

Augusta School Department

Capital Area Technical Center

COVID-19 PARENT/STUDENT GUIDE FOR RETURN TO SCHOOL

Please note: While CATC serves multiple schools in the region, we are a part of the Augusta School Department. The following requirements are developed by the Augusta School Department and are required for all students attending Augusta schools, including CATC. If or when the requirements in this guide are inconsistent with those from the student's high school, this ASD/CATC guide will take precedence while a student is at CATC.

In response to COVID-19, the Augusta School Department (ASD) will comply with the guidelines set forth by the federal Centers for Disease Control (CDC), as well as the State of Maine, which are incorporated herein. These ASD Guidelines will be in effect from August 1, 2020 to December 31, 2020 and will be updated with the latest CDC and State of Maine guidelines. Our goal is to continue to minimize the risk of possible transmission of COVID-19 and safely bring back as many students as possible for an in-person school setting to maximize learning.

Therefore, these ASD COVID GUIDELINES are mandatory for all students and parents/guardians. Parents/Guardians are required to read the Parent Guide and sign and return the COVID-19 Return to School Agreement on the last page and mail, email or send into school with your child/children.

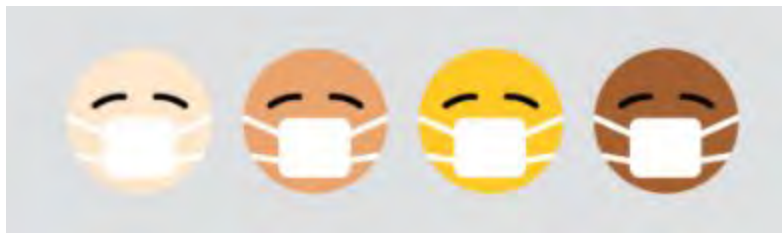


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Health & Safety

DAILY SELF ASSESSMENT:

- Prior to arrival at CATC, parents must complete a self-assessment for COVID-19 symptoms with their child. Certain responses will require that a child remain home. In this event, Parent/Guardian should contact their child's School Nurse at their high school **and** the CATC main office. The self-screening will be available in paper form or via our district/school websites. *See attached daily self-assessment at the end of this document*

FACE COVERINGS/MASKS:

- All students are required to wear a face covering/mask that covers their nose and mouth when in the presence of others and maintain three (3) feet of distance at all times throughout the day. [See CDC guidance on social distancing](#). Maintaining three (3) feet of distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements.
 - Adapted from CDC:
 - The purpose of masks is to keep respiratory droplets from reaching others to aid with source control.
 - Face coverings must be capable of preventing respiratory droplets from being released.
 - Prohibited Face Coverings: Face coverings with holes, including exhaust valves; face coverings made solely of mesh or lace; bandannas and other face coverings that cannot be secured under the chin; face shields without a face covering underneath. Neck gaiters must cover the nose and mouth and are secured under the chin and prevent respiratory droplets from being released.
- Six (6) feet of physical distancing is required for students while eating breakfast and lunch, as students will be unable to wear masks at that time.
- All students will be provided with two cloth face masks per CDC guidelines. Masks need to be washed daily at home with warm soapy water and air dried. All personal cotton masks need to comply with ASD dress code policy (i.e. no inappropriate picture or statements). Face coverings must be capable of preventing respiratory droplets from being released. It is not recommended to wear gaiters unless equipped with a filter or multiple layers of cloth protection in order to prevent respiratory droplets from being released..
- Face shields, if approved, may be an alternative for those students with medical, behavioral, or other challenges who are unable to wear cotton masks. When approved, face shields worn in place of a face covering must extend below the chin and back to the ears.

PREVENTION MEASURES:

- All students must practice proper handwashing guidelines and use hand sanitizer upon entering the school, their classroom/shop/lab, before and after donning or removing a face covering, and throughout the day, as well as practice safe social distancing.
- All students must wash their hands with soap and water for at least 20 seconds (or use sanitizer if washing is not possible) when:
 - The student's hands are visibly soiled
 - After coughing or sneezing

- Before and after: eating, using the restroom, or touching bodily fluids
- Before and after touching common surfaces like workstations, table tops, touch screens, door handles, buttons or keypads, light switches, cover plates, countertops, bus seat backs, handrails, windows and window ledges.
- All students must practice proper [CDC infection control measures](#):
 - If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.
 - Avoid touching their eyes, nose, or mouth.
 - Avoid touching any surfaces unnecessarily.
 - Refrain from physical contact, including hugs and hand-shakes.
- Restrooms at CATC are now all considered single use facilities. Signage has been added to determine if the facility is free. Only one student is allowed in any restroom at any time.
- Students should only bring to school what is absolutely essential for each day. Any items brought to school should fit into a single backpack.
- Classrooms will be reconfigured to allow physical distance with students facing one direction.
- The use of lockers at CATC will be suspended. Students will be allowed to carry a backpack with them.
- Sharing of items (tools, materials, electronic devices, toys, books, and other games or learning aids) will be discouraged and restricted.
- Field trips, assemblies, and other large gatherings will not be allowed. We are in the process of establishing clinical site work, practicum placements, and externships in order to meet some program requirements. The availability of these opportunities is subject to approval, current COVID transmission, and capacity of receiving facilities.
- See CDC's informational video on how to [Stop the spread of germs](#).

SPECIAL EDUCATION:

- CATC will work with high schools and plan for special education students, including students with disabilities, a 504 plan, and English Learners, to ensure they receive necessary services and accommodations.
- Determination of additional PPE requirements will be made by the Special Education Director based upon the unique needs of each student/situation. Additional PPE may be provided for staff working with young children, students with IEPs or students with specialized health plans such as, but are not limited to:
 - Clear face coverings and/or
 - Face Shields
 - Kevlar sleeves/arm protectors
 - Gloves
 - Gowns
 - Plexiglass barriers for students and teachers desks

TRANSPORTATION

- CATC students must comply with all bussing requirements as established by their high school.
- Transportation to CATC is the responsibility of the students' high school for either the AM or PM session. Students must ride the bus provided by their high school.

- Some limited exceptions can be made for students attending a session at CATC that does not align with their high school's regular AM or PM session.
- Students must complete and return a vehicle request form prior to driving to CATC.
- Student parking is currently limited to the lot at the rear of the building.
- See CATC student handbook for more information.

PARENT/GUARDIAN/VISITORS:

- Parent/Guardians will minimize face-to face meetings by utilizing alternative methods to receive updates (i.e. email, conference call, phone call, web based meetings).
- A scheduled appointment must be made prior to any Parent/Guardian entering the building for an IEP meeting or other important business. All Parent/Guardians will need to be screened and should utilize reception windows as main office spaces are restricted to administrative and office staff.
- Parent/Guardians will be asked the same screening questions that they use for their child prior to entry to any school building. If any response is "yes", the parent/guardian will not be allowed into the building. If allowed in the building, parent/guardians:
 - Must wear a face covering while in the buildings.
 - Must use the sanitizing station upon entry, maintain a social distance of six (6) feet.
 - Must attend to their specific business and leave immediately following.
- Visitors and Volunteers will not be allowed in any CATC facility or classroom at this time.

TECHNOLOGY:

- Sharing of devices between students is not acceptable.. If it is required, devices will be sanitized after each shared use.
- Computers will be provided for student use at CATC.

CLASSROOM SETTING:

- Classroom seating will be configured with maximum allowable space between students and to arrange students without directly facing each other.
- Schedules will be arranged in a way that will limit student movement and/or interactions between student groups throughout the day.
- Employees will modify instructional plans to reduce student contact, sharing of materials or equipment and maintain appropriate physical distancing to the greatest extent possible. Common touch surfaces will be sanitized throughout the day.

ADMINISTRATIVE OFFICE AREAS:

- School offices are restricted to administrative and office staff. Any student seeking to access main office spaces must receive prior approval from the office staff.
- Plexiglas barriers will be installed at all public facing work stations, as needed.

EATING RESTRICTIONS:

- Shared food is prohibited. There will be no shared utensils or kitchen supplies.

NURSING OFFICE CHANGES:

- School nurse services are provided by Cony High School while students are at CATC.
- Teachers will handle minor ailments within the classroom as much as possible.
- For students becoming ill during the school day with possible symptoms of COVID-19 the teacher will call ahead to the nurse and the student will be escorted to the isolation room for screening and will remain there until being dismissed.
- Parent/Guardians of students with complex medical conditions should consult with the student's health care provider(s) to determine whether the student should continue in-person instruction.

STUDENT TRANSPORTATION AND ARRIVAL CATC:

- Parent/Guardians will not be allowed into the facility without the approval of the Building Administrator. This is to increase the safety of all students and staff.
- Each high school provides transportation to CAT C that will follow current DOE/CDC guidelines. Students must adhere to these guidelines.
- In order to facilitate appropriate distancing requirements on buses, a limited number of student parking spots will be made available in the Cony student lot only. Only students receiving prior approval may drive to CATC. Please see your high school principal for a vehicle pass.
- When arriving at CATC by bus, students will be held on buses and released slowly in order to maintain distancing requirements. Bus students must enter through door #12 at the rear of the building.
- Students driving to CATC must park in the Cony student lot, maintain distancing requirements from the lot to door #17 at the front of the building, and maintain distancing requirements while waiting to enter the building.
- If you are picking up your student early for an appointment you will need to call the school prior to arriving or upon arrival. A staff member will assist the student in leaving the facility.

CDC TRAINING VIDEOS:

- [Cloth Face Coverings Do's and Don'ts](#)
- [Handwashing](#)
- [Social Distancing](#)
- [Stop the spread of germs](#)
- [Know the Symptoms of COVID-19](#)
- <https://www.youtube.com/watch?v=L4U1G96s76Y>
- <https://www.youtube.com/watch?v=3PmVJQUcm4E>
- <https://www.cdc.gov/cdctv/healthyliving/hygiene/wash-your-hands.html>
- <https://m.youtube.com/watch?v=4KRuP1QGmhU>

GUIDELINES FOR REPORTING ILLNESS

- If a student is evaluated by the Nurse, Administrative Staff or Teacher and is deemed necessary to return home due to symptoms of COVID-19, a parent or guardian will need to pick up their child immediately.
- The Cony High School Nurse, in coordination with the student's high school nurse, will send home an Illness Instruction form with your child that will provide information on why your child is being sent home and what the required measures will be before your child may return to school.

- If your child has any symptoms or test positive for COVID-19 you will be required to keep your child home. Contact your child's School Nurse at their high school **and** the CATC main office to report any absence or positive test results.

RETURN TO SCHOOL FOR STUDENTS WHO HAVE TESTED POSITIVE FOR COVID-19

Parent/Guardians will notify the child's School Nurse at their high school **and** the CATC main office if their child, or anyone in their household, has been confirmed to have COVID-19.

As a response to protect the health and safety of our students and staff, areas will be sanitized and CDC guidelines followed to notify all families and employees that have come in contact with and/or have been exposed to the student in the most confidential manner possible.

- Under the current Maine CDC guidance, a student who has tested positive for COVID-19 will NOT be able to return to school until:
 - the student has gone 24 hours (1 day) without exhibiting symptoms of COVID-19, **and** at least ten days have passed since the student's symptoms first appeared.
 - OR**
 - the student has received two negative COVID-19 test results from specimens taken more than 24 hours apart;
 - AND**
 - Documentation of medical clearance will be required to return to school and must be submitted to the School Nurse
- Students who have had close contact with someone who tests positive for, or is diagnosed with, COVID-19 must isolate at home and monitor symptoms for 14 days. Close contact is defined as "any individual who has been closer than six (6) feet for more than 15 minutes."
- Depending upon circumstances, this could include entire classrooms, bus routes, playground groupings, or cafeteria groupings.
- Students returning from illness related to COVID-19 will be required to check in with the child's School Nurse at their high school **and** the CATC administration.
- The school will work closely with Maine CDC on all contact tracing and other related protocols.
- During the time students are out of school, arrangements will be made to ensure they do not fall behind in their learning (i.e. remote instruction or make-up work following a healthy return).

RETURN TO SCHOOL PLAN FOR STUDENTS WHO HAVE BEEN SELF QUARANTINED DUE TO EXPOSURE TO COVID-19

Parents who believe their child has been exposed to COVID-19 should keep their child at HOME, CONTACT THEIR SCHOOL NURSE **AND** THE CATC MAIN OFFICE, follow [CDC Guidelines for quarantine and self isolation](#), and contact their Primary Care Physician. Students who have been tested and the results were negative should communicate those results to their School Nurse. Once done, the School Nurse may allow the student to return to school. Students who have not been tested but who have exhibited symptoms of COVID-19 may not return to school until the student has gone three days without exhibiting symptoms of COVID-19, and at least ten days have passed since the student's symptoms appeared.

Students who have traveled out of state to those states not listed in the most up-to-date Governor's orders must isolate at home and monitor for symptoms for 14 days before being able to return to school. If students participate in remote learning during the quarantine, those days will not be counted as absences.

PLAN FOR "HIGH RISK" STUDENTS

The Augusta School Department will work with each individual student to provide realistic accommodations to students who may be in need. Communication is the key to the establishment of effective accommodations for students. Any students who have a medical condition that is considered to be in a "high risk" category should communicate with the School Nurse and provide medical documentation. This will allow the ASD to review the circumstances and to understand if accommodations may be made and if there is a need for remote work.

CATC QUICK REFERENCE GUIDE

At the link listed below, please find a quick reference guide for CATC Reopening.

- [CATC Quick Reference Guide Fall 2020](#)

AT HOME HEALTH SCREENING TOOL FOR STUDENTS

Parent/Guardians: Please review this screening tool **before** school **every morning** for each of your school-aged children. This tool is for your reference only, **do not** send it to school.

Is your child experiencing any of the following symptoms?

- Feeling unwell
- Cough
- Shortness of breath or difficulty breathing
- Fever-like symptoms such as body aches, body chills and/or sweating
- Temperature over 100.4 degrees F or 38.0 degrees C
- Muscle Pain
- Headache
- Chills or repeated shaking from chills
- Runny nose/congestion
- Sore throat
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

If your child is experiencing any of the above listed symptoms, keep your child home from school and contact your medical provider for further instructions.

****If any of the above-listed symptoms are sudden or severe,
seek immediate medical attention.****

DAILY REQUIRED AT HOME ASSESSMENT

| Please indicate yes or no next to the following statements: | Yes | No |
|---|-----|----|
| Has your child taken cough/cold medication and/or fever reducers such as Tylenol/ibuprofen today for the above listed symptoms? | | |
| Has your child been tested for COVID-19 in the last 2 weeks? | | |
| Has your child had close contact* with someone with a <u>confirmed</u> diagnosis of COVID-19 in the past 14 days? | | |
| Has your child had close contact* with someone with a <u>suspected</u> diagnosis of COVID-19 in the past 14 days? | | |
| Has your child traveled by air or traveled out of state in the past 14 days? If yes, please contact the school before arriving on campus. | | |

*What counts as close contact?

- Your child was within 6 feet of someone who has COVID-19 for at least 15 minutes
- Someone in your home is sick with COVID-19
- Your child had direct physical contact with the sick person (touched, hugged, or kissed them)
- Your child shared eating or drinking utensils with the sick person
- The sick person sneezed, coughed, or somehow got respiratory droplets on your child

If you answered yes to any of the above questions, keep your child home from school. Contact your medical provider for further instructions.

COVID-19 RETURN TO SCHOOL AGREEMENT

The Augusta School Department (ASD) must adhere to the guidelines set forth by the CDC as well as the State of Maine in response to COVID-19. Our goal is to continue to minimize the interaction and risk of possible transmission of COVID-19 between students. Work schedules and workspaces may have been modified or reassigned to ensure students are safe and able to comply in accordance with the ASD COVID-19 Return to School Agreement.

I, _____ (Please print name), acknowledge, understand, and agree that my student _____ (Print child's name) who is enrolled in the _____ (Print CATC program name) program at the Capital Area Technical Center will adhere to protocols listed in the Parent Guide. My signature below is an acknowledgment that I have read, understand, and agree to comply with the above terms.

| | |
|---------------------|-------|
| _____ | _____ |
| Student's Signature | Date |

| | |
|---------------------------|-------|
| _____ | _____ |
| Parent/Guardian Signature | Date |

| | |
|---------------------|------------------------|
| _____ | _____ |
| Parent Phone Number | Alternate Phone Number |

Email Address