

2020 - 2021
Two Rivers Supervisory Union
Elementary School COVID-19 Handbook



TRSU Vision: *Students and adults of the Two Rivers Supervisory Union will collaborate, think critically, acquire and apply knowledge and solve problems creatively.*

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Let's Stay Safe Together...

Two Rivers Elementary School Handbook during the CoVid-19 Pandemic

All schools will be required to abide by the guidelines as put forth by the Governor, the CDC, the Vermont Department of Health and the Agency of Education to safeguard the well-being of students and staff.

Support from Families

All of us play an important part in keeping our school community safe. It is important that all staff, students and families adopt COVID-Safe habits and norms to reduce the risk of transmission when schools reopen. We seek the support of families to work together with your student's school in the implementation of the following safety measures:

Strict health checks and temperature screening

- Health checks and temperature screening will be conducted for all students and staff upon entry. The health checks will look for general signs of students feeling unwell, such as fever, cough, runny nose, sore throat, shortness of breath, repeated shaking with chills, headache, muscle pain vomiting, diarrhea or new loss of taste or smell.
- Any student or staff member who is unwell will not be allowed into the school. Those who become unwell during the course of the day will be immediately isolated and sent home. Students must be picked up in a timely manner.
- **We must have a valid contact number for emergencies. Please provide at least 3 emergency contacts. If we are unable to reach you or any of the emergency contacts, you may risk losing bus privileges or in-person instruction.** We will be asking for updates of this information monthly in case of changes.
- Families are advised to seek medical attention promptly if their child is unwell.
- Students should stay at home to rest and return to the school only when fully recovered. If COVID-19 is presumed, students may only return after:
 - 10 days from initial symptoms **and**
 - fever free (and without fever reducing medication) for 48 hours **and**
 - symptoms have improved (per CDC guidelines).

In accordance with the Vermont Agency of Education Guidelines, students and staff will be excluded from in-person school if they:

- Show symptoms of COVID-19, such as a cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell;
- Have been in close contact with someone with COVID-19 in the last 14 days; "close contact" is defined as anyone within 6 feet of the person for longer than 15 minutes without facial covering.
- Have a fever (temperature higher than 100.4 °F);
- Have a significant new rash, particularly when other symptoms are present;
- Have a large quantity of nasal discharge in the absence of allergy diagnosis.

Restriction of visitors in schools

- Parents/Guardians/Families and visitors are not allowed into the school or on the playground.
- Parent/teacher meetings are to be carried out via telephone or online (e.g. Zoom).

Wearing of facial coverings

- All staff and students aged 3 years and older must wear face masks. Face shields may be used as an alternative if there is a health issue that prevents cloth masks from being used.
- There may be times during the day where it may not be practical or safe for students to wear masks, such as meals and nap time.
- Caregivers should ensure that students bring and wear their facial coverings to school, and work with the school to teach students the proper use, cleaning, handling and disposal of facial coverings.
- The school will be providing each child with 2 cloth face masks. Make sure you label the mask with your child's name and grade.
- Facial coverings need to be school appropriate in design. Current guidelines state that bandanas and gators will not be permitted since they are not effective. Masks with exhalation valves are also not acceptable.
- Facial coverings need to be washed daily. Please send in a back-up mask.

When a student is ill at school

- If a child becomes ill at school, parents/guardians/caregivers will be contacted immediately to pick-up their child.
- The student will be placed in an appropriate isolation room to protect others from being exposed and will wait for pick-up. Students need to be picked up immediately, so please have appropriate plans.
- All FERPA and HIPAA privacy requirements will be followed.
- Emergency contact information must be kept current for everyone's well being. **We must have a valid contact number for emergencies. Please provide at least 3 emergency contacts. If we are unable to reach you or any of the emergency contacts, you may risk losing bus privileges or in-person instruction.**
- In the event that a student needs to be out, contact your school on how to access their work/learning.

When can I come back to school

- Students and staff may come back to school when they are no longer considered contagious. This will be determined based on the guidelines from The Department of Health and on a case-by-case basis.
- **If COVID-19 is confirmed** in a student or staff member, the school will work with the Vermont Department of Health and Agency of Education to determine when a student or staff member may return.
- The Health Department is currently drafting symptom and testing protocols to support return-to-school determinations for students with COVID-like symptoms. Once finalized, this will be posted on the Health Department website and we will update this handbook.

Practice good personal hygiene

- Teach students to cover their mouth and nose with a tissue or into their elbow when sneezing or coughing, and to throw away the tissue immediately into a bin and follow proper hand washing routines as listed below;
- Teach students to avoid touching their eyes, nose and mouth;
- Wash hands frequently with soap and warm water for 20 seconds, especially before eating or handling food, after bathroom visits, or when hands are soiled after coughing or sneezing, upon arrival at school, before and after switching classrooms or locations, before and after recess, or handling of the facial covering; and
- There will be no sharing of food/drinks, utensils, water bottles and other classroom equipment/materials.
- We have arranged for each student to have their own supplies that are not to be shared.
- Students cannot bring in food to be shared with the class (i.e. birthday cupcakes).

Safe bussing

- A schedule will be distributed before the beginning of school and is subject to change.
- Students will have a health screening before they board the bus. An adult needs to be present in case the student does not pass the health screening. They will not be allowed on the bus if they do not pass.
- All students must have a mask on in order to ride the bus.
- Students will have assigned seats.

School drop-off and dismissal pick-up

- See attached each elementary school's drop-off and dismissal procedures and other information.

Safe distancing outside of school

- We encourage families to avoid social gatherings for students across different classes or cohorts outside of the school to reduce the risk of widespread transmission.
- If you decide to travel to another state, you and your child must quarantine for 14 days unless it is to the counties within states that Vermont has deemed safe. Please check this link <https://accd.vermont.gov/covid-19/restart/cross-state-travel> to see if you do not have to quarantine. This map is updated every Friday.
- You may also avoid 14 day quarantine if you quarantine for 7 days and then have proof of a negative PCR coronavirus test administered when you re-entered the state.

Communication

- Communication that is pertinent to all four elementary schools will be disseminated by the Superintendent's Office.
- Information pertaining to a specific elementary school will be communicated by the building principal.
- The website for the Two Rivers Supervisory Union and for each school will be a resource for parent information involving the COVID-19 pandemic.

Other considerations

- We will be spending more time outside with our classes. Please make sure your child has their own water bottle, sun screen, bug spray, hat and sunglasses. We will be providing some shade. Make sure you label **all** of your children's equipment. Please try to be sensitive to those with allergies and use unscented products. It would be best to administer sunscreen and bug spray before your child comes to school.
- Please make sure students have appropriate clothing for the outside, i.e. rain gear in inclement weather.
- There are no microwaves available for student use.
- Consider if your child can easily open snack and lunch items, to reduce the need for close contact with staff.

Keeping Safe Together

We seek families' understanding if some of these measures cause inconvenience. They are necessary safety precautions during these exceptional times, and we thank everyone for their cooperation. We also seek families' help to reinforce safe habits with students at home, so that students practice these habits consistently.

We seek families' understanding and support if we need to implement any measure that may affect your school or child's class. **If someone in any class has a presumptive case of COVID-19, the entire class will stay at home for a minimum of 24 hours while contact tracing is conducted. Students will use Zoom for class time. Each teacher will continue with the regular schedule in this event.**

If students are moving between classrooms, the Health Department recommendation will most likely be to close all potentially impacted classrooms and exclude students and staff in the affected classrooms or the entire school for in-person instruction for a minimum of 24 hours while contact tracing is conducted. The Superintendent and building principal will contact you and inform you of what steps will be taken to ensure the safety of the students and staff.

The COVID-19 situation continues to evolve rapidly. As things change, we will be updating this handbook and providing you with the most recent information.

Everyone plays a part to keep our school safe. Let's stay safe together.

Some helpful links for added information

- Vermont Agency of Education: <https://education.vermont.gov/>
- <https://education.vermont.gov/documents/guidance-strong-healthy-start-health-guidance>
- Vermont Department of Health: <https://www.healthvermont.gov/>
- CDC: <https://www.cdc.gov/>
- TRSU - www.trsu.org

School Nurse Phone Numbers

- Cavendish Elementary School - Emma Lombard- 802-875-7703
- Chester-Andover Elementary School -Andria Donohue - 802-875-6846
- Ludlow Elementary School - Kristin Veysey - 802-875-5102
- Mount Holly School - Kristen Veysey - 802 259-2392

Katrina Boissonnault (school Nurse at GM) and Kristin Veysey are the COVID Coordinators for TRSU

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Ludlow Elementary School

Specific Procedures

Safe bussing

- A Bus Schedule will be distributed before the beginning of school and is subject to change.
- Students will have a health screening **before** they board the bus. **An adult needs to be present in case the student does not pass the health screening.** Students will not be allowed on the bus if they do not pass the health screen.
- All students **must wear a mask** in order to ride the bus.
- Students will have assigned seats.

Safe distancing at drop-off

- Drop-off will begin at 7:50 am. Cars are to come into the former High School drive-way and then proceed along the side of the elementary school. The elementary parking lot will be open for staff only.
- **DO NOT GET OUT OF YOUR VEHICLE.** School staff will be coming to your vehicle and performing the health screening.
- Facial coverings must be worn by all people in the vehicle.
- Once the students have been checked, students will receive a sticker and will be allowed to enter the building.
- If one student in the vehicle is not cleared, then all students in that vehicle must return home and will only be allowed to return after 48 hours, symptom free.
- If you are walking your student to school, please go to the main entrance. Please wait in line outside the door at a safe distance of 6 feet, and do not mingle with other families.
- An adult must be with students until they have been cleared to enter the building. If the student develops symptoms during the day, they will be put in isolation and sent home.
- *Families need to avoid conversations with staff at the drop-off/pick-up points.* Families can contact staff via phone/email.
- **We must have a valid contact number for emergencies. Please provide at least 3 emergency contacts. If we are unable to reach you or any of the emergency contacts, you may risk losing bus privileges or in-person instruction.**
- We will be asking for updates of contact information monthly in case of changes.

Safe distancing at pick up

- Pick-up will begin at 2:45 pm.
- Students will be dismissed from the gymnasium doors along the driveway between the gymnasium and the former High School. Please put the provided tag on your windshield so that our staff can identify which students you are picking up.
- **DO NOT GET OUT OF YOUR VEHICLE,** your student will be brought out to your car.

- No student will be permitted to go with any other adult except the designated adults from the beginning of the year paperwork, unless a note is handed-in in the morning. Phone calls and email changes will not be accepted.
- If you are walking to get your child, please come to the main entrance and let the office know who you are picking up. You will not be allowed into the building. Please maintain social distancing with other parents and wear a facial covering.

Accessing student work in the event of illness

- Each teacher will make work appropriate to grade level and severity of illness available.
- Student work may be provided through Google Classroom, SeeSaw, or on paper.
- The school will add the necessary supports to meet the needs of the student for a successful return to the classroom.

Remote Learning

- Families should also prepare a neutral location for their child to work in the event the school needs to go remote. **Students should be dressed and behave as if they are in their classroom.**
- In a Zoom Classroom, it is preferred that students sit at a table or desk, dress appropriately, and eat before the Zoom class starts. If students are working on-line independently or on their project-based learning, then caregivers will determine space.

Assessment

Students will be assessed on:

- Quality of their work;
- Proficient understanding of the content;
- Participation; and
- Attendance.

LES will do its best to keep students, faculty and staff safe and healthy and to provide an engaging learning experience. Please be sure your student(s) come to school prepared to be outside in varying weather conditions.

We will make all necessary adjustments given to us by the CDC and the Agency of Education and the Agency of Health.

Cavendish Elementary School

Specific Procedures

Safe bussing

- A Bus Schedule will be distributed before the beginning of school and is subject to change.
- Students will have a health screening before they board the bus. **An adult needs to be present in case the student does not pass the health screening.** Students will not be allowed on the bus if they do not pass the health screen.
- All students **must wear a mask** in order to ride the bus.
- Students will have assigned seats.

Safe distancing at drop-off

- Drop-off will begin at 7:45 am.
- Early drop-off begins at 7:30 a.m. Please contact the office if you need to access the early drop-off as we have limited staff available until 7:45.
- Bussers and walkers will enter through the front door; K-2 students will enter through the door by the library. Students from grades 3-6 will enter the door by the staff parking lot.
- Parents dropping children off in grades 3-6 will drive their vehicle to the sidewalk by the staff parking lot with the driver side facing the road. Parents dropping off students in grades K-2 will drive to the front of the main parking lot. Parents with students in both grade bands will need to stop at the 3-6 health screening checkpoint for the first child and then proceed to the K-2 health screening checkpoint.
- **DO NOT GET OUT OF YOUR VEHICLE.** School staff will come to your vehicle and perform the health screening of all occupants of the vehicle.
- Facial coverings must be worn by all people in the vehicle.
- Once the students in the vehicle have been checked, students will receive a sticker and will be allowed to enter the building.
- If one student in the vehicle is not cleared, then all students in that vehicle must return home and will only be allowed to return after 48 hours, symptom free.
- If you are walking your student to school, please go to the main entrance. Please wait in line outside the door at a safe distance of 6 feet, wear a mask, and do not mingle with other families.
- An adult must be with students until they have been cleared to enter the building. If the student develops symptoms during the day they will be put in isolation and sent home.
- *Families need to avoid conversations with staff at the drop-off/pick-up points.* Families can contact staff via phone/email.
- **We must have a valid contact number for emergencies. Please provide at least 3 emergency contacts. If we are unable to reach you or any of the emergency contacts, you may risk losing bus privileges or in-person instruction. Please wear your masks at all times while on school grounds. If you do not have a mask, you will be asked to leave until you get one.** We will be asking for updates of this information monthly in case of changes.

Safe distancing at pick up

- Pick-up will begin at 3:00 p.m. (12:30 for early release days unless otherwise indicated)
- Please wait away from the building near the fence socially distanced from other families.
- K will be dismissed from the entrance near the library, and 1-6 out the front door. Students will have a staggered dismissal, so you may have to wait a minute for upper wing students. Students will come out and meet you.
- DO NOT GET OUT OF YOUR VEHICLE, your student will be brought out to your car.
- No student will be permitted to go with any other adult except the designated adults from the beginning of the year paperwork, unless a note is handed-in in the morning. Phone calls and email changes are discouraged. We understand that last minute changes are unavoidable; please try to inform us of any changes by noon except in emergency situations.
- If you are walking to get your child, please remain outside the fence on the sidewalk. You must wear your mask and observe social distancing. You will not be allowed into the building.

Please be patient as we work through these new procedures. Once we go through the first few days we will adjust these procedures as needed.

Accessing student work in the event of illness

- Each teacher will make work available that will be appropriate to grade level and severity of illness.
- Student work may be provided through Google Classroom, SeeSaw, or by paper.
- The school will add the necessary supports to meet the needs of the student for a successful return to the classroom.
- Work will be made available within 24 hours by the teacher, or as soon as the teacher is able to get the work together.

Remote Learning

- Families should also prepare a neutral location for their child to work in the event the school needs to go remote. Students should be dressed and behave as if they are in their classroom.
- In a Zoom Classroom it is preferred that students are at a table or desk, dress appropriately, and eat before the Zoom class starts. If students are working on-line independently or on their project-based learning then caregivers will determine space.

Assessment

Students will be assessed on:

- Quality of their work;
- Proficient understanding of the concepts, standards or indicators.
- Participation.
- Attendance.

CTES will do its best to keep students, faculty and staff safe and healthy and to provide an engaging learning experience. Please be sure your student(s) come to school prepared to be outside in varying weather conditions.

Students are expected to attend school regularly. Please call the office if there is a medical or other reason why your child/children cannot attend school. If your child is sick, it is very important that you contact the nurse.

We will be spending more time outside with our classes. Please make sure your child has their own water bottle, sun screen, bug spray, hat and sunglasses. We will be providing some shade. Make sure you label all of your children's equipment. Please try to be sensitive to those with allergies and use unscented products.

We will make all necessary adjustments given to us by the CDC and the Agency of Education and the Vermont Department of Health.

Appendix C

Chester-Andover Elementary School

Specific Procedures

Safe bussing

- A Bus Schedule will be distributed before the beginning of school and is subject to change.
- Students will have a health screening before they board the bus. **An adult needs to be present in case the student does not pass the health screening.** Students will not be allowed on the bus if they do not pass the health screen.
- All students **must wear a mask** in order to ride the bus.
- Students will have assigned seats.

Safe distancing at drop-off

- Drop-off will begin at 7:45 am.
- Early drop-off begins at 7:30 a.m. Please call the main office if you need to make plans for early drop-off this year so that we may be prepared for your child.
- Cars are to come into the school drive-way and then proceed along the side of the elementary school. Parents are not to get out of their cars. Students will enter the school at designated points which will clearly indicate the grade level that will be able to leave their vehicle and access the school once they have their health screening.
- Grades 1-3 will access the school at the door located just inside the yellow gate near the kindergarten play structure area.
- Kindergarten students will access the school at the door near the white house in the back of the school.
- Grade 4 students will access the school at the door facing the field in the back of the school.
- Grades 5/6 will access the school at the door near the far end of the playground just before you round the school.
- **DO NOT GET OUT OF YOUR VEHICLE.** School staff will be coming to your vehicle and performing the health screening for the occupants of the vehicle.
- If one student in the vehicle is not cleared, then all students in that vehicle must return home and will only be allowed to return after 48 hours, symptom free.

- If you are walking your student to school, please go to the checkpoint near the fire hydrant and yellow gate near the end of the school. Please wait at a safe distance of 6 feet, wear a mask, and not mingle with other parents. All walkers must be accompanied by a parent until they pass the health screening checkpoint.
- An adult must be with students until they have been cleared to enter the building. If the student develops symptoms during the day they will be put in isolation and sent home.

Parents need to avoid conversations with staff at the drop-off/pick-up points. Parents can contact staff via phone/email. **Please remember to wear your masks while you are on school property. If you do not have a mask, you will be asked to leave until you have one.**

- **We must have a valid contact number for emergencies. Please provide at least 3 emergency contacts. If we are unable to reach you or any of the emergency contacts, you may risk losing bus privileges or in-person instruction.** We will be asking for updates of this information monthly in case of changes.

Safe distancing at pick up

- Pick-up will begin at 2:45 pm.
- Students will be picked up at the same point you dropped your child/children off during morning drop-off. Exit points will be clearly indicated.
- DO NOT GET OUT OF YOUR VEHICLE, your student will be brought out to your car.
- **No student will be permitted to go with any other adult except the designated adults from the beginning of the year paperwork, unless a note is handed in in the morning. Phone calls and email changes will not be accepted.**
- If you are walking to get your child, please come to the main entrance and let the office know who you are picking up. You will not be allowed into the building. Please maintain social distancing with other parents. **Please remember that you need to wear your mask on school property at all times.**

Accessing student work in the event of illness

- Each teacher will make work available that will be appropriate to grade level and severity of illness.
- Student work may be provided through Google Classroom, SeeSaw, or on paper.
- The school will add the necessary supports to meet the needs of the student for a successful return to the classroom.
- Teachers will gather work within 24 hours or as soon as they are able.

Remote Learning

- Families should also prepare a neutral location for their child to work in the event the school needs to go remote. Students should be dressed and behave as if they are in their classroom. Please be aware that sounds carry well, and that your child/children will need a quiet place to work.

- In a Zoom Classroom it is preferred that students are at a table or desk, dress appropriately, and eat before the Zoom class starts. If students are working on-line independently or on their project-based learning then parents will determine space. Please discourage pets from entering your child's work space.
- Children who are inappropriately attired will not be allowed to participate until they are dressed appropriately.

Assessment

- Students will be assessed on:
- Quality of their work;
- Proficient understanding of the content standards or indicators
- Participation
- Attendance

We will be spending more time outside with our classes. Please make sure your child has their own water bottle, sun screen, bug spray, hat and sunglasses. We will be providing some shade. Make sure you label all of your children's equipment. Please try to be sensitive to those with allergies and use unscented products.

Appendix D

Mount Holly School

Specific Procedures

Safe bussing

- A Bus Schedule will be distributed before the beginning of school and is subject to change.
- Students will have a health screening before they board the bus. An adult needs to be present in case the student does not pass the health screening. They will not be allowed on the bus if they do not pass.
- All students **must wear a mask** in order to ride the bus.
- Students will have assigned seats.
- The bus will unload at the Town Office and the Bus Monitor will escort students along the right/south side of the traffic triangle to the school. The bus will then proceed to the Town Garage.

Safe distancing at drop off

- Drop-off will begin at 7:45 am. Cars with students in grades K, 4 and 6 proceed up the right/south side of the traffic triangle to the front of the school. Cars with students in grades PreK, 1, 2, 3 and 5 proceed straight up the main driveway to the left/north side of the building. If you have students in multiple grades please begin drop off on the right/south side of the building and then turn right to drop off on the left/north side of the building. All students will proceed with staff supervision to enter the building through the exterior classroom doors. The elementary parking lot will be open for staff parking only.
- PLEASE DO NOT GET OUT OF YOUR VEHICLE. School staff will be coming to your vehicle and performing the health screening and temperature check.
- Once the students have been checked, students will be allowed to enter the building through the exterior classroom doors.

- If one student in the vehicle is not cleared, then all students in that vehicle must return home and will only be allowed to return after 48 hours, symptom free.
- If you are walking your student to school, please go to the main entrance. Please wait in line outside the door at a safe distance of 6 feet and wear a mask.
- An adult must be with students until they have been cleared to enter the building. If the student develops symptoms during the day they will rest comfortably in isolation until the family can pick up the student to bring home. It's important that families are prepared to pick up as soon as possible.
- Families need to avoid conversations with staff at the drop-off/pick-up points so that the drop off process can proceed smoothly and people can get to work on time. Families can contact staff via phone/email.
- We must have valid contact numbers for emergencies. We will be asking for updates of this information monthly in case of changes.

Safe distancing at pick up

- Pick-up will begin at 2:45 pm following the same procedures as the morning drop off.
- PLEASE DO NOT GET OUT OF YOUR VEHICLE. Your student(s) will be brought directly to your car.
- No student will be permitted to go with any other adult except the designated adults from the beginning of the year paperwork, unless a note is handed in in the morning. Phone calls and email changes will not be accepted.
- If you are walking to get your child, please come to the main entrance and let the office know who you are picking up. You will not be allowed into the building. Please maintain six feet of physical distancing with other families and wear a mask.

The faculty and staff of Mount Holly School will do our best to keep everyone safe and healthy while providing an engaging learning experience. We will be maximizing learning outside. Please be sure your student(s) come to school prepared to be outside in varying weather conditions.

We will make all necessary adjustments as directed by the CDC, Vermont Agency of Education and the Vermont Department of Health.