning.
	<p>Music and Art courses will strive to maintain current program of studies and course offerings, utilizing the following safety precautions and consultation with the Director of Health:</p> <ul style="list-style-type: none"> ● Maintain proper spacing of at least 12 feet when students are singing or performing wind instruments by scheduling large ensembles in auditoriums, outdoors, cafeterias, gyms or other large spaces. Focus on maximizing distancing for instruments that require blowing or for singing, compared with string and percussion instruments. ● Schedule large ensembles into smaller groups throughout the day. Shift curriculum focus to solo and small ensemble work and create virtual performance experiences and assessments. ● Continue full access to beginning instrumental music. Maintain small homogeneous groupings of instruments for lesson instruction. ● Provide individual art supply kits for each student or plan for increased sanitization between all use. ● Use online apps or platforms for student art work (e.g., SeeSaw, Artsonia, Google Classroom, Flip Grid, SmartMusic, Sound Trap, Acapella, museum collections, painting/drawing platforms), video displays (e.g., YouTube), and slides (e.g., Google Slides).

Social/Emotional Learning

We know that social and emotional learning (SEL) will be critical to engaging students, supporting adults, rebuilding relationships, and creating a foundation for a successful reopening of school. The transition to a new learning experience will most likely have a profound impact on our students' academic, social and emotional outcomes. Utilizing our RULER Tool, Brookfield Public Schools is well positioned to support students as they return to the school environment.

	Social/Emotional expectations for reopening the Brookfield Public Schools
1	Each school SEL Team will work with School Counselors to ensure the inclusion of Social/Emotional Learning (SEL) to benefit the entire school community.

	Plan for experiences that ensure that the schools place adult and student wellness first to establish a positive, safe, and supportive learning environment. Strategies will be identified to engage populations and specific students that have been disengaged.
	Develop strategies designed to help children and adults in the school community to manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.
	Plan for SEL that is integrated into academic content through building essential self-management skills, resilience, and connections.
2	Coordinate SEL activities
	Communicate to the school community that SEL is foundational to the holistic success of the school community and a necessary aspect of a highly functioning school community
	Engage directly with staff and provide activities to help them feel comfortable back in the schools.
	Assess the social and emotional support needed by the students during the initial reopening period as a result of the Remote Learning period. Encourage that all parties reflect on the students' ability to navigate the unprecedented challenges of the alternative learning contexts during Remote Learning.
	Continue to engage the staff in reflecting on what they've learned from the spring of 2020 and how this experience will shape the coming years for them and their students.
	Continue to utilize our Brookfield Public School District RULER Tools.
3	Integrate SEL activities
	Consider how staff can coordinate to check in regularly with a small group of students and families; and how counselors, social workers, school psychologists, and nurses can connect with students and families before schools reopen.
	Intentionally build structures that promote supportive adult-student relationships and a sense of belonging. Ensure every student has at least one caring adult at the school who checks in regularly with them and whom they can reach out to.
	Each school develops a plan to provide non-academic-focused check-ins with students.
	Provide exercises/lessons on ways to communicate feelings given that wearing masks may alter the understandings of how individuals are feeling.
	Provide exercises/lessons on positively communicating the need for physical distancing in the classroom as children naturally hug, touch, etc. when playing.
	Help staff with strategies to handle students' and/or families' understandings of physical distancing measures by school personnel.
	Coordinate with all staff the best ways to assist students who need additional support to physically distance or who may not be able to wear a mask due to a manifestation of their disability.
	Coordinate with all staff for providing students with movement breaks.
	Provide opportunities for students to practice and reflect upon social and emotional competencies throughout the day.
4	Integrate SEL practices into instructional planning.
	The Brookfield Public Schools has established a district goal for 2020-21 that is based on the expectation that we develop a community where all children and adults feel a sense of belonging and that they are valued.

Transportation

CONNECTICUT SAFE STATUS Vaccine available or effective treatments for COVID-19	CONNECTICUT LOW STATUS Low transmission risk in the community of COVID-19	CONNECTICUT MODERATE STATUS Moderate or more severe spread of COVID-19
<p style="text-align: center;">Full Capacity on Bus</p> <p>Bus transportation can operate with no restrictions</p>	<p style="text-align: center;">Up to Full Capacity on Bus</p> <p>Bus transportation can operate up to full status with face coverings / mask requirements and loading and unloading restrictions</p>	<p style="text-align: center;">Limited Capacity on Bus</p> <p>Bus transportation can operate with seating and spacing restrictions, face coverings / mask requirements, and loading and unloading restrictions.</p> <p style="text-align: center;">Reduced Number of Students and seating based on strict social distancing guidelines</p>

Transportation expectations for reopening the Brookfield Public Schools	
1	Transportation status will be determined by the State of Connecticut and/or DPH.
	<p>In the “low status” currently determined to be the status of Connecticut, student passengers will be required to wear a face covering or mask that completely covers the nose and mouth during transit. The passenger’s face covering must be in place prior to boarding the bus and must be kept in place until they are completely off the bus. Passengers should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row) and then unload the bus in a controlled manner upon arrival at the school from front to back by seat. This will reduce the number of people passengers walk by as they get on the bus and will prevent crowding in the center aisle when the bus arrives for unloading.</p>
	<p>If the state determines that we are in a “moderate status” student passenger density will be significantly reduced because schools will be employing a hybrid model of learning (A-B days) when in this status. Bus passengers should be spaced with family members sitting together and non-family members should be spaced 6 feet apart utilizing alternating diagonal seating. Passengers will be required to wear a face covering or mask that completely covers the nose and mouth during transit. The rider’s face covering must be in place prior to boarding the bus and must be kept in place until they are completely off the bus. Students should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row) and then unload the bus in a controlled manner upon arrival at the school from front to back by seat. This will reduce the number of people passengers pass by as they get on the bus and will prevent crowding in the center aisle when the bus arrives for unloading.</p>
2	Transportation to and from by parents/guardians will be encouraged.
	Parents are encouraged to transport their children to school.
	The district will conduct a follow up survey to the June 30 th district survey to find out which students will be driven by parents at the start of the school year.
	Principals will assess if a staggered arrival and drop off of buses and cars will enhance safety protocols in place.
	Principals will plan vehicle flow and logistics particularly if there are more family transport vehicles.

	Principals will develop arrival/departure procedures that limit/prevents unnecessary entrance of parents and guardians into the building. Each school will allow for minimal contact of parents with school personnel and students while dropping off and/or picking up students during the day.
	There is a procedure at each school that allows for student drop-off at the start of the day and student pick-up at the end of the day without parents needing to enter the building.
3	Proper hygiene habits will be practiced on the bus.
	Parents of students in younger grades will be asked to assist in social distancing at bus stops and during pick-up and drop-off.
	Parents of students in younger grades will be asked to secure masks on students at bus stops prior to students entering the bus.
	Students will be required to wear a face covering or mask that completely covers the nose and mouth for the duration of the bus ride. (Medical exemptions apply)
	Seating arrangements will be adjusted on buses to prevent students from passing one another while loading/unloading as much as possible. <ul style="list-style-type: none"> • First students to load on bus sit in back, filling seats toward the front of bus • Students in front unload first • Loading process at school based on route to promote limited passing in aisles • Assigned seats will be arranged for students in Grades K-4
	The Bus Cohort Model will be expected in all grades, K-12. Stable groups help to mitigate the risk of spreading the virus. Students will only be permitted on the bus to which they have been assigned in order to minimize cross-contamination of student groups. Students will be expected to ride the same bus to school in the morning and the same bus to home in the afternoon every day, wherever possible.
4	Bus drivers will follow the expectations for school employees regarding health and screening.
	Passive Screening: Drivers are instructed to self-screen before leaving for school by checking to ensure their temperature is below 100.0 degrees fahrenheit and to observe for symptoms outlined by public health officials. Drivers are to stay at home if they are feeling sick, have any symptoms associated with COVID-19, or have had close contact with a person diagnosed with COVID-19.
	Drivers with a temperature of 100.0 degrees fahrenheit or greater are not permitted to drive. Drivers will be allowed to return 24 hours fever free without fever reducing medication, with a note from their healthcare provider, and/ or with a documented negative COVID-19 test. Bus drivers must inform their supervisor if they have traveled to high risk areas within the past 14 days.
	All drivers will sanitize hands upon entering buses.
	Bus Drivers must wear face masks. Masks must always be worn when children are in the bus.
5	Numbers of students on each bus will be confirmed by the State and/or by local health officials.
	Schools will ideally adjust schedules with as little impact as possible to meet transportation requirements. Bus routes will not initially be based on survey results from parents whether they will drive students to school; however, this information will be important if the State indicates that the number of students on buses must be reduced. If extra runs are required to accommodate students and distancing expectations, students will not be penalized for arriving late to school.
6	If the State of Connecticut adjusts social distancing guidelines due to a surge in COVID 19:
	The number of students on each bus may be adjusted.
	The schools will limit the number of students on buses based on guidelines issued from the State of Connecticut.*
	Currently, bus monitors are not required to be employed by the school district to ride on the bus at all times and ensure that students practice social distancing on buses. <i>If social distancing expectations change and/or bus monitors become a requirement it will impact the school's ability to hold in-person schooling due to the lack of available monitors and extreme budgetary cost increase.</i>
	The school schedule may be adjusted to meet the needs of social distancing (on buses) based on guidelines issued from the State of Connecticut.

Adjusted State Guidelines may result in a Hybrid Learning experience or an extended period of Remote Learning by all students.
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* Possible seating options include:

- Seat one student to a bench on both sides of the bus.
- Seat one student to a bench on both sides of the bus, skipping every other row.
- Seat one student to a bench, alternating rows on each side, creating a zigzag pattern on the bus.

* Bus populations may be adjusted as follows:

- 70 students per bus
- 48 students per bus – 50% more secondary bus runs; 100% more elementary bus runs
- 24 students per bus – 100% more secondary bus runs; 150% more elementary bus runs
- 12 students per bus – 150% more secondary bus runs; 200% more elementary bus runs

In each of these scenarios there is a tremendous impact on classes with students arriving/departing at different times.

* Reduced size bus runs could result in adjusted bus routes resulting in “double runs” or “triple runs” resulting in staggered arrival times and dismissal times for students.

Adjustments to bus expectations by the State of Connecticut (if needed or imposed) will greatly impact school schedules and/or the ability to hold school in-person.

Technology

Technology expectations for reopening the Brookfield Public Schools	
1	Access to technology will remain 1-to-1 for students in Grades 8-12.
	The 1:1 program will continue as planned for all students in grades 8-12. The policies, agreements, and regulations of the program will remain unchanged. In this program, students are permitted to take their device home nightly. Students will continue to have the option to BYOD (Bring your own device)
	Grades K-7 will have devices available in the building and in their classrooms during the day. These devices will remain in classrooms. Students will not be allowed to bring devices home. BYOD (Bring your own device) will be permitted and encouraged district-wide. Should we return to remote learning, devices will be made available to students to use at home again to ensure equitable access for all.
2	BOE underrun funding from the 19-20 year, in collaboration with the BOS & BOF has been used to purchase student Chromebooks and teacher Laptops.
	450 Chromebooks are being purchased as part of the 20-21 operational budget as planned to primarily support the 1:1 program.
	300 Chromebooks have been approved by the BOS & BOF using underrun funding to purchase for students in grades K-7.
	Upgraded laptops for teachers at Whisconier Middle School have been approved by the BOS & BOF underrun funding to purchase to begin the district’s device upgrade schedule over the next 3 years. Current devices that are being replaced will be refurbished and distributed district staff accordingly.
	BYOD (Bring your own device) will be permitted and encouraged for all
3	Technology for All Grades will be ready at a moment’s notice.

	<p>The Technology Department is currently collecting, cleaning, repairing, and preparing devices for the new school year. Chromebooks will be made available to students both in school for students learning remotely.</p> <p>Should we return to remote learning at any time, Chromebook distribution will take place at each school through the IT Department. Students will be provided a Chromebook as needed from the school/grade in which they are assigned.</p>
4	Equitable and universal technology access will continue to be ensured.
	<p>With our thoughtful planning and strategic budgeting the district can now guarantee that technology will be available to students in all grade levels. Family needs for internet & wireless access are handled on a case by case basis.</p>
5	Technology will support a hybrid learning environment
	<p>IT will be prepared to provide necessary technology hardware and software in classrooms as necessary (provided available funding) to support those students that have chosen to remain at home in a remote learning scenario. IT will be prepared to support all needs in any scenario.</p>
6	Technology will be cared for and maintained properly for continued use
	<p>Cleaning and disinfecting measures will be developed and followed in conjunction with the Facilities Department. Limits will be imposed on device sharing between classrooms and students in school. When in a remote learning scenario, families will be responsible for proper care and maintenance of the device they are borrowing from the district. Ideally, family members should be prohibited from use except to help students learn how to use the technology.</p>

**Brookfield Public Schools
GENERAL PRODUCTS PURCHASED**

Chromebooks: Dell Chromebook 11 3100 Touchscreen Education Edition

<https://www.dell.com/en-us/work/shop/dell-laptops-and-notebooks/chromebook-3100-education/spd/chromebook-11-3100-laptop>

Laptops: Dell Latitude 3500 Business Laptop

<https://www.dell.com/en-us/work/shop/dell-laptops-and-notebooks/latitude-3500-business-laptop/spd/latitude-15-3500-laptop>

Pandemic Response

Pandemic Response planning for reopening Brookfield Public Schools		
LITTLE OR NO COMMUNITY TRANSMISSION	MINIMAL or MODERATE COMMUNITY TRANSMISSION	SUBSTANTIAL COMMUNITY TRANSMISSION
Instruction is 100% in-person	Instruction is 100% in-person or 50/50% Hybrid	Instruction is 100% Remote Learning
*Daily attendance rates monitored	*Daily attendance rates monitored and shared with local health officials	*Attendance for Remote Learning is monitored based on participation from home
Teaching and reinforcing of healthy hygiene	Concentrated reinforcement of healthy hygiene	Communication to home on healthy hygiene practices
Prevention measures in place	Heightened prevention measures in place	Quarantine measures in place for essential personnel
Social distancing in place	Heightened social distancing in place with limitations in activities/events	Quarantine measures in place
Group gatherings/events limited; all require approval	Group gatherings/events postponed	All group gatherings/events canceled
Remain prepared for Remote Learning while learning is In-Person at school or hybrid learning takes place	Active Preparation for Remote Learning and/or short-term school dismissals resulting in possible Remote learning for two-week periods	Continued engagement in Remote Learning during extended school dismissals for long periods
Cleaning and disinfecting in place	Intensified cleaning and sanitizing in place	Classroom and buildings sanitized and shut down
Regular communication with local health officials	Coordination of closure with local health officials	Order of closure from local health officials and/or Executive Order for closure from Governor's Office

* Names important for contact tracing

In School Transmission:

A confirmed case in the school building:
Assess risk with local health officials.
Plan for short (2-5 days) or longer (10 days) closure
to clean, disinfect, and contact trace
in consultation with the Brookfield Health Department.

Pandemic Response expectations for reopening Brookfield Public Schools				
1	The Brookfield Pandemic Response includes a tiered response for school attendance based on transmission in the community and/or in the school.			
	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="background-color: #00FF00; color: black;">NO COMMUNITY TRANSMISSION</td> <td style="background-color: #FFFF00; color: black;">MINIMAL COMMUNITY TRANSMISSION</td> <td style="background-color: #FF0000; color: black;">SUBSTANTIAL COMMUNITY TRANSMISSION</td> </tr> </table> <p>Community transmission of COVID 19 will impact the schools' planning, operations, and instruction as indicated in the chart above. (Detailed schedules included earlier in this reopening packet).</p>	NO COMMUNITY TRANSMISSION	MINIMAL COMMUNITY TRANSMISSION	SUBSTANTIAL COMMUNITY TRANSMISSION
NO COMMUNITY TRANSMISSION	MINIMAL COMMUNITY TRANSMISSION	SUBSTANTIAL COMMUNITY TRANSMISSION		
2	The Brookfield Pandemic Response includes for an immediate response for a confirmed diagnosis in the school.			
	If a student, staff member, volunteer, or visitor has been present in school has a confirmed diagnosis of COVID-19, the School Nurse and the building Principal contact the Central Office and the Superintendent of Schools. In addition, the Superintendent will be notified by school personnel that a student is suspected of being sick, maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA).			
	The Superintendent of Schools notifies the local health officials immediately.			
	The Brookfield Health Department will assess risk of further transmission in the school.			
	Decisions are made concerning: All suspected cases to contact or visit their Health Care Provider before returning. NOTE: Only Health Care providers or Hospitals can report cases to the State. <ul style="list-style-type: none"> ● CONTACT TRACING ● CLOSURE ● CLEANING ● CONTINUITY OF EDUCATION ● REOPENING OF SCHOOL 			
	The decision to move to Hybrid, suspend or close a school (or the entire school district) will be made by the Superintendent or designee based on information and recommendation from local health officials. Board of Education members and town officials are notified of closure as well as the State Department of Education. The Local Health Department has the unilateral authority to close a school if it deems it necessary.			
	Schools will likely implement a short-term closure (2-5 days) or longer regardless of community spread if an infected person has been in a school building. The CDC recommends dismissal of students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the Superintendent, in consultation with the local health officials, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.			
	All communications to the community, staff and families are made through the Central Office.			
	During school closures, all extracurricular activities, athletics, and school-based afterschool programs are canceled.			
3	As part of the Brookfield Pandemic Response, the Superintendent of Schools is authorized to make immediate decisions for the safety of the students and staff.			
	The Superintendent of Schools may exclude staff and/or students who have signs or symptoms of COVID-19 until a documented negative COVID-19 test result or note from a healthcare provider clearing them to return to schools is provided. <u>(*Note: a single temperature reading of 100 degrees fahrenheit, absent of other symptoms, is not sufficient grounds for keeping a child or staff member out of school for >24 hours)</u> The Superintendent of Schools may exclude staff and/or students who have recently had close contact with a person with COVID-19 for a duration that is appropriate given the situation.			

	<p>The Superintendent of Schools may suspend any activity or program at any time due to health and safety risks.</p> <p>The Superintendent of Schools may suspend in-person classes at any time due to health and safety risks.</p>
4	There will be a coordinated effort among all schools to ensure that students and staff take everyday preventive actions to prevent the spread of respiratory illnesses.
	<p>The Superintendent and Principals will develop a strong communication program encouraging all parties to stay home when sick or feeling sick; appropriately covering coughs and sneezes; practicing social distancing; cleaning and disinfecting frequently touched surfaces; and washing hands often with soap and water or using hand sanitizer.</p>
5	Communication guidelines are established in each school according to the appropriate transmission tiers or an in-school case.
	<ul style="list-style-type: none"> ● Regular communication will be shared with staff and families concerning the status of school’s reopening efforts and continuing safety efforts. The Brookfield Public Schools website, newsletters, Facebook page, and letters home will address prevention efforts, updated information from local, state, and national authorities, and publications from the Brookfield Health Department as materials become available. ● Information will be made available to parents and community members if one of the school buildings is designated or participates as a vaccination site.
	<ul style="list-style-type: none"> ● Weekly (or more frequent as necessary) communication will be shared with staff and families concerning the status of school. ● The Brookfield Public Schools website, newsletters, Facebook pages, and letters home will address prevention efforts, updated information from local, state, and national authorities, and publications from the Brookfield Health Department as materials become available. ● As needed, update and share information on Remote Learning plan and procedures for school closure and moving to learning at home. ● If necessary, update and share information on moving to hybrid scheduling (50% of students) and procedures for any adjusted schedule. ● Students who are absent from school are called to confirm COVID 19 symptoms or to confirm if staying home for prevention or family care. ● Close communication is maintained with absent staff members to confirm COVID 19 symptoms or to confirm if staying home for prevention or family care. ● Provide information and education to staff, students and families regarding pandemic flu, individual prevention measures, and various community/school plans and updates.
	<ul style="list-style-type: none"> ● The Brookfield Public Schools website, newsletters, Facebook page, and letters home will address prevention efforts, updated information from local, state, and national authorities, and publications from the Brookfield Health Department as materials become available. ● As needed, update and share information on length of Remote Learning and procedures for school reopening. ● If necessary, share information on possible return to school and outline procedures for moving to a hybrid scheduling (50% of students) and procedures for any adjusted schedule. ● Students who are absent from online instruction are called to confirm COVID 19 symptoms or to confirm if staying home for prevention or family care. ● Close communication is maintained with absent staff members to confirm COVID 19 symptoms or to confirm if staying home for prevention or family care. ● Provide information and education to staff, students and families regarding pandemic flu, individual prevention measures, and various community/school plans and updates.
	<ul style="list-style-type: none"> ● A confirmed case in the school building results in immediate communication with local health officials resulting in a determination of length of closure, until such time as the case can be fully assessed.

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

CT Department of Education - Addendums to Reopening Plan

The State of Connecticut posts Addendums to the Adapt, Advance, Achieve State Reopening Plan, which the district uses as updated guidelines/requirements for our district plan.

<https://portal.ct.gov/SDE/COVID19/COVID-19-Resources-for-Families-and-Educators/Addendums-and-FAQs>



Brookfield Public Schools

To inspire, challenge and prepare all students to live meaningful and productive lives. Every student is empowered to become a critical thinker, problem-solver, effective communicator, global citizen, and life-long learner through rigorous, relevant and comprehensive educational experiences, expansive student opportunities, and active community involvement.

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

Contact the Superintendent of Schools for additional information and/or questions:

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Parents and community members are welcome to attend/view meetings of the Board of Education: <https://www.brookfield.k12.ct.us/district/board-education>

School Reopening Team meetings are available for viewing at <https://www.brookfield.k12.ct.us/district/superintendents-office/pages/school-reopening-team>

Meeting information will be posted on the Brookfield Public Schools website <https://www.brookfield.k12.ct.us/> and the district Facebook Page <https://www.facebook.com/brookfieldps/>