

SAFE RETURN TO IN-PERSON
INSTRUCTION:

CTECS' CONTINUITY OF SERVICES PLAN



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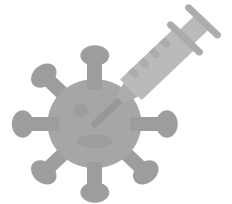
PREVENTION

CTECS has worked closely with the Department of Health and State Department of Education to plan for the safe reopening of schools. In consultation with State and local departments of health, we will continually monitor changes in health data across the state as well as in our school buildings. Our plan has been reviewed and approved by CTECS' Medical Advisor and local health departments.

VACCINATION

Vaccination is the **leading public health prevention strategy** to end the COVID-19 pandemic. Vaccination can help students and staff safely return to in-person learning as well as extracurricular activities and sports. Vaccinated individuals will be less likely to quarantine, and less likely to become seriously ill with COVID.

As part of contact tracing, your school may ask you to voluntarily disclose your student's vaccination status.



FACE MASKS

Students and staff are required to wear face masks in order to go to school regardless of vaccination status, with limited exceptions. This requirement is not just for their own safety, but also for the safety of their teachers, peers and families.

Students are expected to bring their own mask each day as part of their school uniform. Masks will be supplied if a student forgets theirs or is unable to supply one.

Students who refuse to wear a mask and do not meet any of the allowable exceptions will be **subject to discipline**. Such refusal will be treated as a health and safety violation, similar to not using your safety goggles or tethering systems. A parent meeting will be required.

All face masks must be **worn correctly** and satisfy school dress code requirements. A face mask must completely cover the nose and mouth and be worn even when social distancing is maintained.

A written notification from a physician is required in order for the school to permit a medical exemption to the requirement of wearing face masks.

Students and staff **will not be required** to wear face masks while eating, drinking or when engaged in outdoor activities.

Mask breaks will be provided as designated by each school.

Fully vaccinated teachers may remove masks when they are engaged in **active instruction** at the front of the classroom and **socially distanced** from students who are seated and masked.



PREVENTION

TRAVEL CONSIDERATION

CTECS strongly recommends that if you plan to travel, that you follow the **Department of Public Health (DPH) and Centers for Disease Control (CDC) guidance**. Mandates and requirements are not currently in place in Connecticut.

Visit the CDC website for current travel information.



ARRIVAL TO SCHOOL

Prior to school arrival each day, please screen your student at home by checking their temperature and determining **if any of the below signs or symptoms of COVID-19 are present**. This is especially important as the Delta variant now accounts for most cases in Connecticut and is extremely contagious.

- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

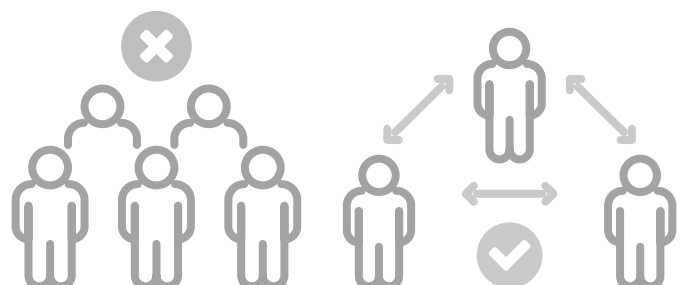
Students should NOT report to school if they have any over the above symptoms, or their temperature is greater than 100 degrees Fahrenheit.



Indoor and outdoor spaces throughout the school will be utilized to **appropriately distance students** at the beginning of the day.

Students or staff who exhibit symptoms consistent with COVID-19 will be placed in a room separate from the school population and will remain there until a parent/guardian or responsible party's arrival to pick them up from school.

All students must arrive at school wearing a face covering or mask. If a student does not have a face mask, one will be provided.



PREVENTION

SOCIAL DISTANCING

Social distancing is one of many layers of mitigating tools being used to decrease transmission of COVID-19. As such, appropriate social distancing strategies will be implemented guided by what is feasible, practicable, and acceptable. Schools will select social distancing strategies based on feasibility given the unique space and needs of the school as recommended by **CDC's Guidance for COVID Prevention in K-12 Schools**. **These strategies may include:**

- Increasing the space between desks.
- Turning desks to face in the same direction (rather than facing each other).
- Maximizing space between the teacher and students during instruction.
- Cohorting students. A cohort is defined as a group or team of students and educators with consistent members that stay together throughout certain periods of the school day.
- Teachers may rotate into the classroom to teach different subjects, instead of student rotations.
- Adjusting traffic patterns in hallways.
- Staggering class dismissal times.
- Schedules developed in a way that will limit student movement throughout the day.
- Outdoor spaces utilized when possible.
- Plexiglass barriers may separate students (e.g., at tables) and staff who interact with the public.
- Individual CTECS schools will determine the location of meal service based on social distancing, physical location, student traffic, space, staffing, etc. Strategies for social distancing during meals will include distanced seating in the cafeteria and utilizing several areas of the school, including outdoor locations if necessary.

Visitors will be permitted into school facilities only for school related business (i.e. scheduled parent meetings, mail delivery, shipments, contractors), and only after an appointment has been made and approved by the principal of the school or designee. All visitors will stop in the lobby to sign in prior to entering the school.

Any visit to the school by a parent/guardian for drop-off of student items payment for meals, etc., will take place at a **designated outdoor area**, and delivery facilitated by school personnel. Parents/guardians are encouraged to have students manage these transactions if possible. CTECS encourages **virtual meetings** between parents/guardians and school staff.

To reduce congestion in the health office, staff will be asked to call or radio into the Health Office to request a student visit. The nurse will prioritize the student for a visit and direct them to the well or sick zone areas identified in the Health Office based on symptoms.

Water fountains will be available for bottle filling only.

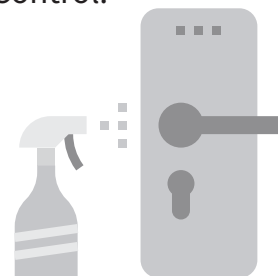
PREVENTION

CLEANING & SANITIZING

CTECS is implementing the cleaning, ventilation, and sanitization protocols outlined in the **DPH Guidance documents: Guidance for Cleaning and Disinfecting of Schools during COVID-19, and DPH Return to Service Guidance for Building Water Systems.**

Specifically:

- Routine cleaning will have taken place **prior** to school opening.
- Special attention is being placed to disinfect **high-touch points** daily, including; doorknobs, counter tops, handrails, light switches, restroom fixtures, desks, phones, keyboards, etc. Enhanced areas of focus include restrooms, communal spaces, front desk and lobby areas.
- Maintenance staff have completed **cleaning and disinfecting training** from Occupational Safety and Health Administration and Centers of Disease Control.
- CTECS has procured supplies to **support healthy hygiene behaviors**, including soap, tissues, no-touch trash cans, hand sanitizers (with at least 60 percent ethyl alcohol or 70% isopropyl alcohol for staff and students who can safely use hand sanitizer), and disinfecting wipes.



BUILDING VENTILATION

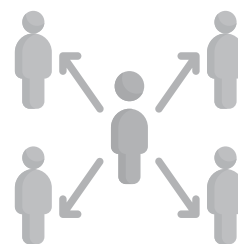


All school building ventilation systems have been assessed and action taken to elevate the **level of filtration** and increase the **frequency of filter changes**.

MONITORING & CONTACT TRACING

CTECS actively monitors **staff and student absenteeism** to identify any trends that would suggest spread of illness such as COVID-19.

Class seating rosters, class cohorts and consultation with teachers/staff are used to identify **close contacts** to COVID-19 cases as needed.



PREVENTION

TRAINING & ONGOING EDUCATION

All CTECS staff members have completed a **safe schools COVID-19 training course**, which includes Personal Protective Equipment (PPE) requirements and safety measures. Substitute teachers are also required to take the training course.



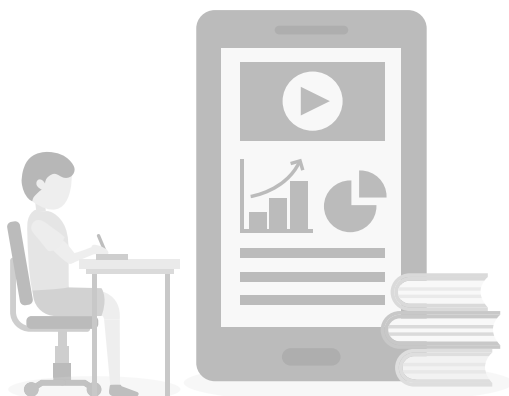
Professional development from the department of health has been provided to **all culinary and school lunch personnel**.

Principals will determine the best approach to **regularly communicate wellness information** to students, as well as scheduling frequent reminders to review the new policies and protocols.

Topics include, but are not limited to:

- **Social distancing;**
- **Hygiene and frequent hand washing and use of hand sanitizer;**
- **Self-screening;**
- **Use of face coverings that completely cover the nose and mouth;**
- **Respiratory and cough etiquette;**
- **Personal behavior and virus transmission; and**
- **Enhanced cleaning/disinfection of surfaces**

Signs in multiple languages will be posted in highly visible locations (e.g., school entrances, staff areas, and restrooms) that promote **everyday protective measures**.



COVID-19 SUSPECTED, CONFIRMED OR CLOSE CONTACT CASE

SUSPECTED CASE

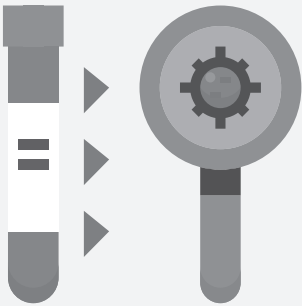


Any students or staff exhibiting COVID-19 symptoms will **immediately be required to wait in an area separate from the school population** until they can be transported home or to a healthcare facility, as soon as practicable.

While separated from the school population, students will be continually monitored to ensure their safety.

Any staff/student who experiences a temperature greater than 100 degrees Fahrenheit must be excluded from school and return with a note from their healthcare provider or with a documented negative COVID-19 test result.

CONFIRMED CASE



If a student tests positive for COVID-19, parents/guardians are to contact the school nurse, the dean of students and/or the school principal. Information about student illness will be kept in the student's confidential medical record.

In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and Family Education Rights and Privacy Act (FERPA).

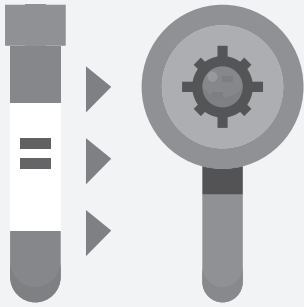
After consultation with local health officials and/or the district Medical Advisor, the Superintendent of Schools or designee will notify the State Department of Education, staff, and families of the process moving forward.

Where stable classroom cohorts have NOT been utilized, schools will utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within 6 feet of the confirmed case for a prolonged period of time (at least 10-15 minutes) regardless of face covering use.

Exception: In the K-12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.

COVID-19 SUSPECTED, CONFIRMED OR CLOSE CONTACT CASE

CONFIRMED CASE



Close contacts will be advised to get COVID-19 testing and should remain **quarantined at home for 10-14 days, as determined by local health departments.**

CTECS will close off areas used by any sick person and will not use again before cleaning and disinfection.

CLOSE CONTACTS TO CONFIRMED CASE



If a student has close contact with an individual who tests positive for COVID-19, or has had close contact with an individual awaiting COVID-19 test results, the student's parents/guardians are to contact the school principal and school nurse.

Fully vaccinated close contacts should be referred for COVID-19 testing. If asymptomatic, fully vaccinated close contacts do not need to quarantine at home following an exposure (they can continue to attend school in-person and participate in other activities). In addition to correctly wearing masks in school, they should wear a mask in other indoor public settings for 14 days or until they receive a negative test result.

Close contacts who are not fully vaccinated should be referred for COVID-19 testing. Regardless of test result, they should quarantine at home for 14 days after exposure, or the length determined by the local health department.

No actions will be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

Those who test positive should not return until they have met Local Health Department criteria to discontinue home isolation.

RETURN TO SCHOOL AFTER TESTING, EXPOSURE OR POSITIVE CASE

SYMPTOMATIC STUDENTS



Negative Test: Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms. Documentation of a negative test result should be provided to school administrators.

In lieu of a negative test result, students and staff may return to school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

Positive Test: Symptomatic individuals who test positive for covid must isolate for 10 days. On the 11th day, as long as symptoms have resolved they may return to school.

ASYMPTOMATIC STUDENTS



Fully vaccinated close contacts do not need to quarantine following an exposure.

Negative Test: If testing negative, close contacts to confirmed COVID-19 cases can return 10-14 days after the date of last exposure to COVID-19 positive non-household contact or after the date that COVID-19 positive household member completes their isolation as determined by the local health department.

Positive Test: Asymptomatic individuals who test positive for COVID-19 must isolate for 10 days. On the 11th day, students may return to school as long as they are symptom free.

If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.

RETURN TO SCHOOL AFTER TESTING, EXPOSURE OR POSITIVE CASE

FULLY VACCINATED INDIVIDUALS



Fully vaccinated individuals (defined as an individual who has received 2 doses of the Pfizer or Moderna vaccine or 1 dose of the Johnson and Johnson vaccine greater than 14 days prior) **do not** need to quarantine after exposure to a COVID positive individual as long as they are asymptomatic.

If 14 days have not lapsed since the final vaccine dose, or if only 1 of a 2 dose vaccine series has been received, then quarantine will still be mandatory.

Fully vaccinated individuals are recommended to test 3-5 days after exposure to a positive COVID case.

NOTE: Isolation separates sick individuals with COVID-19 from individuals who are not sick. Quarantine separates and restricts the movement of people who were exposed to COVID-19 to see if they become infected.



INSTRUCTION

The state has not approved school districts to offer a remote learning option for students this year. This means no CTECS location will have a full remote learning option or a hybrid model. In-person learning is too important for our students' well-being, and for acquisition of their trade-area skills. Our instructional plan follows all guidelines and expectations of the State and maintains health standards in accordance with local and state health departments.

OPPORTUNITIES FOR CONTINUED LEARNING

In the event a student is quarantined to COVID-19, CTECS schools will offer continued learning opportunities as a means for students to benefit from access to instruction outside the school environment and mitigate the loss of instructional time. **Students will have the following access to instruction:**

- **Google Classroom:** Students should have access to most class assignments via Google Classroom. Students will complete work assigned in Google Classroom within the standard makeup policy timeline.
- **“Auditing” Class:** Students may use their Chromebooks to listen to classroom instruction during the school day via Google Meet. Audit days will count as an excused absence for the student, however, students are encouraged to audit classroom sessions in order to maintain academic learning. Teachers will not be required to actively engage with students auditing the class, therefore any student questions will be answered outside of class time. Additional instructions will be provided in the event a student must quarantine.

SPECIAL EDUCATION



While returning to full in-person learning, CTECS recognizes that students with disabilities may face additional challenges and/or health concerns and may be disproportionately affected by changes in their education. **Students with disabilities may need additional supports and program flexibility.** Programming needs will be reviewed and amended as needed in partnership with the student, the family, and the school team.

CTECS is aware some students with disabilities may also have difficulty following social distancing guidelines, wearing masks and/or require closer proximity to benefit from instruction. **The school team will develop an appropriate plan** to address precautions and to meet instructional needs.

INSTRUCTION

SPECIAL EDUCATION

CTECS is committed to providing all students with disabilities with a **free and appropriate public education (FAPE)** in the least restrictive environment. When considering the least restrictive environment, CTECS is making an effort to minimize the number of different groups a student interacts with within a given day. Students' schedules to the greatest extent possible and consistent with a student's Individual Education Plan (IEP), will support special education instruction with peers in their general education classes.

Students who require special education services in a **quiet or smaller setting**, such as a resource room, will receive their services with other students in their cohort whenever possible. Related services will be scheduled in the classroom, a related service office, outdoors, or an alternate area as appropriate to minimize exposure to students from other "cohorts." Resource rooms and related service providers will follow school building procedures related to spacing for social distancing and wearing face coverings.

WORK-BASED LEARNING



Work-based Learning (WBL) will be allowed on a case-by-case basis and with approval of the parent/guardian. WBL will again be prioritized early in the school year in order to give students hands-on learning experiences, however, instructors will assess student learning loss before approving a WBL placement. CTECS will monitor community transmission and collaborate with employers when making WBL decisions.

MISCELLANEOUS

CTECS will modify **physical education, unified arts, and extracurricular activities** to avoid any increased public health risk following SDE and CDC guidance.

Field trips and off campus experiences will be limited and require approval of the Superintendent of Schools or designee. **Decisions will be made based on ability to maintain proper distancing and safety expectations.** Virtual field trips will be encouraged.

English Language (EL) curriculum has been adjusted and teachers equipped with resources to accelerate student learning. Our EL instructors will continue to examine data from the LAS Links Assessment and take a personalized approach to instruction and interventions based on individual needs while prioritizing the social emotional learning.

SCHOOL MEALS

CTECS schools participate in the National School Lunch Program (NSLP) and will continue to determine eligibility for free and reduced lunch as well as the need for additional meal distribution locations.

The food exchange will be conducted in a manner consistent with **all public health and safety guidelines** for social distancing.

Individual CTECS schools will determine the location of meal service **based on social distancing, physical location, student traffic, space, staffing, etc.**

Strategies for **social distancing during meals** will include distanced seating in the cafeteria and utilizing several areas of the school, including outdoor locations if necessary.

Students will be allowed to **remove masks** when eating or drinking.

All cafeteria staff are **required to wear face masks.**

Per updated CDC guidance, given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to **single use items and packaged meals.**



TRANSPORTATION

CTECS will coordinate with sending towns to ensure that the most recent state guidelines are being followed to **ensure the health and safety of our students**. Protective strategies for transportation should align with the tiered system established by state health authorities. **In other words, the lower the transmission risk, the fewer the restrictions for transportation.**

Students who receive **public transportation tokens** from their school will continue to do so. However, parents will receive an opt-out form if they no longer wish to receive these tokens.

Blue bus seating assignments will be made using **the following strategies:**

- Whenever possible only one student will be assigned per seat and ensure that students maximize social distancing. When not possible and as bus capacity increases, other mitigation strategies will be utilized (i.e. masks on at all times, good ventilation, controlled loading/unloading, restriction of movement while on the bus, and limit duration of trips.)
- An attempt will be made to seat household members together.
- Passengers will load into the vehicle from the back row to the front row (where the first passengers onto the bus sit in the back row) and then unload the vehicle in a controlled manner from front to back by seat. Avoid crowding the center aisle.
- Passengers will not be allowed to change seats.
- Unnecessary physical contact will be discouraged (i.e. high fives, handshakes, fist bumps, or hugs).



ATHLETICS AND ACTIVITIES

ATHLETICS

The Connecticut Technical Education and Career System will follow all CIAC (Connecticut Interscholastic Athletic Conference) guidelines for high school sports after approval of such activities by the Superintendent of Schools. **The full CAS-CIAC guidelines can be found here.** Sports will continue to be offered by CTECS as long as public health departments data supports such activities.

Spectators will be required to wear a mask during all **indoor competitions**.

Athletes will be required to wear a mask and maintain social distancing while utilizing the **school locker rooms**.



OTHER SCHOOL EXTRACURRICULAR ACTIVITIES

After school clubs, activities, and events will be **approved in advance** by the Superintendent of Schools or assigned designee. Approval will be based on the **ability to meet the safety expectations** of students and staff members involved.

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.



SOCIAL EMOTIONAL SUPPORT

Our community, like others, has experienced high levels of stress from disruptions to our daily lives, worries about one's physical health, and financial strains due to the pandemic. Children who may be living with these strains, may feel stress and anxiety; this impacts both the body and brain. CTECS is committed to providing social emotional learning and additional support that will help all students **rebalance and refocus** on learning so they can be productive and succeed in school.



Each student will receive a nationally recognized virtual **Social and Emotional Learning (SEL) screening** as school re-opens. Information gained through this process will inform collective support efforts by school teams.

School Support Services staff have established a school-based plan for delivery of lessons to support **social-emotional well-being** and provide strategies for navigating the effects of social distancing and school closures.

School teams that include the school counselor, school social worker and school psychologist meet on a **weekly basis** to identify and monitor any students in need of social emotional support.

Students identified as needing additional support will have check-ins with school support staff.

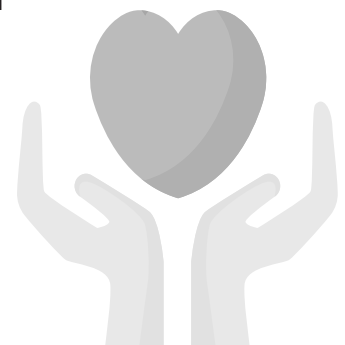
Students who are not in need of emergency mental health services will be offered services at school, such as small group sessions if appropriate.

Students in need of immediate and urgent mental health resources will be directed to appropriate local resources. Parents are encouraged to call 211 in the event of a mental health emergency.

CTECS' district-wide SEL committee meets **regularly** to review district and school needs. The committee will be reviewing data, interventions, staff training, and services/supports for members of our school communities.

Local and national resources that could provide remote support, printed resources and useful activities will be made available to staff, families and students.

Should you have questions or concerns about your students mental health, please contact your school counseling office.



COMMUNICATION AND DISTRICT HEALTH & SAFETY LIAISON

The Superintendent of Schools has appointed **John Woodmansee** to serve as **COVID-19 Health & Safety Compliance Liaison and COVID-19 Response Leader**. The Liaison, along with the Superintendent of Schools, will engage with students, parents, faculty, staff, and administrators to answer questions about the health & safety requirements set out in this document and address questions about compliance. They will support the implementation of these requirements, as well as the implementation of other school health & safety measures relating to COVID-19 and any additional guidance provided by the State of Connecticut.

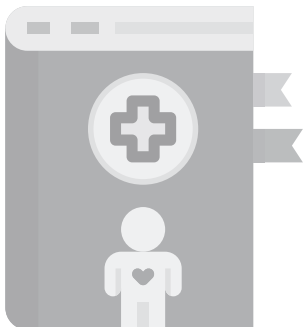


Contact: John.Woodmansee@cttech.org

Critical information regarding plans, policies, protocols, school closures or health data changes will come from the Superintendent or designee. Updates will be provided on an as-needed basis.

The primary and immediate form of communication will take place through **ParentSquare** (email, text, and phone) - the district's school to home communication platform. Updates will also be shared on the school and district COVID-19 resource page, cttech.org/coronavirus; and distributed on the district's social media platforms, Facebook, Twitter and Instagram, **@CTTechHS**. Other forms of communication may include **building signage, press releases and mailed letters if necessary**.

Regular safety reminders about the actions school communities can take to stop the spread will be in place. Signs will be posted in highly visible locations (e.g., school entrances, staff areas, and restrooms) that promote everyday protective measures and provide instruction related to social distancing, properly washing hands, cleaning, when to stay home, signs and symptoms of COVID-19, and properly wearing and removing a face masks.



Each CTECS school will share with their school population a contact list by topic. Schools will also publish **their COVID-19 Health and Safety Compliance Liaison**.

PARENT & STUDENT RESPONSIBILITIES

CONSIDER VACCINATION.

COVID-19 vaccination among all eligible students as well as teachers, staff, and household members is the most critical strategy to help schools safely resume full operations.

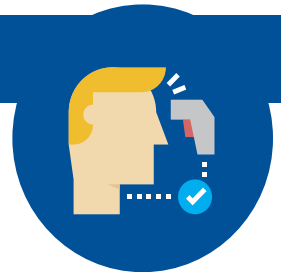


NOTIFICATION TO SCHOOL.

Please notify the school of the following: close contact exposure, waiting for a test result, or experiencing a COVID-like symptom.

SELF-ASSESS.

We expect all students to self-screen at home before the school day by checking their temperature and determining if any new or worsening signs or symptoms of COVID-19 are present. Check to ensure temperature is below 100.0 degrees Fahrenheit.

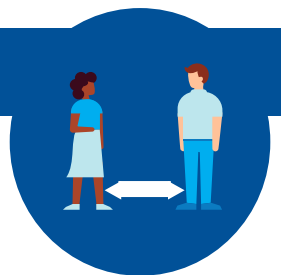


WEAR A MASK.

All students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus. Schools will have back up disposable masks for staff and students who forget them. A mask or face covering is considered to be part of a school uniform and/or student dress code.

PRACTICE SOCIAL DISTANCING.

Social distancing helps reduce the transmission of the virus. Everyone in the schools must maximize social distancing to the greatest extent possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school.



WASH YOUR HANDS.

Students must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.



CONNECTICUT TECHNICAL EDUCATION
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