



BLUE HILLS
REGIONAL TECHNICAL SCHOOL

Tentative Safe School Reopening Plan 2020-2021

August 11, 2020

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Introduction

Blue Hills Regional Technical School has been closed since mid-March. Over the past several months, we have been working on a reopening plan that prioritizes the health and safety of our students, faculty, and staff; in-person vocational education; and meaningful learning experiences given the current pandemic.

The plan outlined in the pages that follow is the result of the significant efforts of the Reopening Task Force, survey results from over 600 parents/guardians in the Blue Hills Community, feedback from nearly 100 staff and faculty members, and many weeks of receiving and interpreting guidance from the Department of Elementary and Secondary Education.

A few notes on the plan:

- **It is subject to change, and change is likely.** Given the nature of the pandemic, information changes rapidly. As information changes, we will adjust.
- The opening day of school for students is **still to be determined**. The opening of school will be subject to District School Committee approval and must be negotiated with the teacher’s union.
- We intend to start the year at **25% capacity**, with career/technical programs meeting in person several days a week, and academics learning from home.
- The first several weeks of school will serve as an **orientation to our schedule**, remote learning expectations, and procedures relevant to our “new normal.” This schedule will be released in several weeks.
- Any work done from home this year will look and feel much different than the experience from March through June of last school year. Work will be **graded**; attendance will be **mandatory**; deadlines will be **enforced**.

We appreciate the thoughtful feedback so many of you have already given as we seek to safely reopen. We ask that after reviewing this document you submit any questions you have to our

Reopening Plan Survey: <https://forms.gle/WaKpoKPN16uK3wYS6>. We will be reviewing these questions and creating a “Frequently Asked Questions” document to send out to families.

In addition, please expect importation information shortly regarding choosing an all-remote option as well as bus route sign-ups. These two items are crucial to being able to start the year safely for all of our students.

As always, thank you for your continued support of Blue Hills. Together, we will make the 2020-2021 school year the best that it can be under these extraordinary circumstances.

Sincerely,

Jill M. Rossetti, Superintendent-Director

Geoffrey L. Zini, Principal

Background

Blue Hills Regional Technical School has been closed since mid-March. Due to the closure, we engaged in emergency remote learning. On June 25, 2020, the Department of Elementary and Secondary Education (DESE) released its Initial Fall Reopening Guidance and in July they released more comprehensive guidance. In summary, the MA DESE requires students and staff to maintain social distances of three to six feet, to wear face masks in grades 9-12 and to organize students at the high school level by cohorts to minimize group interaction. Medical professionals endorsed the guidance with the expectation that students return to school while maintaining a safe environment to minimize the risk of transmitting COVID-19. Commissioner Riley prioritized getting as many students back to school for in-person learning, while keeping the health and safety of students, faculty and staff in the forefront of planning and allowing for decision making at the local level. Each district is required to develop a local district plan to support these three models of reopening school in September 2020: 1) a plan for in-person (face-to-face) learning 2) a hybrid model of in-person learning with some remote learning 3) a plan for full remote learning. We performed an analysis of safety, scheduling, operations and instructional responsibilities for each model. Due to the constant fluidity of the virus, we focused on being flexible and nimble so we may transition between models as needed based on scientific and medical developments with regards to the COVID-19 pandemic. [Doctors Video](#)

Each district will submit their reopening plans to DESE through a two-step process:

1. **By July 31**, districts must complete and submit a ***preliminary reopening plan summary*** to DESE. Districts will fill out an online form that consists of two parts which will allow DESE to collect key information about district’s reopening models and other planning considerations.
2. **By August 10**, districts must finalize their ***comprehensive plan documents***, submit them to DESE and release them publicly to their communities. This will allow Blue Hills time to

incorporate any new changes based on additional guidance from DESE that is released, such as guidance on vocational programs, transportation and athletics.

We will update the plan as needed in August and review with the School Committee as needed adhering to the latest guidelines from DESE and the CDC. We are also working closely with the Canton Board of Health, the Building Inspector and Canton Fire Chief to ensure the safety of all our occupants.

All schools must comply with the Center for Disease Control, state and local guidelines regarding COVID-19 pandemic response and recovery.

Reopening Task Force

The reopening task force utilized the summer to establish protocols necessary to lay the foundation to be prepared for the reopening of school this fall. The team included administrators, staff, faculty, parents and students. Each sub task force team shared a document with the principal and superintendent with questions, notes and recommendations on their topic and this is how this document was constructed. Also, the Canton Local Board of Public Health reviewed the reopening plans. Teams worked on the following: Transportation and Daily Logistics, Health and Safety protocols, Breakfast and Lunch (food service staff), Teaching and Learning, IT Support, Operations, (custodial and maintenance staff) Facilities and Mandatory Training, High School Physical and Remote Learning Environments, Student and Support Services, LPN, Cooperative Education, ABE, Sports, etc. We take the health and safety of our students, faculty, staff, families and community seriously.

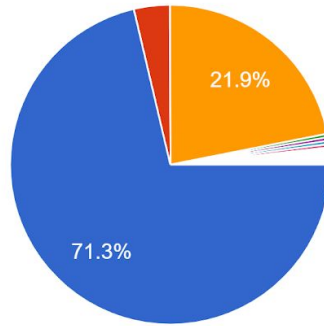
Survey Results & Feedback

In July, we sent a reopening survey to all families of incoming students (grades 9-12) to assess the current attitudes and perspectives, knowing that these will likely change as the summer progresses. The survey assessed attitudes around reopening, safety and health, transportation, and provided a forum to ask questions that we will work to address prior to the opening of school. Some highlights of the survey are below.

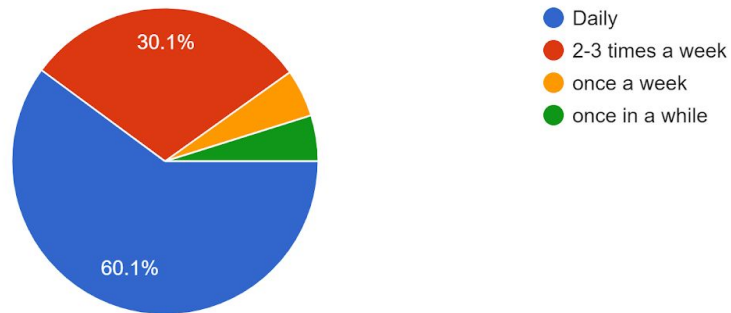
The Reopening Survey July 2020 to families had 579 responses as of July 31.

Based on the latest information, do you plan on sending your child to school in September if that option is available.

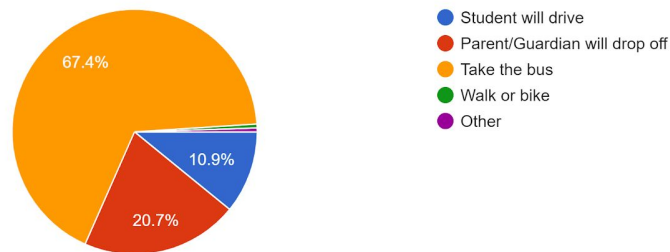
71.3% said yes, 21.9% said maybe, 3.6% said no



Assuming appropriate safety measures are in place, what is your preference for how your child returns to school in the fall?



Based on the latest information, how will your child get to school (if applicable)?
579 responses



Concerns from Survey

The survey contained a section that allowed parents and caregivers to express their concerns and questions. Among the most common concerns were:

- Ability of all students and parents to physically distance and wear masks
- Sanitization plans
- Students not receiving vocational in-person training
- Transportation to and from school
- Remote learning not holding students accountable
- Protocols if someone is diagnosed with COVID-19

These concerns echo many of our internal discussions over the past month, and we believe our plan addresses many of these questions and concerns. We will continue to work with all stakeholders to create a safe reopening plan that works for as many of our students and families as possible.

Parent / Caregiver Responsibilities and Expectations

- Partner with the Blue Hills community
- Families play a critical role in supporting the new culture of health and safety at Blue Hills
- Families can help mitigate the transmission of COVID-19 at Blue Hills by checking their child daily for [COVID-19 symptoms](#) and keeping them home from school if they are ill or have had close contact with a person diagnosed with COVID-19
- Communicate with your child’s teachers and guidance counselors about academic, vocational success and social emotional needs
 - Advocate for your child when necessary about your child’s needs
- Support my student’s academic and vocational success when my child is engaging in remote learning
- Contribute to the safe and healthy environments of Blue Hills by keeping the school informed of health-related concerns and keeping children home when necessary [Personal Health Screening Here](#)
- **Masks should be provided by the student/family.** Extra disposable masks will be available in the event a student forgets their masks. Families should wash reusable masks daily. If a family is unable to afford masks, please contact Principal Zini
- Face masks/face coverings must be worn by everyone on a school bus at all times

School Reopening Priorities

The top priorities for opening school are the health, safety and well-being of our staff and students. Our plans must be sustainable and focus on the mental, physical, social, emotional, academic, vocational technical, and specialized needs of the Blue Hills community. We are

committed to following DESE guidance and the local CDC guidelines. We are also committed to making sure that students have in-person access to their vocational programs as a starting point. Students need to experience these programs in-person, so our most restrictive hybrid models prioritize in-person access to vocational programs.

Learning Models: Three Tiers

In-Person Learning Model

In an in-person model, all students will be returning to in-person learning. This model will maintain grade nine and ten “cohorts” in static, stationary classrooms. Teachers will travel to those classes. Large 11th and 12th grade classes will be scheduled in spaces where social distancing can be maintained like the lecture hall and larger classrooms.

Vocational programs will be at full capacity as well. Schedules may need to be adjusted to make sure that tech classes are not overcrowded and that “classroom” settings within vocational programs maintain social distancing. The use of equipment and machinery will be monitored to limit the sharing of tools. Frequent handwashing and hand sanitizing will be enforced.

During our feasibility study, we determined that we cannot accommodate six feet of physical distancing in classroom spaces at one hundred percent capacity. At three feet of physical distancing, we can accommodate 75%, but we cannot accommodate a safe space for lunch. Three feet of physical distancing is less than the CDC recommended six foot spacing of student desks for physical distancing. Also, the feedback from our reopening survey does not support three feet of physical distancing spacing in classrooms.

We would have to hire additional staff, too. We also determined that our bus capacity is approximately 630 students under normal conditions. We have about 200 students who drive to school. Any reduction in bus capacity for our district means fewer students in school, two bus runs are not feasible given our geography. Plus, we would have heavy staffing needs (custodians, aides, teachers, etc.) because we would physically need twice as many classrooms as we have now. Bus runs and staggering entry/exits would impact the start and end times. There would be massive budget impacts to reopen at 100% safely which seems impossible at this time.

We are well-suited to open the year in a hybrid or remote learning model because we have been a 1:1 Chromebook school for seven years. Based on our feasibility findings, we believe that a hybrid learning model is both possible and necessary given the current pandemic guidelines.

Hybrid Models

There are two hybrid models that have been developed which enable us to flex our student capacity from 25% to 75% depending on the current situations. Under both models, all staff will

report to school. There will be a combination of remote and in-person learning for all students. In the most restrictive model, students learn remotely for academics, and are in-person two days a week for their vocational programs. In the least restrictive model, students are in school two days a week for academics and 4 days a week for vocational. In all models, students would attend school in-person and remotely so that learning is continuous throughout the school year without disruptions, and we have the ability to move nimbly between in-person and full remote models as necessary. In order to do this well, we are prioritizing time for teachers to receive professional development and plan for seamless development and delivery of lessons.

During in-person learning, students are in school for the regular school day, 7:47-2:20 pm, with an 8 period day. On Wednesdays, we will be conducting remote learning for all students which allows for planning, grading, and deep cleaning of the building. Wednesdays may also be used to have students who need additional support and guidance to come into the building. A detailed schedule for “Wednesday Remote Learning” is provided below.

Hybrid Model 1
25% Capacity with Disinfecting Day

- Hybrid Model 1 provides in-person time on the vocational weeks for all of our students
- Academic time is 100% remote learning; Wednesdays - all students are remote
- Most restrictive hybrid model - “test” model for in-person learning

X Week		Y Week	
Mon/Tues	Thurs/Fri	Mon/Tues	Thurs/Fri
Gr 9 & 11 - Academics ● All remote	Gr 9 & 11 - Academics ● All remote	Gr 10 & 12 - Academics ● All remote	Gr 10 & 12 - Academics ● All remote
Gr 10 - Vocational (2 days) Gr 12 - Vocational (2 days)		Gr 9 - Vocational (2 days) Gr 11 - Vocational (2 days)	
All Wednesdays - REMOTE LEARNING unless assigned to come to school (while in Hybrid Model)			

Hybrid Model 2
50-75% Capacity with Disinfecting Day

- Students in academics will be split into two groups (A and B) and will either report on Mondays and Tuesdays (Group A) or Thursdays and Fridays (Group B)
- Vocational students will be assigned either 2 or 4 days in their vocational programs
- Wednesdays are remote learning for all students
- Flexible Hybrid Model - can accommodate 50%, 63%, or 75% of our student population

X Week	Y Week
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Mon/Tues	Thurs/Fri	Mon/Tues	Thurs/Fri
Gr 9 & 11 - Academics <ul style="list-style-type: none"> • Group A in person • Group B remote 	Gr 9 & 11 - Academics <ul style="list-style-type: none"> • Group A remote • Group B in person 	Gr 10 & 12 - Academics <ul style="list-style-type: none"> • Group A in person • Group B remote 	Gr 10 & 12 - Academics <ul style="list-style-type: none"> • Group A remote • Group B in person
Gr 10 - Vocational (2 or 4 days) Gr 12 - Vocational (2 or 4 days)		Gr 9 - Vocational (2 or 4 days) Gr 11 - Vocational (2 or 4 days)	
All Wednesdays - REMOTE LEARNING unless assigned to come to school (while in Hybrid Model)			

Full Remote Learning Model

In this scenario, students learn remotely without in-person learning. This would allow all students (and possibly staff) to stay at home until the health situation permits a return to hybrid or in-person instruction. Remote learning is also specifically designed to respond to the needs of those students, families, staff who are immunocompromised and can provide medical documentation. Student learning could continue no matter the contingency. For example, if the state is shut down faculty and staff would continue the learning as they worked from home or under the current Phase III conditions, faculty and staff would report to school and conduct remote learning from their classrooms or offices. Academic and vocational resource aides would provide support and school counselors would support social emotional, college and career needs. This is the safest model possible from a medical and scientific standpoint. Students can learn at their own pace 24/7/365 and every student has a Chromebook. It also may provide families with known structured schedules for childcare planning. Some teachers will need additional professional development and curriculum/lesson creation will be required.

Students will begin their day with an independent work time to make sure they are caught up on classwork and understand their schedule for the day. Synchronous learning experiences will start at 9 a.m. and last until 12:00. Independent work and study should be completed after lunch and prior to the next day. Scheduled special education services will be provided between 12:00 and 2:30 each day. All classes will meet synchronously at least 2-3 times per week if we are fully remote, with additional time being spent on independent, assigned work. Scheduled class times will be longer than usual to ensure that content delivery can take place.

Remote Learning - Extended Periods of Remote Learning (whole school closures or full remote weeks)

BLUE DAY

GREEN DAY

7:40 - 9:00	Faculty: Meetings and PD Prep Time Students: Independent Work as assigned Independent Study		7:40 - 9:00	Faculty: Meetings and PD Prep Time Students: Independent Work as assigned Independent Study	
9:00	Period 1	One "class" for all grades 9 and 10 One "class" for most grades 11 and 12 Vocational Classes Meet	9:00	Period 5	One "class" for all grades 9 and 10 One "class" for most grades 11 and 12 Vocational Classes Meet
9:45	Period 2		9:45	Period 6	
10:30	Period 3	One "class" for all grade 9 and 10 One "class" for most grades 11 and 12	10:30	Period 7	One "class" for all grade 9 and 10 One "class" for most grades 11 and 12
11:15	Period 4		11:15	Period 8	
12:00	LUNCH		12:00	LUNCH	
Students: Independent work (assigned) Individualized Support - 2-3x/week (as assigned) Extra Help Independent Study			Students: Independent work (assigned) Individualized Support - 2-3x/week (as assigned) Extra Help Independent Study		
Faculty: Meetings and PD Prep Time/Extra Help			Faculty: Meetings and PD Prep Time/Extra Help		

- During extended periods of remote learning (school closures or full remote weeks), each class will meet synchronously 2-3x per week.
- Vocational Programs will begin meetings at 9:00 a.m. Each vocational program day will vary based on program needs, but should include synchronous meetings and independent student work.
- Double block class meetings should be approximately 1 hour
- Single block class meetings should be approximately 30 minutes
- Attendance is required at synchronous class meetings.
- Individualized support for students on IEPs will be scheduled during each week (2-3x/week) during non-class meeting times.

When does school start?

Recently, the state recently reduced the school day requirement from 180 to 170 days to allow Massachusetts educators additional back-to-school planning, training and safety preparations. Our District School Committee approves any modifications to the school calendar. Currently, the opening day of school has not been established for students. We expect this information to be forthcoming. Based on the first proposed calendar, school will not start before September 8, 2020. Initial Plan for September.

We are planning to start off slowly several days or weeks of professional development for staff. Once school begins, the first several weeks **will be a specialized schedule** to ensure that

students are able to meet their teachers face-to-face, get set up with the needed technology, and understand the remote and hybrid learning plans and expectations. Once this is complete, we will begin with Hybrid Model 1 at 25% capacity. After two weeks, we will evaluate the successes and challenges of this model and determine whether we can move to Hybrid Model 2. Once we begin Hybrid Model 1, we will engage in “Remote Learning Wednesdays” as part of our disinfecting and safety plan. A schedule for this day is below.

Remote Learning Wednesdays

7:40 - 9:00	Faculty: Meetings and PD Students: Independent Work/Independent Study	
9:00	Period 1	One “class” for all grade 9 and 10 One “class” for most grades 11 and 12 Vocational Classes Meet
9:30	Period 2	
10:00	Period 3	One “class” for all grade 9 and 10 One “class” for most grades 11 and 12
10:30	Period 4	
11:00	Period 5	One “class” for all grade 9 and 10 One “class” for most grades 11 and 12
11:30	Period 6	
12:00	LUNCH	
12:30	Period 7	One “class” for all grade 9 and 10 One “class” for most grades 11 and 12
1:00	Period 8	
1:30 - 2:20	Faculty: Meetings and PD Students: Independent Study/Extra Help	

- On Wednesdays, each major will meet synchronously (English, Math, Science, Social Studies, Spanish)
- Electives will be assigned independent work only
- Vocational Programs will begin meetings at 9:00 a.m. Each vocational program day will vary based on program needs, but should include synchronous meetings and independent student work.
- Double block class meetings should typically be 45 minutes long.
- Single block class meetings should typically be 25 minutes long.
- Attendance is **required** at synchronous class meetings.

Grade 9 and 10 “Cohort” Model

Grade 9 and 10 will be scheduled in “cohorts.” Each class will be unlevleled, and will be self-contained in one classroom in the building while in-person. This will minimize transitions in the hallways and interactions that may lead to the spread of the virus throughout the building.

Classes will be assigned teachers for major subjects as usual. Each cohort will also be assigned a special education teacher who will co-teach during some of the periods and provide targeted special education support for those that need additional help. Whether in-person or remote, this model will allow us to serve our students of all educational backgrounds and abilities.

Grade 11 and 12 Academics Model

Grades 11 and 12 will continue to have “traditional” academic schedules, though with eight assigned periods instead of nine. While in-person, these students will travel from classroom to classroom. Procedures will be put in place to transition slowly between classes, in a staggered and orderly fashion, to keep students physically distanced while passing in the hallways. At our peak 75% model, we will have no more than 120 students at a time in the hallways; and these will likely be staggered by floor and area to further reduce congestion.

Freshmen Exploratory

Freshmen Exploratory will be limited to 2 in-person days each vocational program for much of the year. Given the restrictions and uncertainties, we need to provide flexibility as a school to ensure that our 9th grade students get the opportunity to experience most or all of the programs before selecting their top choices.

- Timetables may need to be adjusted
- Follow program area safety guidelines

Vocational Weeks

For grades 10, 11, and 12, students will participate in their vocational programs on their scheduled X or Y weeks. Students will be assigned to come to the program for 2, 4, or 5 days, depending on where we are in our phasing. Days of remote vocational learning will focus on tech/related curriculum and independent assignments. Students should come to school dressed in their uniform when feasible. Sharing of lockers is not recommended, but allowed if access is staggered and three (3) feet of physical distancing is maintained.

Workstations: should be six feet apart but no less than three feet apart and facing the same direction. In general, plexiglass barriers are not recommended. Plexiglass barriers are not a substitute for the three feet of physical distancing and that’s why they are not really recommending them.

- Minimize sharing of tools and equipment
- Students should wash hands before and after use
- Disinfect tools before and after use
- Assign one student per booth or piece of equipment

- Outdoor projects are encouraged and bring safety equipment, first aid kits, fire extinguishers, GFCI outlet
- Post safety signage in highly visible areas
- Post signage indicating workflow and assigned work areas
- Signage should be translated into language understood by each student

Outside Job Sites Transportation

- School vans should be cleaned and disinfected before and after use
- Assign seats
- Masks should be worn at all times
- Open windows when possible
- Assign vans to specific programs if possible

Off Campus Projects

- Masks must be worn with frequent mask breaks
- Follow OSHA guidelines for worksites
- Encourage frequent handwashing and provide hand sanitizer if handwashing is not possible
- Keep students six (6) feet apart during snack and lunch breaks, wash hands before and after eating
- Develop protocols for student(s) who become ill on site

Service Related Programs: Culinary Arts, Early Education & Care, Cosmetology, Automotive and Auto Collision

- Follow MA GOV state guidelines for specific programs areas
- Consider using the month of September as “Safety September”
- Reduce outside visitor and volunteers: No outside visitor and volunteers recommended, except for contract service providers
- Consider appointment/reservation only services
- Curbside pick up for Culinary Arts

School Attendance and Grading Guidelines

School attendance will follow the guidelines listed below:

- For in-person learning, attendance will be taken and entered as normal.
- For remote learning in a hybrid model, attendance will be based on the completion of assignments and/or attendance at mandatory online class sessions. Attendance will be taken daily, and sometimes multiple times during the day.

- For remote learning in a fully remote model, attendance will be based on students signing in and attending their assigned classes/periods on that remote learning day.

All work will be graded and will have deadlines. Unlike the end of the 2019-2020 school year, we will not be grading work as “pass/fail” or “credit/no credit.” Because we expect some level of in-person and live synchronous learning throughout the year, we also expect students to be focused on their education throughout the year. Grades will be assigned as normal, whether learning is done remotely or in-person throughout the year.

Special Education & Special Populations

Significant guidance has been developed by DESE around special education services. Our plan is designed to pivot quickly as needed and to continue to provide special education services to students for whom they are required. Blue Hills is committed to providing a free and appropriate public education (FAPE) to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction and related services to our students. Students with complex needs will be prioritized for receiving in-person instruction during the 2020-2021 school year. These students will receive as much in-person instruction as possible within the health and safety parameters in effect at each particular time. If in-person instruction cannot be provided and students with disabilities must receive in full or part through a hybrid model they will receive special education instruction and related services necessary to provide FAPE through an Instruction and Services model of delivery (e.g. structured lessons, video-based lessons, etc.). Specific services (reading, speech, etc.) will be scheduled on an individual basis to ensure our students are receiving the support they require. An Instruction and Services model includes tracking attendance and participation, remote learning to state standards, the grading of student work, and two-way communication with parents and caregivers.

When school resumes in-person, with health and safety requirements in place, students with disabilities, English learners and general education staff members will collaborate in order to determine the unique modifications that will be necessary to ensure the least restrictive environment is in place for students with disabilities.

Our hybrid and remote schedules include designated time for support services to be scheduled on an individual basis. Where possible, this will take place in the building. High needs students will be prioritized for in-person support, counseling, and services.

Safety and Health Considerations

Self-Monitoring

An important aspect of resuming school during the pandemic will be the role of families and students in the self-monitoring process on a **daily basis**. It is critical that families/caregivers check their child every morning for symptoms of COVID-19. Families should use this [checklist](#) everyday before sending their child to school. DESE does not require schools to institute screening procedures at the point of entry. Faculty and staff working with students will report to the nurse if they suspect any student of exhibiting COVID-19 symptoms or other illnesses. Currently, in-school testing for COVID-19 is not recommended. Blue Hills strongly encourages families to discuss testing with their pediatrician if they have reason to believe their child has COVID-19.

At this time, temperature checks are not advised for schools in Massachusetts. We are relying on students and their families to self-monitor every morning prior to arriving at school. **Nobody should report to school if experiencing any of the symptoms of Covid-19.**

Student or Staff Illness

Students and staff should self-report COVID-19 related symptoms. Students or staff that do not display symptoms of COVID-19 should continue to be seen and treated in the school nurse's office. However, students or staff that are displaying symptoms of COVID-19 should NOT be treated in the same space used for all other non-COVID medical conditions. An **isolation room**, located in the boys' and girls' locker rooms by the gym, will be utilized for students or staff that are displaying symptoms of COVID-19 where they can be evaluated and/or wait for pick-up. This room will adhere to the following:

- All individuals in the room should wear a mask
- Shall be labeled with external signage that warns of restricted access
- Equipment for the room includes touch free thermometers, hand sanitizer, hand soap and tissues
- PPE will be available for staff that are engaged in the evaluation and care of individuals displaying symptoms of COVID-19
- Access to the room is restricted to only those staff essential for response to and individual displaying symptoms of COVID-19
- Strict physical distancing guidelines must be maintained
- Records will be maintained for all person(s) who enter the clinical space for COVID-19 as separate medical information apart from personnel file or student record
- Any COVID-19 data must be kept confidential (other than disclosures to the extent required to public health officials).
- This clinical space must be disinfected several times per day
- Staff displaying COVID-19 symptoms should go home and students should be walked out to their parents for pick-up

- Anyone that displays symptoms of COVID-19 is encouraged to seek medical attention and evaluation

This is a quick reference sheet that outlines key actions Blue Hills will take when responding to a COVID-19 event:

Event	Location of Event	Testing Result and Quarantine
Individual is symptomatic	<p>If an individual is symptomatic <u>at home</u>, they should stay home and get tested.</p> <p>If an individual student is symptomatic <u>on the bus or at school</u>, they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus.</p> <p>If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.</p>	<p>Negative- Return to school once asymptomatic for 24 hours</p> <p>Positive - Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self- isolation for at least 10 days <u>and</u> until at least 3 days have passed with no fever and improvement in other symptoms.</p> <p>Not tested - Remain home in self-quarantine for 14 days from symptom onset.</p>
Individual is exposed to a COVID-19 positive individual	<p>If an individual is at home when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.</p> <p>If an individual is at school when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home. They should stay at home and be tested 4 or 5 days after their last exposure.</p>	<p>Negative- Return to school if asymptomatic or once asymptomatic for 24 hours</p> <p>Positive - Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self- isolation for at least 10 days <u>and</u> until at least 3 days have passed with no fever and improvement in other symptoms.</p> <p>Not tested - Remain home in self-quarantine for 14 days from exposure.</p>

Protocols for School/District Closure

If there is more than one confirmed COVID-19 case (students or staff) at Blue Hills at one time, or if there is a series of single cases in a short period of time, the superintendent will work with the Canton Board of Health to determine if it is likely that there is transmission happening in school. For each individual case of a student or staff member testing positive for COVID-19, the school will follow state-mandated protocols. Note that when there is one isolated case, close contacts will need to stay home and be tested, not the entire school.

If there is suspected in-school transmission, the superintendent will consult with the Canton Board of Health as to proposed next steps. These steps may include making a decision to close part of the school or the entire school for a short time (e.g. 1-3 days) or for a longer time to quarantine as many individuals as possible.

Should multiple cases arise at Blue Hills, the superintendent will consult with the Canton Board of Health as to the proposed next steps. These steps may include making a decision to shutdown the district for a short period of time (e.g. 1-3 days or shut down the school for a longer period). In the event of a regional outbreak as determined by the local board of health or DPH, the superintendent will consult with the local board of health to determine if the district should close. ***Before a final decision is made on the school/district closure, the superintendent must consult with DESE for further guidance.***

Physical Distancing

There are no required maximums on cohort or group sizes so long as schools adhere to the physical distancing requirements of three to six feet (with masks.) Students desks must be spaced out a minimum of three feet apart, six feet apart when possible with all students facing the same direction. Virtual staff and parent meetings will be implemented whenever possible. Non-essential mingling, space sharing, equipment sharing, and travel will be discouraged. Sharing materials and supplies should be minimized to the extent feasible.

The building will mark line spacing and floor markings to serve as reminders and help with social distancing. One-way flow of foot traffic will be implemented whenever and wherever possible. Hallways will be divided and students will pass on the right. Signs will be posted in classrooms and other visible locations regarding social distancing. Physical barriers will also be installed where needed or appropriate.

Assemblies, extracurriculars, athletics, school events and trips will be modified to comply with social distancing guidelines, including postponement or cancellation.

Class schedules, sizes and composition will be modified. Cohort groups will be created for grades nine and ten. Non-classroom spaces will be used to aid with distancing.

Sample Classroom Setup



Face Masks & PPE

All students and staff must wear face coverings (exceptions will be made for certain individuals with medical conditions) inside the school, on school provided transportation and whenever/wherever less than six (6) feet of social distancing can be maintained regardless of whether inside or outside. Safe “mask breaks” will be built into the school day. Students are required to bring their own personal mask to school every day. Adults, including all educators and staff are required to wear face masks/face coverings that adequately cover their nose and mouth. Face masks must fully cover the nose and mouth.

Masks should be provided by the student/family. Blue Hills has purchased washable face masks for all faculty/staff for the coming school year. Blue Hills has also purchased disposable face masks. Some staff may be required to wear additional PPE due to health related concerns while others may be directed to do so by the district for certain job duties (i.e, custodial staff, therapists, school nurses, certain special education staff, specialized positions).

Mask breaks will be provided during the morning vocational break, during lunch and during academic classes. Spaces outside the vocational programs may be used and areas on the campus such as courtyards and east and west side of the building on grassy areas. Students must be six feet apart and students must wash or sanitize their hands upon entering and leaving this space.

Breakfast/Snacks and Lunch

Students and staff should eat breakfast, lunch and snacks at their own desks rather than communally when not in the cafeteria. All food and drink served by our school should be

individually portioned or packaged. We are prepared to provide a combination of grab and go and on-site food delivery. We are confident that we can make any modifications required from an operational standpoint to ensure safety.

Breakfast will be delivered to the classroom each morning. Students should take any unused food items home. No sharing of drinks, snacks, food or utensils is allowed.

Lunch will be scheduled to accommodate students in the building on any given day. If using the cafeteria for eating, lunches will be staggered allowing for physical distancing and disinfecting the area between groups. We will have to adjust school schedules to compensate for safe six foot physical distancing so students may eat unmasked. Some students may eat outside; others in classrooms or larger areas that can be used and then disinfected. Tables in the cafeteria will be cleaned by the custodians and/or cafeteria staff in between groups of 60 students during lunch. Students eating in their classrooms will remain at their desks while eating and will be responsible for wiping down their desk (sanitizing) once finished. Blue Hills will discontinue family-style, self-service and buffet style dining and maintain physical distancing.

Cafeteria staff must wash their hands immediately after removing gloves and after directly handling used food service items. All students must wash their hands prior to and after eating.

Drinking Fountains

Students will be asked to bring their own full water bottle to school each day. Drinking fountains that require contact for use will be closed. Students may use the touch free motion activated water bottle filling stations when filling water bottles if a refill is needed during the school day. Bringing a full water bottle from home will decrease the number of trips from the classroom and help to reduce hallway congestion.

Bus Transportation

Bus capacity has been significantly reduced based on released state guidelines. Students are permitted only to sit one to a seat, in a staggered fashion, while wearing masks at all times. For this reason, we are asking parents and families to consider providing alternative transportation whenever possible.

Each day Blue Hills transports about 630 students per day under normal conditions while about 220 students walk, bike or drive to school. Our FY21 transportation budget which includes our total cost for the district, SPED, athletics and McKinney-Vento transportation is approximately \$957,000.

Three foot Full 100% in-person option: with all 850 students attending Blue Hills daily, would result in the district requiring 30 buses (100 % more than normal or double the buses) due to the

required three foot physical distancing measures for seating on the bus, reducing the overall transportation capacity. In order to get all of our students to school using the three foot bus seating protocol per the recommendations of DESE we anticipate an increase in the transportation cost of no less than \$1,914,000.

Hybrid Option of Schooling with Three Feet Seating Spacing on Bus: This model would allow three feet of seat distancing recommended guidance by DESE because we would only be transporting approximately up to half of our total student body. We would not need additional bus routes, but we may need to adjust our routing and bus tier systems. The maximum occupancy for each bus is 23 or 25 students depending on the bus. Hand sanitizers dispensers are installed at the entrance of the bus for students and drivers to clean hands as they board and exit. During winter months, students wearing gloves upon entry are encouraged to keep gloves on at all times during transit.

Transportation plans will be modified to allow for appropriate social distancing.

- All students riding the bus will be required to wear a face covering, except for students with medical or behavioral exemptions.
- Adults, including bus drivers and other transportation staff, are required to wear masks.
- As students board the bus, occupy seats starting from the rear of the bus and fill sequentially to the front.
- Students should be seated one student per bench. Children from the same household may sit together.
- Windows should be kept open at all times during operation unless not possible due to extreme weather conditions. Roof hatches may be kept open during operations for further ventilation.
- Students should be assigned to a single bus seat and a particular seat.
- Students should face forward at all times and refrain from eating, shouting, singing or sharing items while in transit.
- One bus of students will be directed to enter the building at a time.

Parent Drop Off / Pick up

We strongly encourage families to drop children off, carpool safely, or walk to reduce the exposure on buses.

- Families dropping off students should drop off at the front main entrance of the school by 7:50 AM.
- Parents/caregivers should remain in their vehicle while waiting for their child. If a parent/caregiver exits their vehicle they should maintain physical distancing and wear a mask.

- Juniors and seniors driving to school should park in the lot that is closest to their first period class.

Late Arrival

Students who enter the school late will check in the main office and then wash their hands in a designated area prior to arriving to class. Students will be directed to their first period class.

Facilities

Building Sanitization: Our custodial and maintenance staff will clean our facilities on a daily basis using industry-standard COVID-19 cleaning procedures. We will also schedule deep cleanings regardless of the model being used. At least once per day all high touch surfaces will be cleaned. All custodial staff have been trained on the use of the backpack sprayers which are deployed every evening to provide supplemental support for Blue Hills. Custodians will also perform their regular cleaning including wiping down tables, chairs or other surfaces, emptying trash, cleaning restrooms, vacuuming and cleaning floors. Specialized cleaning products made up of a powerful cleaner concentrate, specially mixed at a level designed to mitigate germ transfer will be applied by trained staff to disinfect all **touchpoints*** and surfaces at Blue Hills. For the safety of our staff and students, this chemical will be applied when classrooms and other spaces are not occupied. Other approved school cleaning products such as a premixed disinfectant can be used by custodians and other staff as needed to clean up common school challenges.

With the recent renovation project, our windows are functioning and we have an updated HVAC system. Our HVAC system is designed to circulate fresh air into the building to keep inhabitants of Blue Hills safe. We are planning to upgrade to MERV 13 filters and replace these filters with greater regularity to reduce COVID-19 transmission potential. HVAC preventative maintenance will be conducted as prescribed by the recognized industry standards and preventative maintenance procedures we have established.

We have purchased 960 gallons of hand sanitizer and have secured 50 hand sanitizer dispensers which will be located throughout the school and that will be refilled weekly. Plus 500 bottles of hand sanitizer at 7.8 oz each and 300 bottles of 3.6 ounces of hand sanitizer. Adults should supervise the use of hand sanitizers by students.

Cleaning protocols will be implemented as determined by the CDC and OSHA guidance.

Touchpoints* include: door handles, push bars, push plates, light switches, classroom door windows, classroom sinks and faucet handles, counters, classroom tables and chairs, elevator push buttons, bottle filling stations, restroom doors, handles and push plates, ADA bars, toilet

and urinal handles, sanitary napkin dispensers, sink and faucet handles, computer keyboard and touch screens, toilet paper, soap and paper towel dispensers and handles.

Plexiglas Barriers

In general, the DESE does not recommend setting up plexiglass barriers in regular classrooms, since they represent an additional high-risk surface to clean and disinfect. However, barrier use is permitted if classroom furniture cannot be replaced and if required physical distancing cannot be achieved with the use of barriers such as in a shared lab or table. All plexiglass barriers must be approved by the principal for classroom use adhering to the guidelines.

Lab Seating:

- Barriers should only be used in a lab setting where desks are unable to move or cannot be replaced with movable desks
- Barriers should be tall enough to extend beyond a student's standing heights
- Barriers should extend at least one foot past the edge of the table and abide by fire and safety regulations
- Barriers should be properly cleaned between uses
- Consider rubber edges to avoid risk of injury
- Make sure the plexiglass barrier use is aligned to safety procedures and consider adjusting classroom experiments to avoid potential fire hazards

Plexiglas shielding may be set up in high traffic areas or areas where physical distancing between staff cannot be achieved. The cleaning schedule will ensure proper cleaning and disinfecting of barriers by our custodial staff.

Visitation

Non-essential visitors, volunteers, and activities involving other groups will be restricted from entering the building. The district should utilize technology and video conferencing to reduce the need for traditional activities like parent teacher conferences that require outside guests to access Blue Hills.

Facilities usage should be reduced or eliminated for anything other than school operations to reduce the potential spread of COVID-19 at Blue Hills.