

## **School Reopening Plan**

**Purpose:** The purpose of this reopening plan is to provide options and guidance to staff and families. It is a priority to help stakeholders prepare emotionally and physically for the return to the 2021-2022 school year. The Windham Academy Public Charter School Opening 4-Phase Plan will outline policies that must be prepared in advance of the school year. The plan was created in a 6-week set-up, allowing adjustment time while opening an elementary school amidst a pandemic.

**Phase I:** Workshop time for staff to receive training in social-emotional instruction, as well as to practice protocol for social distancing and creating procedures for following state guidelines. If/Then chart (see Patty M. to follow if the need arises)

**Phase II:** Workshop time for staff to meet one-on-one with parents/guardians and students to discuss how things have been going during the past 6 months for each family. We support educational equity and personalization of learning for all students. We will support the emotional well-being of students and staff, as the experiences of the pandemic have had a psychological impact on our community. Prioritizing wellness, health, and safety is the most important factor of our re-opening plan.

**Phase III:** student instruction begins. This will be a 8-week set time for students to come in to the school building for “in-person” learning. \*No remote learning will be offered.

- Safety: The safety of our students, staff, and families is our first priority.
- Windham Academy will reopen for the well-being and development of our students.
- Windham Academy acknowledges that policies and actions are intended to mitigate risk. No set of actions can completely eliminate risk. This reopening plan outlines precautionary measures to minimize that risk where possible, including asymptomatic transmission.

### **Guidelines for Planning:**

- Flexible and responsive: This plan will be flexible based on individual needs of students and staff who present a properly documented medical restriction from returning to school. It will also respond to the level of viral transmission in our school and changing conditions as guided by public health and emergency management officials.
- Windham Academy will follow the restrictions of NH DHHS, the Governor's emergency orders, and the guidance of the NH DOE as it applies to our population. As a result, edits and changes to our Phase-In Reopening Plan may need to be adjusted once the school year begins.

	<b>Phase I:</b> Preparing staff	<b>Phase II</b>	<b>Phase III</b>	<b>Phase IV</b>
				Reflection:
<b>Preparing, Teaching and Learning</b> Phased approach to reopening: Note that although it may be sequential, conditions may require moving back and forth through phases. Remote for all students is also an option in the case of severe and widespread COVID infection in NH	Training and preparation for all staff to understand health guidelines and protocol.	Staff will meet each family to attempt to gain a clear understanding of the child's needs for whichever type of instruction will be delivered.	Application of learning for the first 8 weeks of school offering in-person instruction.	A time for Windham Academy to check: "How do our staff/families, the state, and NH DHHS feel things have been going?"

<b>Health Management:</b>  8-week Phase-in Plan: Decisions based on a prediction of how numbers will change regarding the COVID-19 Pandemic across the country.		
<b>Teaching and Learning:</b> Course offerings	Activity courses, including Art, Music, and P.E. will be offered to all students.	Reflection will be based off of how to best social distance students when in “moving” room.
<b>Teaching and Learning:</b>  Learning personalization	Meeting student needs: Accommodations for 504s and IEPs, student services, and enrichment will be provided to students who are working in person.	Reflection based on how students do on early year benchmarks across curriculum, and RTI will be created in order to cover/review all skills.

	PHASES II & III	PHASE IV
<b>Health Management:</b>  PPE requirements	Family/Staff Choice in regards to wearing masks at school. All students and staff will be requested to have a mask available if they are going to be working closely with others, or in very close proximity.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Health Management:</b>  Social Distancing	Students/Staff guided to maintain 3-6 feet spacing from each other.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Health Management:</b>  Visitors	Limit unnecessary visitors into the building. Visitors may opt to wear a mask before entering the building. Outside service providers will be allowed.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.

	<b>PHASE III</b>	
<b>Logistics:</b> Morning Care:	Masks optional, one parent will escort student in through Center Door B, up the staircase, then sign student in to the YMCA classroom. Parents will then exit the building.	
<b>Logistics:</b> Arrival (Parents will screen children for symptoms before leaving home.)	Students will be greeted by staff, and entering the building at Center Door B.  Grades 2, 3, 4, and 5 will go up the stairs to their classroom. Grades K, 1, and 4 will continue to their classroom on the first floor. Staff will monitor students to keep them from gathering at cubbies or in hallways.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Logistics:</b> Dismissal	Students will be dismissed from their classrooms. Students will be paged by staff to come down the staircases A, B, and C... and will go to the designated area where they will stand until a staff member walks them to their vehicle.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Logistics:</b> Location of belongings	Students will bring a minimum of belongings to school, and they will be stored within the classroom as much as possible. Younger students will be able to use cubbies, following classroom teacher procedures.  Older students will keep personal items in a back-pack that they will have on their chair-backs.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.

<b>Logistics:</b> Recess	Students will have staggered recesses by grade level. Face masks will not be required outside. Students will re-enter the building at Central Door B. Students will form lines "airplane arms apart." Doors will be propped or held open by one person standing behind the door. All will use hand sanitizer upon their re-entry into the classroom.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Logistics:</b> Additional outdoor time	Staff will be encouraged to take students outside for learning opportunities. Masks will not be required for outside learning.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.

<b>Logistics:</b> after school care	After care students to be managed by the YMCA of Londonderry NH. Students will proceed to their designated areas during dismissal time.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
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	<b>PHASE I, II, &amp; III</b>	<b>PHASE IV</b>
<b>Logistics:</b> Staffing	Keeping a close eye on their health, Windham Academy staff will be expected to report in person to school each day, and will be monitored for health symptoms each morning.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Facilities:</b> Cleaning	2 shifts of custodians have been hired to continuously clean and sanitize the building.  Staff will be trained on how to best use EcoLab Cleaning products, which will allow all surfaces in the building to be sanitized throughout the day.  Within classrooms, staff will be provided with face masks and gloves for wiping down surfaces such as desks, tables, and chairs. Students will not be allowed to use any sort of bleach products.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.

	<b>PHASE I, II, &amp; III</b>	
<b>Facilities:</b> Indoor air quality	Windham Academy is opening for year 4. All HVAC filters are changed on a quarterly basis. Our HVAC system is suspended above our dropped ceiling in every classroom.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Health Management:</b>  Parent and Student Expectations	Parents will screen their children before leaving home.  <b>Parents will keep children home if they have symptoms, following the updated illness policy.</b>  If students have symptoms, parents will pick up their child promptly. This policy is stricter than	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.

	the typical dismissal due to NH State public health guidance.	
<b>Health Management</b>  Staff Expectations	If staff have symptoms, they will stay home. If possible, staff will teach class remotely while at home. An in-person staff member will assist with the students who are physically present.	

	PHASE I, II, & III	PHASE IV
<b>Health Management:</b>  Quarantine trigger for individuals	#1: Travel restrictions: #2: Positive for COVID-19 10 days from symptom onset with resolution of symptoms and at least 72 hours from last fever without fever reducing medicine (most-up-to-date guideline on 9/1/21) #3: Close prolonged contact with a positive case (?? days) #4 Demonstrates a symptom but not tested 10 days from symptom onset with resolution of symptoms and at least 72 hours from last fever without fever reducing medicine (most-up-to- date guideline on 9/1/21)	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Health Management:</b>  Quarantine trigger for cohorts	Documented or presumed instance of positive case within cohort (CDC guidelines will be followed)	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Health Management:</b>  Quarantine trigger for school	Multiple instances of positive cases, either documented or in the process of being tested (2-5 days for deep cleaning of school. The DHHS will be contacted for further guidance on length of quarantine needed.)	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.

	PHASE I & II	PHASE III	PHASE IV
<b>Health Management:</b>  Health and Wellness policies and procedures	The school nurse will update illness policies and procedures, requesting support from administration as needed. Updated policies will be completed by August 27, 2020.	Illness policies and procedures will be updated in response to new information related to the pandemic.	Normal process for updating policies and procedures will be followed.
<b>Health Management:</b>  Health and Wellness sharing of policies	Staff will be trained in updated health and wellness policies and procedures prior to the opening of school.	As updates are developed, staff and families will be provided with them through email and updates to the handbooks.	Decisions to be made after reflection and guidance based on where the NH DHHS,

and procedures (Staff and Families)	Windham Academy website and student handbooks will include updated information.  Families will be informed of and required to follow updated health and wellness policies.		CDC, and NH DOE are making decisions after our 6-week time frame.
<b>Technology:</b> Technology devices	Chromebooks are being set up for single-student use. Complete cleaning of all Chromebooks after each use.	Students who are assigned time and activities to use Chromebooks, will use the same device and will not share devices.  Students must wash or sanitize hands before and after accessing a device.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Technology:</b> Internet access	TBD in regards to set up of instruction for those students who may need to quarantine.		Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.

	<b>PHASE I, II, III</b>	<b>PHASE IV</b>
<b>Social/Emotional Support:</b> Health and Wellness for students	Staff will inform Administration/Special Education Director of needs for student or staff support. Confidentiality policies, including FERPA, will be followed.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Communication:</b> With staff	Staff will be kept up to date regarding anticipated or required changes in policies in response to the pandemic. As practicable, staff will be informed first of communications to families.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Communication:</b> With families	Families will receive written and sometimes video communication (Zoom). Written communication will be provided if a family request it.	Decisions to be made after reflection and guidance based on where the NH DHHS,

		CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Communication:</b> With the Board of Trustees	The Board will receive copies of communication to stakeholders as it relates to school responses to the pandemic.	Decisions to be made after reflection and guidance based on where the NH DHHS, CDC, and NH DOE are making decisions after our 8-week time frame.
<b>Communication:</b> For emergencies	The Emergency Operations Plan (EOP) will be updated before the September board meeting to include procedures applicable to the pandemic and other infectious diseases. It will be shared with local emergency management officials.	The EOP will continue to be followed and updated as needed.