



**Maine Catholic Schools**

# **Reopening Our Schools:**

**A Planning Framework for the 2021-22 School Year**

September 2021

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August 12, 2021

Dear Parents and Guardians,

With the hope that the summer is going well for you and your families, I write to offer an advance welcome to another year of Catholic education in Maine. As I often say, though there are many alternatives to Catholic education, there are no substitutes, and we thank you for your continued support.

I recognize that you have awaited news on the safety measures we will put in place for your children to address your child's safety in regards to the pandemic. I thank you for your patience. We wanted to make our decision closer to the opening of school and provide the most up-to-date guidance.

With the spread of the more contagious Delta variant, Maine's Catholic schools will be opening this school year with similar protocols in place as when we closed the school year in June. This includes enforcing a mask mandate for all students, faculty, and staff, regardless of vaccination status, when we return in the coming days and weeks. Face coverings will be worn only inside the school buildings and additional opportunities for learning outside the schools, without face coverings, will be offered. In addition, as we believe students are best served when learning in school, virtual options will occur only during times when a class has to quarantine or for school closure. Also in accordance with last year's protocols, visitors will not be allowed in the school.

This policy will be reviewed periodically to ensure that mask-wearing is in place for as short a time as possible. The health and safety of our unvaccinated children are our top priorities, and these precautions are in place to fulfill that responsibility. Thank you for your understanding. The diocese is grateful for your partnership as we do all we can to provide a safe and healthy school environment for our students.

Our protocols and procedures allowed for classes to be held in person and for five days a week last year. The administrators at all of our Catholic schools are once again planning ways to offer the most outstanding and efficient academic experience possible, and we are confident that our students will flourish as schools continue their return to normalcy over the course of the 2021-22 school year.

Please know that your families are in our prayers, and please tell your children how excited we are to welcome them back for another year of learning, faith, and fun!

May God bless you as we grow closer to Jesus and His Church.

Sincerely,

*Marianne Pelletier*  
Marianne Pelletier  
Superintendent

## VISION

Throughout the 2021-22 school year, our communities are healthy and connected, and all students are receiving spiritual support and guidance as well as high-quality instruction that meets their needs.

## GUIDING PRINCIPLES

- Maintaining continuity of instruction
- Keeping students and staff safe and healthy
- Ensuring access and equity for all students
- Communicating with stakeholders, such as staff, families, and partners
- Ensuring flexibility to meet the needs and advocate for all students, while maintaining fiscal solvency

## INTRODUCTION

The Diocese of Portland Office of Maine Catholic Schools has created this plan to aid in navigating the reopening of our school so that faculty, staff, students, and families feel safe, and to reduce the impact of COVID-19 conditions upon returning to our schools. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the Environmental Protection Agency (EPA), the Maine Department of Education (MDOE) and the Maine Department of Health and Human Services (DHHS). Regular updates will be made to this plan based on information provided by the CDC, WHO, DHHS and any other applicable federal, state, and local agencies. Until the current pandemic is over, school leaders need to monitor guidance from multiple sources, including the Diocese of Portland and the Office of Maine Catholic Schools.

- [MDOE COVID-19 Resources for Schools](#)
- [DHHS Coronavirus Resources](#)
- [Office of the Governor COVID-19 Response](#)
- [CDC Guidelines for Schools and Child Care Programs](#)
- [World Health Organization](#)
- [Environmental Protection Agency](#)

During “normal” situations, private schools in Maine may not be required to follow all of the regulations and requirements issued by the Maine Department of Education, so in some cases we can more readily require things of faculty, staff, students and parents regarding protocols, procedures, resources and materials. With the impact of COVID-19 on society, along with the state orders and guidance being provided by multiple agencies, we need to use the information provided as guidelines and make decisions that keep all staff and students safe as they return to school.

As Maine has ended the state of emergency, we believe it is time to draft and finalize plans with regards to reopening our Catholic schools in Fall 2021. Health protocols are one of our priorities and they include:

- 1) **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning during a pandemic, we also

understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.

- a) *Student Groups/Cohorts*: In the spirit of “reducing the denominator,” students may be organized into discrete groups or cohorts to minimize the spread of COVID-19. Depending upon grade level and school campus layout, students will remain in assigned cohorts and educators may rotate through the classrooms as scheduled.
  - b) *Hygiene*: Within groups of students and throughout the school campus, we will emphasize strong health and hygiene practices and ask that families do the same at home.
  - c) *Remote learning options*: Remote learning will be available when classes are quarantined and during school closures. For individuals required to quarantine, study packets may be provided instead.
  - d) *Cleaning, disinfecting and sanitization*: Schools will develop cleaning, disinfecting and sanitizing schedules. The schedules will identify when the school campus will be cleaned, disinfected and sanitized using products approved by the Maine Board of Pesticides Control [https://www.maine.gov/dacf/php/pesticides/public/pest\\_mngt\\_resources.shtml](https://www.maine.gov/dacf/php/pesticides/public/pest_mngt_resources.shtml) and EPA <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19> for use with COVID-19.
- 2) **Presence**: We are focusing on keeping school open daily, as much as we can based upon current conditions. We do not want to burden parents with challenging schedules that require them to stay home and out of work – we want our students at school in their student groups for the full day. Remote learning will be available when classes are quarantined and during school closures.
  - 3) **Growth**: Despite the challenges presented to us during the pandemic, we want our students to continue their academic progress at grade level in their faith and in all academic standards.

### Distribution and Revisions

This document is intended as a guide to assist school leadership in planning for the reopening of the school campus for the 2021-22 academic year and the measures that may need to remain in place while the country experiences the effects of COVID-19.

Updates to this protocol and other current information, such as links to resources, will be shared with school leadership through normal communication channels. In turn, schools are responsible for developing and sharing school-specific plans with their school communities through normal communication channels, including the school website and student information system.

### Communication

Communication to various entities, including the school community, county health department, and the Office of Catholic Schools will be critical during the reopening of the school campus for the 2021-22 academic year. Communication will be key at any time throughout the school year as we move through different levels of the pandemic. It is recommended that schools develop a communication plan to assist with communicating to various entities throughout the school year, depending upon the level of COVID-19 spread within the community.



### Levels of Community Spread

When reopening school for the 2021-22 academic year, school leadership needs to understand what the current federal, state, city and county protocols are in place for COVID-19 at the time of reopening. Keep in mind that at any time, different protocols may be in place depending upon the level of infectious spread through a particular community. Links to resources provided in this document should be reviewed on a regular basis throughout the year and adjustments to the school-specific plan be made accordingly. Data on levels of community spread can be found here:

<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/data.shtml>

In the event of a positive case in a school, please refer to Appendix B of this document, “COVID-19 Outbreak in School or Community” for an overview of procedures. For more detailed information, please refer to the Maine DOE “Standard Operating Procedures (SOP) for Responding to a Positive Case in Schools” document: <https://www.maine.gov/doe/covid-19/sop>

### Symptoms of Coronavirus

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- 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

This list does not include all possible symptoms. Below is a link to the CDC website to review the latest information on COVID-19 symptoms.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

### People Who Need to Take Extra Precautions

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19. Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- [People 65 years and older](#)
- People who live in a nursing home or long-term care facility
- People of all ages with [underlying medical conditions, particularly if not well controlled](#), including:



- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Below is a link to the CDC website to review the latest information on people at higher risk for severe illness as a result of COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/>

### **Steps to Take if You or Someone You Know is at Higher Risk**

If you or someone you know are at higher risk for serious illness from COVID-19 because of age or a serious long-term health problem, it is extra important to take actions to reduce the risk of getting sick with the disease.

Below is a link to the CDC website to review the latest information related to reducing risk of exposure to COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

## GENERAL PROTOCOLS

We anticipate that the Coronavirus (COVID-19) pandemic will continue to impact our schools through the 2021-22 academic year. Even if a vaccine is approved soon for children under 12, the amount of the population remaining unvaccinated and the spread of COVID-19 variants may delay the end of the pandemic. Until that time, schools need to implement new policies, procedures, protocols, and guidelines, regardless of the level our state is in during this pandemic. We can also be assured that while this may be the first pandemic to hit the United States hard in recent years, it probably will not be the last. We need to have plans in place so that, regardless of the level that the virus that is spreading through the community, schools can react accordingly and continue to serve students.

Some guidance in this document is directly related to COVID-19; other guidance is provided for schools regardless of the type of infectious disease outbreak, i.e., measles, norovirus, etc. Protocols outlined are suggested guidance based upon various federal, state and county resources.

There are multiple resources available to school leaders for planning purposes; the guidance outlined can change depending upon the community spread and/or outbreak. Keep in mind that the online resources are updated regularly by the respective entity. Many of the items referenced in proposed plans are outlined with additional guidance on the following pages of this document for Maine Catholic schools. Whatever plan you put together for your school needs to adapt to the changing landscape in your school, your local community, your local county, and the state of Maine.

### CDC Schools and Day Camps Guidance

CDC offers the following recommendations for a plan to keep communities safe while schools plan to reopen and parents return to work.

- Scale up operations
  - Communication
  - Provide learning options for those at higher risk
  - Implement health safety protocols
- Safety actions
  - Promote healthy hygiene practices
  - Intensify cleaning, disinfection, and ventilation
  - Promote physical distancing
  - Limit sharing of belongings
  - Train faculty, staff and students in the use of cloth face coverings, hand-washing hygiene, physical distancing measures
  - Check for signs and symptoms
  - Plan for when a faculty, staff, student, or visitor becomes sick
  - Maintain healthy operations
- Closing operations based upon transmission of the virus
  - Monitor state and local health departments for updates on outbreaks, community spread, etc.

For a general overview of the CDC plan guidance, visit <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>.

### MDOE Framework for Return to Classroom Instruction

MDOE offers the following recommendations for planning the 2021-22 academic year. Maine Catholic Schools took the guidelines into consideration as we developed our plan to reopen.

For a general overview of the MDOE guidance, visit <https://www.maine.gov/doe/covid-19/toolkit>.

### Common Use Items and Areas

Some spaces in the school may be “hot spots” where we may not be able to guarantee complete safety due to the inability to control the situation within the space. Keep in the mind the following:

- Parents and visitors should not be permitted to enter the school building. If parents or visitors are permitted to enter the school building or grounds, they will only be allowed to enter a designated area.
- Provide disinfected pens (1x use per person) for use when parents are signing in and out their child. Have two (2) pen holders: one for disinfected pens, one for pens that have been used.

### Physical Distancing

Physical distancing is an effective way to prevent the spread of infectious diseases, including COVID-19. All school faculty and staff should adhere to the recommendations provided by public health officials.

- Students should maintain at least three feet of distance from others.
- Adults should maintain at least six feet of distance from others.
- During designated times when masks can be removed indoors, such as during lunch while eating and drinking, at least six feet of distance is required.
- One-way traffic flow may be designated for hallways to help maintain physical distancing requirements.
- Signage throughout the school building, along with markings on the floor, will help with physical distancing and can be used as needed.
- There should be no physical contact (e.g., handshakes, hugs or “high-fives”) between students, faculty and staff, excluding members of the same family.

### Source Control Measures

To help stop the spread of infectious diseases, source control measures may be put into place to protect students, faculty, and staff from those who may be carrying or infected with an infectious disease. These control measures include the wearing of cloth face coverings. Cloth face coverings may provide some protection against inhaling contaminated aerosolized diseases and offer some protection to others when the wearer sneezes, coughs, talks, laughs or sings by catching some of the particles in the cloth. For this reason, cloth face coverings must be cleaned daily with hot water/detergent and heated in a dryer to kill any pathogens released.

### Cloth Face Coverings

- Teach and reinforce use of [cloth face coverings](#). Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings are required for everyone while indoors, regardless of vaccination status, and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information should be provided to staff, students, and students’ families on [proper use, removal, and washing of cloth face](#)

coverings.

- Note: Cloth face coverings should **not** be placed on:
  - Children younger than 2 years old
  - Anyone who has trouble breathing or is unconscious
  - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not N95 masks, respirators, or other medical personal protective equipment. Due to the variety of quality in disposable masks, cloth face masks are recommended. Bandanas, gaiters, and masks with vents should not be worn.
- In addition, a five-pack of cloth face coverings in a well-labeled, individual zip-loc bag will be requested by the school for the teacher to keep in the event the student comes to school without a mask or needs to change due to a wet or soiled mask.
- Guidance for wearing cloth face coverings can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>.
- Face coverings may be removed outdoors.
- Students with specialized needs may have the option for alternative appropriate face coverings with prior approval from the principal.

**Proper Health and Hygiene Practices**

- Everyone on the school campus needs to remember to wash their hands properly as it is one of the best defenses against any virus and infectious disease, including COVID-19.
- All faculty, staff, and students are to wash their hands often with soap and water for at least 20 seconds.
- If soap and water are not available, individuals should use alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of their hands and rubbing them together until they feel dry. [Hand sanitizers](#) should be stored out of the reach of young children and in compliance with state and local fire codes (see [Hand Sanitizer Fire Code Compliance](#)). Young children should only use hand sanitizer with adult supervision. Do not use hand sanitizers containing [methanol](#).
- Everyone should avoid touching their eyes, nose, and mouth.
- Everyone should cough or sneeze into the inside of their elbow; or cover their mouth and nose with a tissue when they cough or sneeze and promptly throw the tissue in the trash, and then wash their hands or use hand sanitizer.
- Everyone should get in the practice of always washing their hands after they cough, sneeze, or use the restroom, to help prevent the spread of germs.
- Handwashing guidance, resources, and videos to share with faculty, staff, students, and families can be found at <https://www.cdc.gov/handwashing/index.html>

### Pooled Testing

Schools may be able to participate in the state's weekly pooled testing program. Parents would be able to opt-in to have their child participate. At least 30% of school employees and students must participate for pooled testing to be conducted.

Information on the pooled testing program can be found on the [Maine DOE COVID-19 ToolKit page](#).

### Delivering Sanitation, Health and Hygiene Instruction

- Faculty and staff will be educated and trained in sanitation, health and hygiene instruction using a variety of resources including hands-on, on-line training, and videos.
- All chemicals used for cleaning and sanitation measures must be kept out of the reach of children.
- Teachers will provide initial and routine instruction in physical distancing and health and hygiene practices to their students.
- Classroom instruction will be delivered respecting physical distancing guidelines, 1:1 with student devices, etc.
- Families will be asked to reinforce health and hygiene practices outside school.
- Face coverings are an essential part of source control measures and are required to be worn by faculty, staff, students, essential volunteers, and independent contractors while in the school.

### Group Gatherings

- Maine does not currently have capacity limits for gatherings. Capacity may be limited by physical distancing requirements.
- Adhere to any diocesan and state guidelines in any plans being made for group gatherings of any size.

### Student Cohorts/Groups

- The use of outdoor space should be considered, weather permitting, for a cohort of students. Face coverings may be removed while outdoors.
- Students can be placed in cohorts/groups by grade level; groups are to be determined by school leadership.
- Consider assigned seating for students, to help track virus spread if a student or staff member tests positive for COVID-19.
- It is recommended that students remain within their student cohorts/groups at all times, including during lunch and structured recess (if applicable).
- Students should not visit another classroom outside of their groups or grade level, except in extenuating circumstances.
- Students should be mindful of the physical distancing and health practices in which they are instructed to follow.
- Students should have their own designated space solely for their use in the classroom, study hall and extended care (if applicable) within the group setting.
- Students should not share desk space, school supplies, phones, food, drink, or work physically close together in "project" groups or pairs.
- Any student showing signs of illness will have their temperature taken in a designated location as defined by school leadership and the student cohort/group will be monitored closely

depending upon the health of the student showing illness.

### Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) protects the person wearing it; if a student or school employee presents with an influenza-like-illness/COVID-19 symptoms at school, the nurse and/or delegated medicine administrator may put on PPE (if available) while isolating the school employee or student.

In order to minimize exposure to COVID-19 or other infectious diseases, PPE is worn to prevent certain exposures to airborne, droplet and/or contact contaminants. The use of personal protective equipment does not replace hygiene practices and frequent cleaning efforts. Cloth face coverings are not PPE. PPE includes:

- **Gloves:** Touching the face with contaminated hands, whether gloved or not, poses a risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination. Hands should be washed after gloves are removed. Staff that provide care directly to students or other faculty and staff members who have symptoms of illness will be required to wear gloves for their safety.
- **Gowns:** Gowns may be cloth or disposable and are worn to protect the wearer from body fluids or other contaminants. Staff that provide care directly to students or other faculty and staff members who have symptoms of illness may be required to wear gowns for their safety.
- **Face Shields/Goggles:** Shields are placed after the mask and protect the entire face while goggles only cover the eyes/glasses. While goggles help, shields are preferred because they protect the eyes, face and mask from any contaminated aerosolized droplets. Staff that provide care directly to students or other faculty and staff members who have symptoms of illness may be required to wear face shields/goggles for their safety.

### COVID-19 Screening and Symptom Checking: School Employees

#### Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of the school community, all school employees will be required to pass a daily temperature check and symptom screening prior to entering the school campus and/or school building.

- The self-screening protocol form or digital screening process will be used as a resource by school employees to check for “COVID-19 like” symptoms while at home.
- If a school employee believes they may be experiencing “influenza-like-illness/COVID-19 symptoms” before they head to work, the school employee is expected to notify school leadership immediately and remain home or see a health care provider depending upon the severity.

#### Illness

- If a faculty or staff member becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be instructed to go home or to the nearest healthcenter.
- School employees returning to work from an approved medical leave should contact school leadership and provide the planned “return to work” date.
- School employees may be asked to submit a healthcare provider’s note before returning to work; health care providers may not be able to provide the note depending upon level of community spread.

- *Appendix B: COVID-19 Outbreak in School or Community* outlines steps to take if a case of COVID-19 is confirmed.

### Return to Work

- If diagnosed with COVID-19, a school employee must [isolate](#) and may return to work when: 1) at least 10 days have passed since their symptoms first appeared; or if asymptomatic at least 10 days since their positive COVID-19 test, 2) at least 24 hours have passed with no fever and without fever-reducing medication, and 3) symptoms of COVID-19 (other than loss of taste or smell) have improved.
- If an employee has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed that the school employee has COVID-19 and may not return to work until the criteria listed above have been met.
- Employees who have been exposed to COVID-19 should stay home, contact their supervisor, follow [Maine CDC guidelines for quarantine](#), and contact their healthcare provider. Employees who have been exposed to COVID-19 may be required to quarantine for 10 days.
  - The Maine CDC defines a close contact as being less than 6 feet away for a cumulative total of 15 minutes within 24 hours, or physical contact for any amount of time, with or without masks, from a person with COVID-19 up to 48 hours before they tested positive or developed symptoms.
  - A person who cannot avoid close contact with a household member with COVID-19 may need to quarantine for the duration of the household member's illness plus an additional 10 days.
  - The following exceptions to quarantine may be allowed:
    - 1) Fully vaccinated, no symptoms: not required to quarantine but should test 3-5 days after exposure.
    - 2) Proof of COVID-19 recovery within past 90 days, no symptoms: not required to quarantine. If unvaccinated, should be tested as soon as possible and re-tested 5-7 days later.
    - 3) Exposure occurred in school, participating in school weekly pooled testing program, no symptoms: can attend school and school activities but must quarantine outside of school.
- If an employee has used personal sick leave or FMLA leave, the employee will need to provide a medical note stating that they are medically cleared to return to work prior to doing so.

## COVID-19 Screening and Symptom Checking: Students and Families

### Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of the school community, students and families may be required to conduct a self-screening of COVID-19 symptoms at home and pass a temperature screening on campus entry.

- The self-screening protocol form or digital screening process is to be distributed to all families and students for use.
- Parents with a child who has new, unexplained, or worsened symptoms will be expected to report the child as absent and remain home.



### Illness

- If a student becomes ill at school, the student exhibiting COVID-19 symptoms will be isolated and parents notified to come pick up the student immediately.
- Parents may be instructed to take their child home or to the nearest healthcare facility for testing and treatment.
- Parents may be asked to submit a healthcare provider's note before the student can return to the school campus for in-school learning.
- Depending on the guidance of the Maine CDC, the rest of the cohort and other close contacts may be required to be quarantined for 10 days.
- *Appendix B: COVID-19 Outbreak in School or Community* outlines steps to take if a case of COVID-19 is confirmed.

### Return to School for In-school Learning

- If diagnosed with COVID-19, a student must [isolate](#) and may return to school when: 1) at least 10 days have passed since their symptoms first appeared; or if asymptomatic at least 10 days since their positive COVID-19 test, 2) at least 24 hours have passed with no fever and without fever-reducing medication, and 3) symptoms of COVID-19 (other than loss of taste or smell) have improved.
- If a student has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed that the student has COVID-19 and may not return to school until the criteria listed above have been met.
- A student who has been exposed to COVID-19 must be kept home, and parents must notify the school, follow [Maine CDC guidelines for quarantine](#), and contact their healthcare provider. A student who has been exposed to COVID-19 may be required to quarantine for 10 days since their last exposure or until cleared by the CDC.
  - The Maine CDC defines a close contact as being less than 6 feet away for a cumulative total of 15 minutes within 24 hours, or physical contact for any amount of time, with or without masks, from a person with COVID-19 up to 48 hours before they tested positive or developed symptoms.
  - A student who cannot avoid close contact with a household member with COVID-19 may need to quarantine for the duration of the household member's illness plus an additional 10 days.
  - The following exceptions to quarantine may be allowed:
    - 1) Fully vaccinated, no symptoms: not required to quarantine but should test 3-5 days after exposure.
    - 2) Proof of COVID-19 recovery within past 90 days, no symptoms: not required to quarantine. If unvaccinated, should be tested as soon as possible and re-tested 5-7 days later.
    - 3) Exposure occurred in school, participating in school weekly pooled testing program, no symptoms: can attend school and school activities but must quarantine outside of school.
    - 4) Exposure to positive student occurred in classroom, with at least 3 feet of distancing, universal masking policy, assigned seating, and no symptoms: student can participate in class but not school activities and must quarantine outside of school. If unvaccinated, should be tested as soon as possible and re-tested 5-7 days later. This exception does

- not apply to adults.
- If a student has been out of school due to exposure to COVID-19, the parents may be asked to provide a medical note stating that the student is cleared to return to school prior to doing so.

### **School Employee or Student Becomes Sick versus Requiring First Aid or Medication**

Schools need to plan accordingly for separate spaces for school employees and/or students that become sick (fever, vomiting, diarrhea) versus those that require first aid, e.g., band aids, dispense medication, ice packs.

#### **Sick (fever, vomiting, diarrhea)**

- Identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. School nurses and other providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people.
- PPE is required and must be worn by the school nurse or other providers when assisting the person exhibiting symptoms. At a minimum, a mask and a face shield or goggles must be worn.
- An isolation room with an outside door is ideal to decrease the spread of the disease.
- A space that has its own bathroom is important to keep the other bathrooms from becoming contaminated. If this is not possible, cleaning and disinfecting protocols will need to outline what happens when a bathroom is shut down due to an infectious disease cleaning.
- Contact parents/guardians to communicate pick-up procedures for sick student.
- Communicate pick-up procedures to emergency contact for sick school employee, if necessary.
- *Appendix B: COVID-19 Outbreak in School or Community* outlines steps to take if a case of COVID-19 is confirmed.

#### **First Aid: Including injuries, non-infectious disease symptoms, and medicine administration**

- Identify a separate space for those with injuries/illnesses or daily routine health services, such as medication administration.
- Because these students are not ill, this area can be in a more common area where privacy is still maintained.

#### **Students with on-going or chronic health conditions**

Caring for students with chronic conditions may require additional protocols to ensure they are properly supported in a safe and healthy school environment.

- If a school does not have a nurse on-site full-time, school leadership needs to identify faculty and/or staff members who will be trained and delegated to administer medications and other medical treatments ordered by authorized care providers.
- Current Catholic school policy regarding medicine administration continues to apply in all cases, including the dispensing of prescribed and over-the-counter medications.
- Students with on-going or chronic health conditions may be able to use the regular “first-aid” room, depending upon health condition.

#### **Shared Spaces: Classrooms**

- Cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces. If

there has been a sick person or someone who tested positive for COVID-19 in an area within the last 24 hours, it should be closed off, cleaned and disinfected.

- Per the CDC guidelines, “cleaning products should not be used near children and staff should ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.” Use of gloves and masks is required. Always follow the directions on the label.
- The custodial staff will clean all workspaces at their designated cleaning time using cleaning products provided by the school that are approved for use with COVID-19 by the Maine Board of Pesticides Control and EPA:  
[https://www.maine.gov/dacf/php/pesticides/public/pest\\_mngt\\_resources.shtml](https://www.maine.gov/dacf/php/pesticides/public/pest_mngt_resources.shtml)  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- Increase airflow in the classroom as much as possible.
- Use signage and markings to establish physical distancing guidelines and healthy hygiene practices.

### Shared Spaces

Some spaces in the school may be “hot spots” where we may not be able to guarantee complete safety due to the inability to control the situation within the space.

#### Library

- Access to the library by scheduling students based upon student groups/cohorts is recommended.
- All tables, chairs, computers available for access should be cleaned on a regular schedule.
- [Maine Library Commission guidelines](#)

#### Drinking Fountains and Water Bottle Filling Stations

- Depending upon the current pandemic outbreak situation, drinking fountains and water bottle refilling stations may or may not be available for use.
- If drinking fountains or water bottle filling stations are open for use, all physical distancing guidelines must be observed at all times.
- Signage above the drinking fountain indicating use, along with markings on the floor will help with physical distancing and healthy hygiene practices.
- It may be prudent for faculty, staff, and students to bring their own water bottles (with straws if desired) to school each day. Student name and grade need to be clearly written on water bottles.

#### Restrooms

- It is recommended that there be no more people than sinks in the bathroom at a time, or that the restroom floor be marked to indicate intervals to wait in line.
- All physical distancing guidelines should be observed at all times.
- Students and school employees should continue to wear a cloth face covering while in the restroom.
- Display signage in the restrooms illustrating proper hand washing and hygiene practices.
- If possible, designate restrooms for specific student cohorts/groups to reduce the number of students using the same restroom.
- Ensure each restroom has an adequate supply of soap and paper towels.

### Elevators

- All physical distancing guidelines should be observed at all times.
- Students and school employees should continue to wear a cloth mask while in the elevator.

### Hallway Lockers

- Consider not allowing the use of lockers and instead allow students to bring belongings to the classroom and place in personal cubby or container next or near to their own assigned personal space.
- If locker use is needed, create a schedule or process for fewer students to access their lockers at the same time.
- All physical distancing guidelines should be observed when students are accessing lockers.
- Signage along the hallway corridor where the lockers are located indicating access do's and don'ts, along with markings on the floor will help with physical distancing.

### Cafeteria/Lunchroom/Food Service Areas

- Sanitize cookware, plates, cups, cutlery, and food preparation areas; plan for distribution that minimizes handling.
- Limit unnecessary staff in the cafeteria/lunchroom/food service areas.
- Clean/disinfect table surfaces between eating shifts/schedules.
- Emphasize the need to maintain six feet of distance between faculty, staff, and students in the cafeteria/food service area.
- Consider using disposable/compostable plates, cups, cutlery, condiment packets, etc. to minimize the spread of germs and viruses.
- Consider providing lunch inside classrooms instead of the cafeteria/lunchroom/food service areas.
- Consider having hand sanitizer for use if hand-washing stations are not available.
- Avoid shared food, food should be served in individual portions or meals. Employees and parents cannot bring in food to share, other than individually packaged food from a restaurant or store.

### Gymnasium

- All physical distancing guidelines should be observed at all times.
- Consider designating separate areas in the gym for a specific use; use floor markings and signage to communicate intention and usage.
- Discourage sharing of items that are difficult to clean, sanitize, or disinfect.
- Do not allow students to share towels, clothing, or other items they may use to wipe their face and hands while using gym equipment.
- Some gym equipment may be used (e.g., weight machines) if the equipment is cleaned before and after use.
- Make sure there are adequate supplies of shared items (e.g., basketballs, bats) to minimize sharing of equipment; otherwise, limit use of shared items to one student at a time and disinfect between use.
- Ensure ventilation systems and fans operate properly.
- Increase circulation of outdoor air as much as possible without posing a safety or health risk (e.g., risk of falling out a window, triggering asthma symptoms) to students, faculty, and staff.

**Playgrounds, Open Spaces, Athletic Fields**

- Consider staggering playground use by student group/cohort.
- Students must wash their hands or use hand sanitizer after using playground equipment.
- Face coverings may be removed outdoors.

**Limited Access to Certain Shared Workspaces**

There may be limited access to certain workspaces to reduce exposure to infectious diseases and to ensure the health and safety of the school campus. All physical distancing measures, along with any source control measures (cloth face coverings and possibly gloves) may be required and will apply if applicable. Community transmission levels along with local public health agency guidance should influence decisions regarding access to open/shared workspaces. Suggestions are outlined below.

Workspace	Guideline
<b>Offices</b>	The number of persons in the office should be limited based upon physical distance requirements.
<b>Conference Rooms</b>	Signage indicating required physical distance should be placed on all conference room doors; removal of chairs, tables and/or desks may be necessary.
<b>Break Rooms, Teacher Lounge</b>	Physical distance and masks are required. Shared appliances need to be cleaned after each use or on a regular schedule. Hands should be washed or sanitized before using shared appliances.
<b>Copy Room</b>	Shared equipment should be cleaned after each use and/or hands washed or sanitized before using.
<b>Chapel and/or Church Access and Use</b>	Follow all guidance as issued by the diocese.

**Parent and Visitor Restrictions**

- Parents and visitors should not be permitted to enter the school building. If parents or visitors are permitted to enter the school building or grounds, they will only be allowed to enter a designated area.

**Travel Restrictions for Faculty, Staff and Students**

- Depending upon the level of community spread, travel to various large group gatherings (professional development, meetings, etc.) may be limited, postponed, or cancelled.
- Virtual options may take the place of in-person meetings depending upon the event.
- In consideration of those at a higher risk of exposure, offer a combination of both in-person and virtual options for meetings, professional development, etc.
- Currently, travel to another state does not require quarantine or testing. International flights returning to the US require testing no more than 3 days beforehand. Unvaccinated international travelers should quarantine for 7 days after their arrival in the US and be tested 3-5 days after arrival.
- [CDC Coronavirus Disease 2019 \(COVID-19\) Travel](#)

### Volunteers and Independent Contractors

- Essential volunteers and independent contractors on campus must be approved by the principal and will be conditional on the volunteer/contractor passing the same screening process as school employees.
- It is preferable to schedule work by independent contractors outside of school hours if possible.

### Field Trips

- In-person field trips will not be allowed until further notice
- In-person field trips may be allowed in the future depending upon level of community spread and location of field trip.
  - Transportation to/from field trip location should be done by parents transporting their own children.
  - While on a field trip, faculty, students, and chaperones should observe all masking and physical distancing guidelines at all times.
  - Contact with the non-school community will be limited.

### Celebration of Mass

- Masks and physical distancing are required indoors.
- Use soloists or small ensembles rather than full choirs, to the extent possible.
  - Maintain physical distancing between performers. Maintain at least six feet of separation - and more if possible - between congregation members and performers such as vocalists and singers.
  - Transmission risk increases with the length of singing activity. Consider limiting time of singing activity during services as much as possible.
  - Because singing is a higher risk activity, well-fitting, three-layer, surgical-style masks are recommended.
- Mass celebration alternatives, such as livestreaming, that involve the entire school community are encouraged.

### Extracurricular Activities (Athletics, Speech, Band, Choir, Theater)

- Athletics: Our sports programs will adhere to [Maine Principals' Association](#) guidelines.
- Band: Rehearsals may be held indoors in a well-ventilated area if participants are masked with six feet of physical distance and facing in the same direction. Bell covers must be used for wind instruments.
- Non-Musical Drama/School Play/Christmas Program: May be conducted virtually, indoors wearing masks with at least three feet of physical distance or outdoors.
- Choir/Musical Theater: Practices with a maximum length of 30 minutes can be held indoors in a well-ventilated area if participants are masked with six feet of physical distance.
- Other Activities: For other activities (e.g., chess, debate, etc.), schools must meet specific health and safety requirements. If such requirements cannot be met, these activities must be conducted virtually or canceled.

### Morning Drop-Off, After School Pick Up and Late Drop-Off

- Maine Catholic Schools will be utilizing a digital screening process. Parents daily will

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electronically check their child in for school using the program provided by the school.

- Stagger arrival and drop-off times, locations, or put in place other protocols to safely distance parents and students as much as possible to limit the number of students trying to enter the school campus or a building at the same time.
- It is strongly suggested that curb side drop-off and pick-up be conducted at all times.
- Parents should not be allowed in the school building. If there is an emergency and the parents are permitted to enter the school building or grounds, they will only be allowed to enter a designated area.
- Consider separate screening and symptom checking lines, stations and entrances by grade, time, or student cohort/group.
  - Screening and symptom checking can take place at the car door/window, if drop-off car lines have enough space to safely conduct screenings, and then have the student exit the car to enter the building.
- Reinforce to all faculty, staff, students, and parents the safety measures (e.g., physical distancing, etc.) in place on school grounds.
- Use signage and markings to establish and reinforce all safety measures established for the school building and campus.



## APPENDIX A: DEFINITIONS

Throughout the document specific terms are used to further explain and/or describe information being presented. It may be helpful to review the definitions prior to reading through the document. Additional definitions may be added as the document evolves.

<b>Cleaning</b>	The removal, usually with detergent and water or enzyme cleaner and water, of adherent visible soil, blood, protein substances, microorganisms and other debris from the surfaces and equipment by a manual or mechanical process that prepares the items for safe handling and/or further decontamination. (CDC)
<b>Disinfecting</b>	Using a chemical agent (or sometimes a physical agent like radiation or extreme temperatures) to destroy disease-causing pathogens or other harmful microorganisms but might not kill bacterial spores. It refers to substances applied to inanimate objects. (CDC)
<b>Student Group/Cohort</b>	Students are organized into discrete groups or cohorts, e.g., by grade, by last name, etc., to minimize the spread of COVID-19.
<b>Sanitation</b>	The process of reducing microbial contamination to an acceptable “safe” level. The process of cleaning objects without necessarily going through sterilization.
<b>Outbreak</b>	The occurrence of more cases of a disease than would normally be expected in a specific place or in group of people over a given period of time. Outbreaks can range from food poisoning to enterovirus to seasonal flu.
<b>Personal Protection Equipment (PPE)</b>	Personal protective equipment (PPE) refers to protective clothing, helmets, gloves, face shields, goggles, facemasks and/or respirators or other equipment designed to protect the wearer from injury or the spread of infection or illness. PPE is commonly used in health care settings such as hospitals, doctors’ offices, and clinical labs. When used properly, PPE acts as a barrier between infectious materials such as viral and bacterial contaminants and your skin, mouth, nose, or eyes (mucous membranes). The barrier has the potential to block transmission of contaminants from blood, body fluids, or respiratory secretions. (FDA)

## APPENDIX B: COVID-19 OUTBREAK IN SCHOOL OR COMMUNITY

Schools should be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur at school, regardless of the level of community spread. The information provided below is to assist school leaders in knowing what potential steps to take when a confirmed case of COVID-19 is in the school or community. It is important for school leaders to work directly with state and local health officials, and the Office of Catholic Schools, to determine the most appropriate actions related to potential school closure, cleaning and disinfecting, and communication. Maine Catholic Schools would close if the Governor of Maine mandates a Stay at Home Order.

### Confirmed Case of COVID-19 in School, Regardless of Transmission

Any school in any community might need to implement short-term closure procedures regardless of community spread if an infected person (faculty, staff, student, visitor or volunteer) has been in the school building or around the school campus.

If there is a positive case, the school nurse or other designated staff person should:

- If the school is informed of a confirmed or probable case, inform the person/parents of [isolation](#) requirements, [quarantine](#) requirements for household members, and the [Sara Alert system](#).
- If the Maine CDC has not yet been notified, call the DOE reporting hotline at 624-6717, which is staffed Monday-Friday 8 AM-5 PM. If voicemail, leave your name, school, and phone number. Or submit the [online positive case reporting form](#).
- Inform the principal, school pastor and superintendent.
- Identify close contacts. The Maine CDC defines close contact as exposure, up to 2 days before onset of illness, within 6 feet for 15 minutes or more cumulatively in 24 hours, masked or not, or any physical contact. Everyone in a classroom would be considered close contacts.
- Identify which close contacts meet any of the following exceptions:
  - 1) Fully vaccinated, no symptoms: not required to quarantine but should test 3-5 days after exposure.
  - 2) Proof of COVID-19 within past 90 days, no symptoms: not required to quarantine. If unvaccinated, should be tested as soon as possible and re-tested 5-7 days later.
  - 3) Exposure occurred in school, participating in school weekly pooled testing program, no symptoms: can attend school and school activities but must quarantine outside of school.
  - 4) Exposure occurred in classroom, with at least 3 feet of distance, universal masking policy, assigned seating, and no symptoms: student can participate in class but not school activities and must quarantine outside of school. If unvaccinated, should be tested as soon as possible and re-tested 5-7 days later. This exception does not apply to adults.
- Include close contacts who either qualified for exception #4 or did not qualify for any exceptions on the [contact tracing template](#). Close contacts included on the template will be automatically added to Sara Alert but can choose to opt out in the Sara Alert system.
- Send the contact tracing template, in Google Sheet or Excel format, to [DOE-contact-tracers@maine.gov](mailto:DOE-contact-tracers@maine.gov). For privacy reasons, please do not provide the name of the positive case on this email communication.

- For more details see [Standard Operating Procedures \(SOP\) for Responding to a Positive Case in Schools](#). This also includes letter templates for sending information to close contacts and the school community.

More information:

[DOE COVID-19 ToolKit](#)

Maine DOE School Nurse Consultant: Emily Poland (207) 624-6688 or [Emily.Poland@maine.gov](mailto:Emily.Poland@maine.gov)

Maine CDC: 1-800-821-5821 or [disease.reporting@maine.gov](mailto:disease.reporting@maine.gov)

Local Public Health Districts: <https://www.maine.gov/dhhs/mecdc/public-health-systems/lphd/index.shtml>

Local Health Officers: <https://www.maine.gov/dhhs/mecdc/public-health-systems/lho/list.shtml>

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## APPENDIX C: CLEANING PROTOCOLS AND HEALTH SAFETY SUPPLIES

### Facilities Cleaning

The safety of our school community – students, faculty, and staff – is our first priority and of utmost importance to reopening schools and keeping everyone as safe as possible from the spread of infectious diseases, including COVID-19. Upon reopening, our school has been completely cleaned and we will continue to adhere to all necessary health safety precautions, guidelines, and protocols determined by federal and state orders. In addition to the cleaning of the school campus before members of the school community return, the steps outlined below will routinely serve to protect everyone and reduce the risk of spreading infectious diseases.

### Cleaning and Disinfecting Plan

It is important for each school to put together a cleaning and disinfecting plan for the school campus. Steps to creating your plan include:

- 1) Develop your school's plan
  - a. Evaluate the workspace
  - b. Determine what needs to be cleaned
  - c. Determine what needs to be disinfected
  - d. Consider the resources and equipment needed
- 2) Implement your school's plan
  - a. Clean visibly dirty surfaces with soap and water
  - b. Use the appropriate cleaning or disinfectant product
  - c. Always follow the directions on the label
  - d. Complete logs and keep in logbook
- 3) Maintain and revise your school's plan
  - a. Continue routine cleaning, and disinfecting when necessary
  - b. Maintain safe behavioral practices
  - c. Consider practices that reduce the potential for exposure

[CDC Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)  
[Maine School IPM](#)

### General Cleaning Disinfection Protocols

Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and decreases risk of infection from surfaces.

When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy facility. If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, you should clean AND disinfect the space. Disinfecting kills any remaining germs on surfaces, which further reduces any risk of spreading infection.

You may want to either clean more frequently or choose to disinfect (in addition to cleaning) if the space is a high traffic area or if certain conditions apply that can increase the risk of infection from touching surfaces, such as high community transmission, low community vaccination rates, or the space is occupied by people at increased risk for severe illness from COVID-19.

It is important to use the appropriate cleaning and disinfectant products and to follow the directions on the label. Consult the State of Maine and EPA lists of approved products for use against COVID-19:

[https://www.maine.gov/dacf/php/pesticides/public/pest\\_mngt\\_resources.shtml](https://www.maine.gov/dacf/php/pesticides/public/pest_mngt_resources.shtml)

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

### Use of Powered Disinfectant Sprayers

Due to the end of the state of emergency, powered disinfectant sprayers can no longer be used without a pesticide applicator's license. Non-powered application of general use disinfectants and sanitizers (routine hand cleaning) is exempted from [pesticide licensing requirements](#).

### Purchasing Additional Supplies for Schools

Schools will need to have a supply of the items listed below for current and future infectious disease outbreaks. Some items do have expiration dates so having too many on hand of these types of items is not suggested.

Item	Quantity	Notes
3-Ply Disposable (Surgical) Masks (Adult)	100; replace as needed	For use by school employees who do not remember to bring their own.
3-Ply Disposable (Surgical) Face Masks (Junior)		For use by students who do not remember to bring their own.
Nitrile Disposable Gloves		
Infrared Thermometer		
Hand Sanitizer		
Disposable 'Wet' Wipes		
Spray Disinfectant		
Tissues		

### Supplies Provided by Families/Students

Item	Quantity	Notes
Cloth face coverings	Minimum of 1 each day, plus an extra labeled 5-pack to be given to teacher in case student comes to school without a face covering.	Used cloth face coverings need to be cleaned or replaced daily
Small pack of Kleenex	1	Replace as needed

## APPENDIX D: FACILITY ADJUSTMENTS

Each school is responsible for developing and communicating school-specific procedures, processes and protocols during the academic year based upon the COVID-19 conditions in Maine and any state or local health department orders. This appendix can be used by principals to provide guidance to their faculty and staff. This checklist is meant as a tool to assist school leaders when preparing their own reopening plans; adapt as necessary for local-level needs.

Complete	Preparing the Facilities
<input type="checkbox"/>	Identify and procure necessary equipment, materials, and supplies for supporting the health and safety guidelines.
<input type="checkbox"/>	Purchase PPE Supplies <ul style="list-style-type: none"> <li>• Face Coverings</li> <li>• Gloves</li> <li>• Thermometer</li> <li>• Cleaning supplies</li> </ul>
<input type="checkbox"/>	Develop janitor's daily checklist and log hour by hour. You may need to add additional janitorial staff.
<input type="checkbox"/>	Communicate and consult with business managers, as well as facilities, grounds, and maintenance teams.
<input type="checkbox"/>	Thoroughly clean buildings and classrooms.
<input type="checkbox"/>	Clean high-touch areas (doorknobs, desktops, faucets, etc.) at least once a day. This includes playground equipment.
<input type="checkbox"/>	Mark standing spaces on the floor near doors, bathrooms, sinks or other places where students may line up.
<input type="checkbox"/>	Mark one-way directions if possible; mark hallways to keep traffic flow to the right side where one-way passage is not possible.
<input type="checkbox"/>	Post signs to remind students to keep hands to selves, fun examples of distance, face coverings, handwashing protocols, etc.
<input type="checkbox"/>	Plan vehicle traffic flow, drop-off, and pick-up logistics and place signage as needed.
<input type="checkbox"/>	If needed, set up additional hand washing or sanitizing stations outside school entrances and at convenient locations outside classrooms and common areas.
<input type="checkbox"/>	Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility. Purchase fans as needed and plan to use a fan to increase ventilation.
<input type="checkbox"/>	Secure Plexiglass divider for office area if needed.
<input type="checkbox"/>	Secure Plexiglass divider between bathroom sinks and urinals if needed.
<input type="checkbox"/>	Secure the principal's office for your own safety, consider Plexiglass.
<input type="checkbox"/>	Select, clean and secure an isolation room to be used should anyone in the building show COVID-19 symptoms.

Complete	Educating staff, families, and students PRIOR to re-entry:
<input type="checkbox"/>	All staff should watch the video “The New Normal” from NEASC <a href="https://youtu.be/uSVsRFQgwuQ">https://youtu.be/uSVsRFQgwuQ</a>
<input type="checkbox"/>	Teachers need to collaborate on common language for students in regard to safety procedures.
<input type="checkbox"/>	Secure a school nurse or have access to a school nurse.
<input type="checkbox"/>	Train custodial staff in enhanced cleaning and disinfecting protocols, work with Denis Lafreniere at the Diocese.
<input type="checkbox"/>	Train food services staff in new protocols.
<input type="checkbox"/>	Train all staff in teaching and reinforcing health and safety guidelines to students within their purview (classroom/cafeteria/office/gym, etc.)
<input type="checkbox"/>	Establish morning health check routine (see Matt’s form for outside car check-ins or use digital screening process).
Complete	ORIENTATION for Students and Parents
<input type="checkbox"/>	Revisit your school calendar. Consider adding additional days to the teacher orientation/staff days to fully prepare your teachers for the year. Revisit your school day, you may need to shorten the day to allow teachers time to assist students choosing remote learning.
<input type="checkbox"/>	Prior to opening school conduct a virtual “open house” or pre-entry webinar for families to explain new protocols and rules, health and safety guidelines, drop-off and pick-up routines, limitations on building access by family and community members, and recognizing COVID-19 symptoms.
<input type="checkbox"/>	Have each teacher create and share a welcoming video with their students that is distributed no later than two weeks prior to the opening of school. Have the teacher wear and demonstrate that they will be using a face covering, so students are familiar with what their teacher will look like.
<input type="checkbox"/>	Following the distribution of the video, within one week follow up with a virtual question and answer session for parents, consider breaking this down by combining two grade levels at a time.
<input type="checkbox"/>	One week prior to school opening, the teacher hosts a classroom virtual meeting for parents and a separate virtual meeting for students.
<input type="checkbox"/>	Offer kid-friendly videos to teach proper donning and doffing of face coverings, keeping 6’ apart, and other health and safety guidelines. <ul style="list-style-type: none"> <li>• 5 Tips Kids Need to Know about Covid-19: <a href="https://www.youtube.com/watch?v=r4i4avKYOrw">https://www.youtube.com/watch?v=r4i4avKYOrw</a></li> <li>• Wearing A Mask: <a href="https://www.youtube.com/watch?v=lgaKLpSxQag">https://www.youtube.com/watch?v=lgaKLpSxQag</a></li> <li>• Wash Your Hands Song: <a href="https://www.youtube.com/watch?v=dDHJW4r3eIE">https://www.youtube.com/watch?v=dDHJW4r3eIE</a></li> <li>• The Epic Hand Washing Parody: <a href="https://www.youtube.com/watch?v=-gfOHEaHdjo">https://www.youtube.com/watch?v=-gfOHEaHdjo</a></li> </ul>
<input type="checkbox"/>	Establish plans for training staff and students about the unique needs of others and their abilities or possible struggles related to maintaining safety protocols.
<input type="checkbox"/>	Establish protocols for face coverings. Per CDC: Cloth face coverings should be worn by all individuals at school while indoors.
<input type="checkbox"/>	Communicate expectations of staff and students (or family members as needed) for conducting a daily self-check. Consider checking students while in their cars prior to drop off or use digital screening process. See Matt’s sample checklist.



Complete	Social, Emotional, Behavioral, and Mental Health
<input type="checkbox"/>	Establish mental health resources. Consult/communicate with mental health staff, counselors, social workers, educators.
<input type="checkbox"/>	Communicate plans, schedules, and updates to staff, families, and community – there’s no such thing as too much communication when it comes to helping people feel safe. Consider a direct contact for each family.
<input type="checkbox"/>	Provide (virtual) forums in which families and students can ask questions or share concerns and ideas.
<input type="checkbox"/>	Reach out to higher needs students and families throughout the remote learning period and develop individualized support plans as needed.
<input type="checkbox"/>	Provide opportunity for student feedback on new procedures, make adjustments as needed.
Complete	Structuring re-entry to support the unique needs of your school community:
<input type="checkbox"/>	Involve your pastor in all ongoing changes.
<input type="checkbox"/>	Involve your School Board prior to the start of the school in regard to all of the changes/share this checklist with your pastor and your board, so they can visualize all that needs to be accomplished.
<input type="checkbox"/>	Consider your school calendar: larger schools should consider staggering your school opening, beginning with older grades the first days of school, and moving gradually down to the lower grades. Allowing for the older students to serve as role models for the younger students.
<input type="checkbox"/>	If possible, have last year’s teacher introduce the students to their new classroom teacher.
<input type="checkbox"/>	Entry point grades such as PreK, K and for SDA 6th and 9th should host an in-person open house, staggered if necessary, to allow for parents and students to see their child’s new classroom. This should also be considered for new families enrolled in your school. Utilize your new family orientation to introduce parents to the facilities, staff, as well as policies and procedures.
<input type="checkbox"/>	Consider having your teachers make a “what’s different this year video” to share with your families.
<input type="checkbox"/>	Provide frequent check-ins with staff; encourage staff and individual prayer and use of employee assistance plans for well-being.
<input type="checkbox"/>	Principals offering a weekly gathering with staff, covering what is and isn’t working, to adopt changes to the plans.

## APPENDIX E: SCHOOL FACILITY SIGNAGE

Posting signage throughout the school campus will help with communication and education to the school community. Below are some resources available that schools can download and print for posting. Consistent messaging will help with education and communication efforts.

Signage	Source	Link
Wash your hands 8.5x11 Color PDF	CDC	<a href="https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf">https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf</a>
Stay Healthy Wash Your Hands 8.5x11 Color PDF	CDC	<a href="https://www.cdc.gov/handwashing/pdf/Handwashing-Middle-School-8x11-p.pdf">https://www.cdc.gov/handwashing/pdf/Handwashing-Middle-School-8x11-p.pdf</a>
Keep Calm and Wash Your Hands 8.5x11 Color PDF	CDC	<a href="https://www.cdc.gov/handwashing/pdf/keep-calm-wash-your-hands_8.5x11.pdf">https://www.cdc.gov/handwashing/pdf/keep-calm-wash-your-hands_8.5x11.pdf</a>
How to Protect Yourself and Others 8.5x11 Color PDF	CDC	<a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf</a>
6 Steps for Safe & Effective Disinfectant Use 8.5x11 Color PDF	EPA	<a href="https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf">https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf</a>
If You Have Symptoms, Please Do Not Enter the Building 25.5x33 Color PDF	MeCDC	<a href="https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/documents/screening.pdf">https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/documents/screening.pdf</a>

## APPENDIX F: ONLINE RESOURCES

### Centers for Disease Control and Prevention

[CDC COVID-19 Childcare, Schools, and Youth Programs](#)

[CDC COVID-19 People Who Need to Take Extra Precautions](#)

[CDC COVID-19 Communication Print Resources](#)

[CDC COVID-19 Cleaning and Disinfecting \(communities, schools & workplaces\)](#)

[CDC COVID-19 Coping with Stress](#)

[CDC Handwashing: Clean Hands Saves Lives](#)

### Maine Department of Health and Human Services

[DHHS Coronavirus Resources](#)

### Maine Department of Education

[MDOE COVID-19 Tool Kit](#)