

Capital Area Technical Center

Procedures & Protocols for the Re-Opening of School

2020-2021



Procedures and Protocols for the return to the Capital Area Technical Center

The Augusta School Department, in partnership with the Maine Department of Education and the Maine CDC, has developed guidance to support our students, staff and families in determining their plans and strategies for reopening schools. *Augusta School Department's Path to Recovery for K-12 Schools* provides a tiered approach with clear, actionable steps that are advisable before students and employees return to school buildings, along with guidance that is applicable throughout the 2020-2021 school year.

This approach is built upon the guidance and recommendations of health officials; it is strongly aligned to the reopening guidelines that have been provided by our state and federal leaders; and it's designed to help districts prioritize the health and safety of students and teachers as they open school buildings and deliver instruction for the 2020-2021 school year. Throughout this planning process coordinated efforts have been made between all sending high schools in order to provide safe and equitable access to CATC for all students.

This document supports the work developed by the Path to Recovery by adding details to the information presented in the plan. If you have any questions, please contact the Capital Area Technical Center at 626-2475 or nicholas.gannon@augustaschools.org.

CATC Procedures and Protocols

| <i>Level of Community Spread (as determined by state and local health officials)</i> | In-Person/All Students RECOMMENDATIONS | Hybrid RECOMMENDATIONS | Remote Learning RECOMMENDATIONS |
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| <p>Learning Models</p>  | <p>District/School Considerations:</p> <p>The In-Person, All-Students Model is where all students attend school and they are all taught in person. It closely resembles the pre-COVID model with some preventative measures such as:</p> <ul style="list-style-type: none"> ● Providing hand sanitizer for students and staff. ● Conducting cleaning of classrooms and high-touch surfaces each day. ● Limiting physical interaction and practicing social distancing when possible. ● Sanitation of shared equipment and tools between use. ● Face coverings are required for all students and staff. Structured face covering breaks will be provided and masks may be removed when directed by teachers/instructors if social distancing can be insured <p>Please note: This plan is subject to change in coordination with the sending districts/high schools.</p> | <p>District/School Considerations:</p> <p>The Hybrid Instructional Model is where students are divided into two groups. One half of the school is educated at one time and the other half is educated at another time. This is done in order to practice effective social distancing</p> <p>Groupings:</p> <ul style="list-style-type: none"> ● Students would be divided into two groups with consideration for keeping students from sending schools together in order to limit the intermixing of students from multiple sending schools. <p>Schedule:</p> <ul style="list-style-type: none"> ● The daily session schedule will remain the same with a morning session from 9am-11am and an afternoon session from 11:30am-1:30pm. ● One cohort would attend two days per week and the other cohort would attend two other days per week. <p>Please note: This plan is subject to change in coordination with the sending districts/high schools.</p> | <p>District/School Considerations:</p> <p>In the remote learning model all instruction is done at home virtually and school buildings are closed.</p> <ul style="list-style-type: none"> ● We would implement a Distance Learning Plan ● We would provide virtual instruction and demonstrations, distribute printed instructional packets and materials ● School buildings are closed ● Staff will be in the building to facilitate remote learning ● A schedule and student expectations for, grading/assessment, work completion, and virtual attendance will be provided. ● The weekly schedule will follow the hybrid schedule with the in-person sessions replaced with <u>remote direct instruction</u>. <p>Please note: While we would attempt to recreate the technical and career educational programming to the greatest extent, the absence of hands-on in-person instruction and student work severely limits our ability to deliver CATC programming effectively and reproduce the hands-on learning experience.</p> |

CATC Procedures and Protocols

| <p><i>Level of Community Spread (as determined by state and local health officials)</i></p> | <p>Green RECOMMENDATIONS</p> | <p>Yellow RECOMMENDATIONS</p> | <p>Red RECOMMENDATIONS</p> |
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| <p>Practicing Prevention</p>  | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings • Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • Clean/disinfect frequently touched surfaces at least daily and shared objects after each use • Clean desks after each use to prepare for the next class's use • Allow students and staff to bring hand sanitizer and face masks/coverings to use from home • Provide masks and other appropriate PPE to students and staff • Single use bathrooms (where possible) to limit group congregating • Take steps to ensure all water systems and features are safe • Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff • Conduct deep cleaning of schools prior to students/staff returning; schedule periodic cleanings during weekends or school holidays/breaks to the extent practicable | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings • Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • Clean/disinfect frequently touched surfaces at least daily and shared objects after each use • Clean desks after each use to prepare for the next class's use • Allow students and staff to bring hand sanitizer and face masks/coverings to use from home • Provide masks and other appropriate PPE to students and staff • Single use bathrooms (where possible) to limit group congregating • Take steps to ensure all water systems and features are safe • Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff • Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols • Encourage COVID-19 testing |

CATC Procedures and Protocols

Level of Community Spread (as determined by state and local health officials)

Entering School Buildings



| | Green RECOMMENDATIONS | Yellow RECOMMENDATIONS | Red RECOMMENDATIONS |
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| <p>District/School Considerations:</p> <ul style="list-style-type: none"> • Prior to arriving at the student’s sending high school, students should follow the protocols established by their sending high school. • Students will enter CATC through the entrance at the rear of the building (Door #12). • Students should maintain social distancing as they depart the bus and enter the building. • Staff will be welcoming students at the front door and encouraging them to follow safety protocols. • Students will no longer gather in theCATC lobby prior to class. Students will report directly to their scheduled class for attendance. <p>Upon entering school, we will take the following preventative measures:</p> <ul style="list-style-type: none"> • Provide hand sanitizer for students and staff • Limit unnecessary congregations of students and staff • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols • Establish a protocol for visitors: calling front office before entering, screening visitors, requesting use of face coverings/masks, etc. <p>If students/staff feel ill/experience symptoms when they come to school, we will isolate the individual in the “health quarantine area” at Cony High School until the individual’s departure.</p> | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • Prior to arriving at the student’s sending high school, students should follow the protocols established by their sending high school. • Students will enter CATC through the entrance at the rear of the building (Door #12). • Students should maintain social distancing as they depart the bus and enter the building. • Staff will be welcoming students at the front door and encouraging them to follow safety protocols. • Students will no longer gather in theCATC lobby prior to class. Students will report directly to their scheduled class for attendance. <p>Upon entering school, we will take the following preventative measures:</p> <ul style="list-style-type: none"> • Provide hand sanitizer for students and staff • Limit unnecessary congregations of students and staff • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols • Establish a protocol for visitors: calling front office before entering, screening visitors, requesting use of face coverings/masks, etc. <p>If students/staff feel ill/experience symptoms when they come to school, we will isolate the individual in the “health quarantine area” at Cony High School until the individual’s departure.</p> | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • School buildings are closed • Staff will be in the building to facilitate remote learning | |

CATC Procedures and Protocols

Level of Community Spread (as determined by state and local health officials)

Travel in Common Areas



| | Green RECOMMENDATIONS | Yellow RECOMMENDATIONS | Red RECOMMENDATIONS |
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| <p>District/School Considerations: Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> ● Students and staff wear face masks/coverings while in large group gatherings or while traveling in common areas (hallways, bathrooms, ect.) while maintaining appropriate social distancing ● Conducting cleaning of hallways and high-touch surfaces throughout the school day ● Maintain social distancing when arriving and departing. ● Designating areas of the hallway (i.e. lanes) to walk to keep students separated | <p>District/School Considerations: Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> ● Students and staff wear face masks/coverings while in large group gatherings or while traveling in common areas (hallways, bathrooms, ect.) while maintaining appropriate social distancing ● Conducting cleaning of hallways and high-touch surfaces throughout the school day ● Maintain social distancing when arriving and departing. ● Designating areas of the hallway (i.e. lanes) to walk to keep students separated | <p>District/School Considerations:</p> <ul style="list-style-type: none"> ● School buildings are closed ● Staff will be in the building to facilitate remote learning | |

CATC Procedures and Protocols

| <i>Level of Community Spread (as determined by state and local health officials)</i> | Green RECOMMENDATIONS | Yellow RECOMMENDATIONS | Red RECOMMENDATIONS |
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| <p>Large Group Gatherings</p>  | <p>District/School Considerations:</p> <ul style="list-style-type: none"> ● Students will no longer gather in the CATC lobby prior to class. Students will report directly to their scheduled class for attendance. ● Class meetings, assemblies, field trips, or any other large gathering will be conducted outside or in large spaces using social distancing or will be done virtually. ● Open Houses/Parent Nights will be conducted outside or through virtual means. ● We will abide by the maximum number of people allowed to congregate as defined by the Governor’s current statewide Executive Order ● We will discourage the congregation of students in parking lots and common areas ● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing if needed. <p>We will required preventative measures such as:</p> <ul style="list-style-type: none"> ● Providing hand sanitizer and PPE for students and staff ● Students and staff must wear face masks/coverings ● Limiting unnecessary congregations of students and staff | <p>District/School Considerations:</p> <ul style="list-style-type: none"> ● Students will no longer gather in the CATC lobby prior to class. Students will report directly to their scheduled class for attendance. ● Class meetings, assemblies, field trips, or any other large gathering will be conducted outside or in large spaces using social distancing or will be done virtually. ● Open Houses/Parent Nights will be conducted outside or through virtual means. ● We will abide by the maximum number of people allowed to congregate as defined by the Governor’s current statewide Executive Order ● We will discourage the congregation of students in parking lots and common areas ● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing if needed. <p>We will required preventative measures such as:</p> <ul style="list-style-type: none"> ● Providing hand sanitizer and PPE for students and staff ● Students and staff must wear face masks/coverings ● Limiting unnecessary congregations of students and staff | <p>District/School Considerations:</p> <ul style="list-style-type: none"> ● School buildings are closed ● Staff will be in the building to facilitate remote learning ● Abide by the maximum number of people allowed to congregate as defined by the Governor’s current statewide Executive Order |

CATC Procedures and Protocols

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|---|---|---|--|
| <p>Transporting Students</p>  | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • Students are required to take the transportation provided by sending schools. Only very limited exceptions can be made. This is in order to ensure that necessary protocols are followed. • Sending schools/districts to follow the protocols established by their district prior to arrival at CATC. | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • Students are required to take the transportation provided by sending schools. Only very limited exceptions can be made. This is in order to ensure that necessary protocols are followed. • Sending schools/districts to follow the protocols established by their district. | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • School buildings are closed • Staff will be in the building to facilitate remote learning |

CATC Procedures and Protocols

| <p><i>Level of Community Spread (as determined by state and local health officials)</i></p> | <p>Green RECOMMENDATIONS</p> | <p>Yellow RECOMMENDATIONS</p> | <p>Red RECOMMENDATIONS</p> |
|---|--|---|--|
| <p>Protecting Vulnerable Populations</p>  | <p>District/School Considerations:</p> <ul style="list-style-type: none"> ● Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> ○ Establish a point-of-contact with the local health department ○ Identify local COVID-19 testing sites ○ Provide hand sanitizer for students and staff ○ Provide PPE to vulnerable students and staff as appropriate ○ Allow vulnerable students to complete their coursework virtually ○ Allow vulnerable students and staff to wear PPE throughout the school day (to the extent practicable) ○ Establish a process for regular check-ins with vulnerable students and staff ○ Allow an early transition for vulnerable students to go to classes ○ Limit large group gatherings/ Interactions for vulnerable students and staff | <p>District/School Considerations:</p> <ul style="list-style-type: none"> ● Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws ● Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws ● Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials ● Consult with local board attorneys and district human resources officials to offer special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations ● Adhere to FERPA and HIPPA requirements ● Adhere to state and federal employment law and extended leave allowances ● Offer an Employee Assistance Program to all staff members | <p>District/School Considerations:</p> <ul style="list-style-type: none"> ● School buildings are closed ● Staff will be in the building to facilitate remote learning |

CATC Procedures and Protocols

| <i>Level of Community Spread (as determined by state and local health officials)</i> | Green RECOMMENDATIONS | Yellow RECOMMENDATIONS | Red RECOMMENDATIONS |
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| Extra Curricular Activities | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • Extra-Curricular groups can continue before or after school hours under the supervision of the staff advisor and following appropriate precautions and protocols. | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • Extra-Curricular groups can continue before or after school hours under the supervision of the staff advisor and following appropriate precautions and protocols. • Special considerations must be made in order to ensure small groups, appropriate social distancing, and protocols. | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • School buildings are closed • Staff will be in the building to facilitate remote learning • No Extra-Curricular activities |

CATC Procedures and Protocols

| <i>Level of Community Spread (as determined by state and local health officials)</i> | Green RECOMMENDATIONS | Yellow RECOMMENDATIONS | Red RECOMMENDATIONS |
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| Additional Points | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • Whether the CATC is in an in-person or hybrid learning, we will work together with students and families to make accommodations for students with health and safety concerns that would prevent in-person attendance. • Face Mask/Coverings need to follow the dress code policy related to guidelines. See Parent Guide for more information | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • Whether the CATC is in an in-person, hybrid, or remote learning, we will work together with students and families to make accommodations for students with health and safety concerns that would prevent in-person attendance. • We will need to limit nonessential visitors, volunteers and activities involving outside groups from entering the school. • Most field trips and site placements will be suspended at this time. • Field placements may continue as required by program curriculum and if field placement sites are willing to accept CATC students. • Face Mask/Coverings need to follow the dress code policy related to guidelines. See Parent Guide for more information. | <p>District/School Considerations:</p> <ul style="list-style-type: none"> • School buildings are closed • Staff will be in the building to facilitate remote learning |