

**Northwest Village School Reopening Plan 2021-22**

REVISION DATES: February 28, 2022, August 19, 2021, March 19, 2021, March 5, 2021, January 6, 2021, December 11, 2020 (changes identified with **date**), November 6<sup>th</sup>, 2020

**(8.19.21)** This NVS Reopening Plan for School Year, 2021, September 1<sup>st</sup>, 2021 (1<sup>st</sup> day of School) is designed in accordance and compliance with all guidance and requirements set forth by the Centers for Disease Control (CDC), CT State Department of Public Health, CT State Department of Education, Governor Lamont's Executive Orders, Wheeler Clinic and the "Adapt, Advance, Achieve: CT's Plan to Learn and Grow Together" document. The health, safety and equity of all staff, students and families are first and foremost when implementing any protocols to be followed. We understand that several of our families, students and staff will need extra support and guidance when getting back into the school routine and our Wheeler and NVS Clinical/Educational Teams are preparing, planning and ready to provide the individual as well as group supports necessary to reengage all students, staff and families. Administration will frequently review any safety concerns within the Northwest Village School Recovery Team, which includes the school nurse, four certified Directors, Coordinator, school principal, Vice President of Facilities, Office Administrative Manager, teachers, clinicians and paraeducators. This document is intended to be a fluid document that will evolve based on the public health data trends as well as the understanding of the best way to mitigate spread. As we proceed toward the falltime, wintertime, springtime and summer 2022, with the latest safety information, we will continue to receive input from our educational partners, students, and families and will continue to work toward providing the best opportunities for our students!

**(8.19.21) Northwest Village School has assigned a COVID-19 Health and Safety Compliance Liaison** responsible for engaging with students, parents, faculty, staff and administrators to answer questions or concerns about updated health and safety requirements regarding COVID-19 concerns. School Administration and NVS Recovery Team will work closely to address any compliance issues. NVS Designated Health and Safety School Liaison: Nurse Jessica McDermott, please contact 860-793-3717 for any questions or concerns you may have. Also, surveys and data are being collected from families prior to re-opening in order to properly plan for resuming classes in the fall.

**(3.5.21) Repurposing of school spaces:** The NVS Recovery Team is making considerations regarding all community spaces around and outside of the school building in order to best optimize accessible offices, shared spaces and classroom spaces to create as much space as possible.

**Training Prior to School Re-Opening:** Prior to students returning in school, all staff will be trained by the Health and Safety Liaison and NVS Recovery Team on the practice of protocols identified in the NVS Re-Opening Plan. The Re-Opening Plan will also be shared with all students and families and NVS staff will be made available to support and help train on any aspects of plans required.

**Student Transportation to School:** School bus arrangements are made through individual school districts with input from NVS Recovery Team to ensure safety guidelines and requirements set forth by the CT State Department of Education and the public school district are adhered to.

**Student Transportation for Work Sites (Use of NVS Transportation):** School staff will plan accordingly with any job site identified to ensure all students to attend the site will follow safety guidelines set forth by the site. All students and staff should load into NVS Vehicles from the back row to the front in the school vehicle must remain as far apart as possible, face forward and wear a mask. Where feasible, passengers will arrange in alternating, diagonal seating. Each time following vehicle usage, students and

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staff should exit orderly starting with front to back. Students and staff will complete the checklist in the school vehicle and follow cleaning protocols before leaving the school transportation. Cleaning protocols include but are not limited to wiping all surfaces inside the vehicle using maintenance approved sanitizing wipes/cleaning supplies. The same specific vehicle should be used by the same cohort of students each day.

**(8.19.2021) Health Screening/Arrival:** All staff and students are required to be screened for any observable illness, including cough or respiratory distress using a checklist of questions upon arrival to school. If any questions arise regarding the health screener's assessment of the observable symptoms or next steps, the health screener should consult the nurse. A school nurse will need to be present each day to oversee all screenings and the handling of any students presenting with symptoms. Staff, students and parents/guardians will also be encouraged to self-report symptoms or exposures. Family, bus personnel, school district and student communication with NVS Staff will be an essential part of this process. Staff or students who are experiencing any symptoms below will not be permitted into the school:

- Fever (>100 degrees)
- Cough
- Sore Throat
- Shortness of Breath
- Loss of Taste or Smell
- Flu/cold like symptoms

Staff or students with any of the above symptoms should not report to school. The individual should seek appropriate medical guidance/consultation and NVS School Nurse should receive a doctor medical note before returning to school. **All families: Please do not send your child on the bus if they exhibit any of these symptoms. Also, each day, please prepare to have a plan to pick up your child from school if you are called by school staff to do so.** Please remain open to communicate with the bus company and NVS so we can best keep your child, family, students and staff safe.

**Emergency Isolation Room:** The use of the conference room will be used as an emergency isolation room in the event a student presents with any symptoms at any time from arrival to school. There is a separate door entrance accessed from the foyer entrance. Outside of the isolation room will be bathroom which will be designated for this use only. A staff shall be provided appropriate personal protection equipment, including face shields, face masks, gown, shoe coverings and will be assigned to wait with the student (no student shall be left unattended), while remaining at least outside of 6 feet from the student, nurse will be notified and parent will be called to pick up the student.

### **If screening does not reveal symptoms or fever (next steps):**

- Before proceeding into the building to go through metal detectors and scanners, all students need to be checked for proper wearing and/or supplied with a mask. There will be two staff stationed at the front of the doors handing out masks. Automatic hand sanitizer stations are available throughout hallways and classrooms in the building.
- Classroom staff and security guard will be present with mask and gloves to oversee the NVS procedures for student security checks and directed to the classroom assigned following the

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assigned path to classroom (arrows in hallway or outside down sidewalk directly to classroom, while not crossing other staff or students.

- Greeters verify all student compliance and support before swiping students one by one into the hallway if that path to classroom is the assigned one.

**Breakfast, lunch, snacks and beverages:** There will be no sharing of food or snacks. A separate student refrigerator will be assigned to store any labeled food containers brought from home. All food will be brought to the specifically assigned space by a staff member(s) assigned to those student classrooms. Wiping of designated tables and eating spaces must occur after each use and trash disposed of in a non-contact garbage can.

Students are encouraged to bring their own water bottle to school with their name clearly marked. If a student does not have a water bottle, they will be given a plastic cup (with name labeled clearly). Water will be offered and to be filled by an assigned staff person in the designated class of the student(s) at the touchless water filling station. There will be no sharing of bottles or cups for any purpose.

**(3.5.2021). Sign In and Sign Out Sheets:** Please make sure that if any staff person spends 15 minutes or more in another classroom space, office space or alternative space, not assigned to daily, please sign in and sign out. All completed sheets must be turned in at the end of the day to your team coordinator/director. A new sheet needs to be refreshed each day.

**Posting of signs:** There will be visible markers, and signs of “stop the spread,” social distancing, wearing of a mask, sanitizing and hand washing will be posted at the entrance of the Northwest Village school, classrooms and hallway to inform all staff, students, and visitors that they should:

- Avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one’s elbow; and not shake hands or engage in any unnecessary physical contact.

**(2.28.22): UPDATED: Face Coverings, PPEs and Other Mitigating Implementations: The Use of Masks** will become optional for all students and staff as of **Monday, March 7th, 2022 Northwest Village Schools** with conditional limits detailed below.

- **Anyone wishing to continue to wear a mask and/or face shield should feel welcome to do so**, and will be offered the respect that this individual decision deserves. Nobody should be made to feel badly for their personal decision regarding whether they want to wear a mask, or not. We are committed to ensuring that every student and staff member has safe access to school and to learning. If anyone enters our nurse office, please continue to wear a mask. Masks will be offered upon entry if needed.
- **A free test kit will go home with all students and staff members.** DPH recommends that each student and staff member self-test just prior to the lifting of universal indoor masking on 3/7/2022. Ideally, one test should be performed at home in the morning prior to leaving for school on the first day mask choice is implemented. Such self-testing will reduce the number of individuals coming to school while infectious when a layer of protection is removed. Only positive test results need to be reported in the portal. NOTE: Anyone who has tested positive within the last 90 days does not need to retest. If positive, please report this to our school nurse and administration, remain home and seek further guidance on next steps.

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- **Other COVID protocols will remain in place** as we shift to a mask optional approach. We will continue to monitor daily data and health trends and will continue to communicate and respond to any concerning health patterns. Please understand that if COVID hospitalizations and related data increase significantly Northwest Village School will consult with Federal, State and Local Health Officials to reinstate the mandate if needed.

**\*Prior Guidance: Face Coverings, PPEs and Other Mitigating Implementations:** All students shall be required to wear face coverings at all times while in school, regardless of the presence of symptoms. If a student does not present with a face covering, one will be issued upon or prior to entry.

- A) **For any students that cannot wear a mask, or those that present with challenges maintaining proper social distancing then a staff member assigned to this student should wear a face shield as well as mask. NVS Staff will work with the student and family to develop more diligent oversight using educational, clinical and behavioral support practices in combination with as many mitigating efforts as possible.**
- B) When instructions are delivered in front of any group, the teacher will maximize as much space as possible and a face shield as well as mask should be worn by instructor.
- C) Plastic shields have been attached to the top of dividers with wheels to be used in front of an instructor when teaching.
- D) Clear Desk Shields will be attached to student desks
- E) Automated hand sanitizing pumps are available throughout the school
- F) Outdoor areas and alternative classroom spaces will be available
- G) Cohorting of Students and Staff
- H) Distancing the greatest extent possible

**(3.5.2021): Emergency PPE Usage:** All Classrooms should ensure that their emergency PPE bin is fully stocked and stored in the cubbies stationed behind classroom doors ready for the day. If there are any needs, each classroom should reach out to front office administration specifying the need before the day should start.

**Testing and contact tracing:** Testing for COVID-19 must be available for staff or students if there is a suspected case of COVID. The decision to suspend or close program for some or all participants will be made by the Principal or designee. In addition, schools need to have contact tracing and testing protocols in place to enable efficient tracing within the school community in the event of a positive case.

- If a student or staff member who has been present in the program is diagnosed with COVID-19, the school must notify families and staff about the exposure.
- If a staff member or child is suspected to be sick, or has been diagnosed with COVID-19, no personal identifiable information will be shared and staff will follow all privacy expectations.
- **(3.5.21)(12.10.20)**Wheeler operates Health and Wellness Centers in Hartford, Waterbury, Bristol and New Britain, which offer COVID testing. Wheeler's Health and Wellness Centers in Hartford and Waterbury offer drive-through/walk-up COVID testing in Hartford, Tuesday and Thursday from 8:30am-10:30am, Waterbury, 9am-12pm, weather permitting. Please check Wheeler's website for up-to-date testing information at <https://www.wheelerclinic.org/news/covid-19-testing>.

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- Any staff or student that presents with a fever over 100 degrees or symptoms can get tested for COVID-19. Wheeler offers convenient drive-through and walk-up COVID-19 virus testing at its Family Health & Wellness Center in Hartford, open to everyone, with no doctor's note required.
- Any student who presents with a fever over 100 degrees or symptoms can get tested for COVID-19. NVS Nurse will contact the family who can access one of Wheeler's Health and Wellness Centers or recommendations can be made to the most convenient location for the family closest to their home where testing is being done.
- Due to the students and staff traveling from several towns across CT to school, Wheeler utilizes an internal contact tracing system to analyze data in compliance with CDC and Health Department Guidelines.

**(12.10.20) COVID Testing:** Only results from molecular diagnostic testing, such as the polymerase chain reaction (PCR) test, will be accepted at this time. We will not accept antigen (Rapid) or antibody tests. Per CDC and the Connecticut State Department of Public Health (DPH), the PCR test continues to be the "gold standard" for clinical diagnostic detection of SARS-CoV-2. We will continue to monitor any updates to the CDC/DPH COVID testing guidelines.

The NVS guidance and protocols are informed by the guidance and protocols set forth by the CT Department of Public Health and CT Department of Education for responding to specific COVID-19 scenarios that may occur this school year. NVS will follow these protocols in consultation with the public health experts, Wheeler Clinic and NVS health liaison, and local medical advisors, and in consideration of all specific circumstances on a case by case basis. These charts address issues when a student or staff person has or develops: possible signs or symptoms of COVID-19; a diagnosis of COVID-19; or exposure to a person diagnosed with COVID-19. These are the immediate actions for removing an individual from the school setting and when to safely return them to school:



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Event	Location of Event	Testing Result	<b>Isolation/Quarantine</b> Isolation = when you are experiencing symptoms or have a confirmed diagnosis of COVID-19 Quarantine = when you have been exposed but you are not experiencing symptoms
<b>Individual has COVID-19 symptoms<sup>1</sup> but has NOT had close contact<sup>2</sup> to a person diagnosed with COVID-19</b>	<b>If at home:</b> stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.	Individual tests <sup>3</sup> <b>negative</b>	Return to school once there are no symptoms for 24 hours.
	<b>If at school:</b> students should remain masked, adhere to strict physical distancing, be assessed by the school nurse or school medical advisor (if available), stay in the isolation room (with adult supervision), until picked up to go home, consult a healthcare provider, and get tested. If symptoms arise <b>on the bus</b> , students should remain masked and follow the remaining measures listed above upon arrival to school. They must not be sent home on the bus.	Individual tests <b>positive</b>	Remain home (except to get medical care), monitor symptoms, notify the school immediately, notify personal close contacts, assist the school in contact tracing efforts <sup>4</sup> , and answer phone calls from public health officials/contact tracing staff.  Stay in self-isolation <sup>5</sup> for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever <sup>6</sup> (without fever-reducing medications) and with improvement in other COVID-19 symptoms.
	<b>If at school:</b> staff members should remain masked, adhere to strict physical distancing, immediately contact leadership (per district protocols), go home, consult a healthcare provider, and get tested.  If a staff or student is ill enough to require transport to a healthcare facility, notify EMS that COVID-19 is a concern.	Individual is <b>not tested</b>	Stay in self-isolation for at least 10 days since the onset of symptoms <b>and</b> until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.  Can return to school earlier if obtains note from healthcare provider with alternate diagnosis.

Event	Location of Event	Testing Result	<b>Isolation/Quarantine</b> Isolation = when you are experiencing symptoms or have a confirmed diagnosis of COVID-19 Quarantine = when you have been exposed but you are not experiencing symptoms
<b>Individual does not have COVID-19 symptoms BUT had close contact<sup>2</sup> to someone diagnosed with COVID-19</b>	<b>If at home:</b> stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.	Individual tests <b>negative</b>	Remain home in self-quarantine <sup>7</sup> for 14 days from last exposure to the person diagnosed with COVID-19.
	<b>If at school:</b> students should remain masked, adhere to strict physical distancing, be assessed by the school nurse or school medical advisor (if available), be picked up to go home, consult a health care provider, and get tested. Students who do not have symptoms may remain in the health room until they are picked up, they do not have to be sent to the isolation room. They must not be sent home on the bus.	Individual tests <b>positive</b>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist public health and the school in contact tracing efforts.  Stay home until 10 days have passed since date of the positive COVID-19 test.
	<b>If at school:</b> staff members should remain masked, adhere to strict physical distancing, immediately contact leadership (per district protocols), go home, consult a healthcare provider, and get tested.	Individual is <b>not tested</b>	Remain home in self-quarantine for 14 days from last exposure to the person diagnosed with COVID-19.

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Event	Location of Event	Testing Result	<b>Isolation/Quarantine</b> <b>Isolation</b> = when you are experiencing symptoms or have a confirmed diagnosis of COVID-19 <b>Quarantine</b> = when you have been exposed but you are not experiencing symptoms
<b>Individual has COVID-19 symptoms<sup>1</sup> AND had close contact<sup>2</sup> to a person diagnosed with COVID-19</b>	<b>If at home:</b> stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.	Individual tests <b>negative</b>	Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.
	<b>If at school:</b> students should remain masked, adhere to strict physical distancing, be assessed by the school nurse or school medical advisor (if available), stay in the isolation room (with adult supervision), until picked up to go home, consult a healthcare provider, and get tested. If symptoms arise <b>on the bus</b> , students should remain masked and follow the remaining measures listed above upon arrival to school. They must not be sent home on the bus.	Individual tests <b>positive</b>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist public health and the school in contact tracing efforts.  Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.
	<b>If at school:</b> staff members should remain masked, adhere to strict physical distancing, immediately contact leadership (per district protocols), go home, consult a healthcare provider, and get tested.  If a staff or student is ill enough to require transport to a healthcare facility, notify EMS that COVID-19 is a concern.	Individual is <b>not tested</b>	Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.

## End notes

**1 Key COVID-19 signs and symptoms are:** feeling feverish, measured temp 100.4 F or more, chills, uncontrolled new cough, shortness of breath, difficulty breathing, loss of taste or smell. There are other more nonspecific signs and symptoms. For a full list, see CDC Web page at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

**2 Close contact:** Spending at least 15 minutes within 6 feet of a person with confirmed COVID-19 within 24 hours, or a direct exposure to possibly infected droplets of saliva or nasal mucus (e.g., begin sneezed or coughed on in the face). See CDC web page at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

**3 COVID-19 test for school/work attendance:** This is a viral test, NOT an antibody test. Tests for the presence of the virus must be used. Antibody tests, which test for the individual's immune system reaction to a past viral infection should not be used to determine school attendance (see CDC information on COVID-19 tests at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>). This can include a molecular test (often called a PCR test). Find DPH guidance on the use of antigen tests here: <https://portal.ct.gov/DPH/HAI/COVID-19-Healthcare-Guidance>.

**4 Contact tracing:** A public health intervention in which the contacts of a person with a communicable disease are identified, and possibly tested, quarantined or isolated to interrupt the transmission of the virus in a population. <https://portal.ct.gov/Coronavirus/Contact>

**5 Self- Isolation:** Individual with signs or symptoms of COVID-19, or a positive test, stays home until no longer infectious for at least 10 days since the onset of symptoms **and** until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other COVID-19 symptoms. See CDC web page at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

**6 Fever:** Measured temperature of 100.4 F or higher

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7 **Self-Quarantine:** Individual without symptoms stays home for 14 days since last exposure to someone who was diagnosed with COVID-19 (the incubation period of the virus). See CDC web page <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> or [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine-isolation.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine-isolation.html)

### 7.1.2021 UPDATE: IMPORTANT- NEW QUARANTINE GUIDELINES

**Close Contact through Proximity and Duration of Exposure:** Someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.

- **Exception:** In the **K–12 indoor classroom** setting, the close contact definition **excludes students** who were within **3 to 6 feet of an infected student** (laboratory-confirmed or a clinically compatible illness) where
  - both students were engaged in **consistent and correct use of well-fitting masks; and**
  - other **K–12 school prevention strategies** (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the **K–12 school setting**.

This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

### **Public Health Recommendations:**

Except in certain circumstances, people who have been in close contact with someone who has COVID-19 should quarantine. However, the following people with recent exposure may NOT need to quarantine:

- People who have been fully vaccinated
- People who were previously diagnosed with COVID-19 within the last three months



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### Promoting Behaviors that Reduce Spread

With the CDC and DPH guidance, practices outlined here are in place to encourage behaviors that reduce the spread of COVID-19. Please communicate with NVS Administration and school nurse regarding any questions on the promotion of behaviors that reduce spread:

- **Staying Home when Appropriate and Communicate with NVS**
- Continuity of educating staff and families about when they/their child(ren) should [stay home](#) and when they can return to school.
  - Actively encourage employees and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home.
  - [Staff and students should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).
  - Staff and students who have recently had [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
  - Provide enriching, engaging and consistent education offerings each day within classrooms virtually or in person which promoting best health and hygiene practices to prevent the spread of diseases. These practices include, but are not limited to:
    - **(3.19.21)** Social distancing, 3ft. where possible
    - Frequent hand washing and use of sanitizer,
    - Use of face coverings that completely cover the nose and mouth,
    - Respiratory and cough etiquette, and
    - Enhanced cleaning/disinfection of surfaces.

**CDC's criteria:** helps to guide students, families or staff if [they have been sick with COVID-19](#) or have had close contact with someone with COVID-19. Should you or your child be diagnosed with the Coronavirus please notify Northwest Village School. Also, please pay close attention to CT's State Travel Advisory List (link below) and please notify NVS if your family has traveled to any state on this list and refer to the following State and CDC website here for more information:

<https://portal.ct.gov/Coronavirus/travel>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

#### Quarantine vs. Isolation:

- **Quarantine** is used to **keep someone who might have been exposed to COVID-19 away from others**. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.
- **Isolation** is used to **separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected**. People who are in isolation should stay home until [it's safe for them to be around others](#). In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

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### Ventilation:

- All Roof Top Units (RTU) have outdoor dampers in their max position. This position allows approximately 20% outdoor air to circulate throughout the building.
- All RTU's have air filters on the units which are replaced on a quarterly schedule by HVAC contractor
- The thermostats in NVS have fans set in the "ON" position which means fans are circulating outdoor air throughout the building 24/7/365. They are not programmed to shut off or throttle back during unoccupied times. (night/weekends).
- Filters will be changed Monthly instead of Quarterly
- Outdoor spaces will be used as much as possible throughout the school day.

**Guidelines for Sanitizing:** Custodial services will be active throughout the day and all areas used must be cleaned, disinfected and/or sanitized, as per CDC guidelines. Staff will notify custodial services of schedule and times class will be vacated so sanitizing can take place. Door handles, desks, and other high contact areas should be given special attention as well as student materials (books, computers, etc.). Sanitizing wipes and hand sanitizer will be available throughout the day for any cleaning that needs to occur throughout the day during classroom lessons.

- 1) Disinfecting wipes that are effective against COVID-19 are made available throughout the facility to frequently wipe down workspaces and materials;
- 2) Hand sanitizer, soap and water, or effective disinfectant are available in all classrooms and at or near the main entrance, at front desk counters, and in restrooms; and
- 3) Increased daily cleaning of all accessed classroom/office spaces throughout the day and after hours, including disinfecting all high-contact surfaces frequently.
- 4) Provide adequate supplies, including soap, hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), paper disposable face masks where needed and no-touch/foot-pedal trash cans, and touchless hand sanitizing stations.

**Cleaning logs:** Implement use of cleaning logs completed by classroom staff and maintenance team to track cleaning frequency of classroom spaces and bathrooms to occur twice daily as well as completed after school from the maintenance team. All further areas of need to be cleaned will be communicated to Coordinators, Directors and Office Manager.

**Hand hygiene:** Reinforce to staff and children, regular hand washing with soap and water for at least 20 seconds should be done. Alcohol-based hand sanitizer should be provided at every school entrance and in every classroom.

**Respiratory hygiene:** Encourage all staff and children to cover coughs and sneezes with tissues or the corner of the elbow. Dispose of soiled tissues immediately after use.

**Training:** An in-person or video training that covers social distancing, cleaning protocols, and hygiene practices must be provided to and attended by all students and staff.

**Bathroom cleaning:** should be sanitized at least twice a day. Where possible, designate separate and specific bathrooms for different classes or setting shifts for classes to use the bathroom (and thus avoid mixing of classes).

**Physical distancing:**

- Multi-stall bathrooms should only be used by those who feel well. A separate bathroom should be designated for any student that becomes ill. There should never be more than one student in any bathroom at any given time.
- No personal items should be stored within the bathroom.
- Minimize time in the bathroom
- If there are multiple bathrooms available, specific bathrooms should be assigned to students by zone and students should only use their assigned bathroom.

**Cleaning practices:**

- Bathrooms should be fully cleaned and disinfected twice a day. Follow CDC disinfecting and cleaning protocols. Additionally, custodial services will implement the following:
  - Know how to use disinfectants correctly. READ THE LABEL to determine the appropriate application procedure, dilution contact/"dwell" time (time needed for disinfectant to work as indicated), and personal protective equipment (PPE)
  - Clean surfaces before use. Disinfectants cannot penetrate the dirt barrier.
  - Use green products. Green products are certified by an independent third party. The CT Green Cleaning law requires such certification.
  - Conduct disinfection in the absence of children or periods of lowest occupancy.
  - Use the least amount of disinfectant as recommended.
- If bleach is used:
  - Treat as toxic. Open a new bottle every month as bleach loses its effectiveness when stored.
  - Make dilution daily. Use only on surfaces that need to be disinfected.
  - Limit spraying onto surfaces. Use a pump bottle or spray onto a cloth and wipe.
  - Bleach solution should be left on surface for 2 minutes or allowed to air dry. If the area or item is going to be used right away, rinse.
  - In addition to full cleaning and disinfection twice daily, spot-disinfect high-touch surfaces throughout the day. These surfaces include: soap and paper towel dispensers, doors within toilet stalls, and toilet handles.

\*Place signs reminding students and staff to wash hands before and after using the restroom.

**Bathroom fixtures:**

- Optimize ventilation –Should exhaust to outside, negative pressure. optimize fresh air intake. Check ASHRAE guidelines.
- Do not use hand dryers. If they are present, tape them and indicate that they should not be used.
- Place a trash can and paper towel roll by the bathroom door to allow students and staff to prevent from touching the handle with their hands.

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- Place signs indicating that toilet lids (if present) should be closed before flushing.
- Install touch-free single-use paper towel dispensers, garbage bins, faucets, urinals, and toilets if possible.

### Additional Resources

**General cleaning & disinfecting:** <https://www.cdc.gov/coronavirus/2019https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting--buildingbuilding--facility.htmlfacility.html>

**Handwashing materials:** <https://www.cdc.gov/handwashing/campaign.htmlhttps://www.cdc.gov/handwashing/campaign.html>

**Facilities & ventilation:**

[https://www.rehva.eu/fileadmin/user\\_upload/REHVA\\_COVIDhttps://www.rehva.eu/fileadmin/user\\_upload/REHVA\\_COVID-19\\_guidance\\_document\\_ver2\\_20200403\\_1.pdf](https://www.rehva.eu/fileadmin/user_upload/REHVA_COVIDhttps://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf)

**Green certified cleaning product information:**

Green Seal (<http://www.greenseal.org>), EcoGreen Seal (<http://www.greenseal.org>), Eco-Logo Logodfe)(<http://www.ecologo.org/en/index.asp>) or Design for the Environment (DfE) (<http://www.epa.gov/dfe>)

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### NVS Contingency Plan

Northwest Village School will be starting the school year using a 100% Full In Person model of instruction. In the event school is closed for any reasons beyond two days of closure, NVS will implement Virtual Learning for the day.

### Parents and Guardians of Students Engaging in the NVS Distant Learning and Virtual Classrooms, please further adhere to the following guidelines, sign and return the consent form below:

Please do not observe any virtual class without the knowledge and prior consent from your NVS Teacher that your child may be participating during these times. Please provide a quiet space with reasonable adult supervision as necessary (not adult participation). For extenuating circumstances, as may be required, if you need to further support your child when accessing the virtual class, please communicate these needs to your director so we can create a plan of support while protecting the personal confidentiality and identity of the other students involved in the virtual classroom lesson. In collaboration with NVS Staff, as you actively support your child and provide supervision, please understand we respectfully request the following:

- A) Please keep in contact with NVS Staff Members between the hours of 8-4 pm only, if there is an emergency, please use community supports such as 2-1-1, in-home workers, or other clinical supports after hours.
- B) Please monitor your child closely so that they do not contact NVS Staff or other students (outside of the assigned platforms and school hours) and are not engaging in private conversations through Microsoft Teams/Google Meet at any time.
- C) Please monitor your child's behavior when engaging in distant learning and collaborate with your child's teacher or clinician for any concerns that may arise including the use of profanity, threatening or sexualized statements or any offensive or disrespectful conversations, statements or arguments engaged in by your child.
- D) Please work with your child to use safety filtering features within Microsoft Teams (such as blur the background, mute the microphone, etc.) to help maintain the



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confidentiality and safety of your child, your home and any people or objects that may appear in the background when your child is participating in a virtual video classroom.

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\*Parent Consent Form Needs Submitting: **You can email to your director or Emily Reillo at [ereillo@wheelerclinic.org](mailto:ereillo@wheelerclinic.org)**

**Please read, sign below and return your consent form regarding your child's use of Microsoft Teams/Google Meet within our Distant Learning Model (also attached for your convenience)**

**Agreement for Use of Microsoft Teams/Google Meet**

**Please understand the following: you have received your unique username and password from Northwest Village School during this time your child is away from school:**

-Access to Microsoft Teams/Google Meet via username and password is unique to your family and child, please do not share this information with anyone in order to Access your child's classroom.

-Please make sure your child is monitored when using Microsoft Teams and that you discuss with your child they should not share the username and password with anyone.

-Please make sure your child does not share their username and password with other students and that they do not engage in communications and conversations using Microsoft Teams with other students outside of the parameters set forth by the classroom teacher.

-Please make sure your child does not engage in private conversations with other students not assigned by the teacher outside of the normal classroom daily hours nor during the times when your child is supposed to be completing an assigned task by NVS Staff.

-Please make sure students are not accessing any social media or communication websites other than Microsoft Teams to connect with Northwest Village Staff Members.

-Please make sure your child does not take pictures or record video during any classroom session or share any private information about themselves or others when using Microsoft Teams/Google Meet.

I agree with all statements above and understand that during this time my child is away from school, I will also follow all guidelines set forth above if I have borrowed a laptop from Wheeler Clinic and agree to return the laptop and charger cord in the same working condition as it was assigned.

Parent/guardian \_\_\_\_\_ Date \_\_\_\_\_