



Governor Ned Lamont

Rules for operating  
Summer Schools during  
COVID19

May 20<sup>th</sup> , 2020





# Summer School

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# Summer Schools | Introduction

When the effects of the pandemic required that schools across Connecticut cancel in-school classes during March of 2020, it took seconds to realize that education in Connecticut was forever changed. Connecticut has long been focused on providing all students equity and excellence in education. In the wake of this public health emergency demanding an entirely remote learning environment, meeting the needs of all of our students presents a dramatic challenge. Our ReOpen Connecticut PreK-12 Subcommittee is confident that we will all successfully navigate this challenge. Connecticut's continued focus on educational access and excellence is not only more important than ever, but we know that Connecticut's long-term social and economic stability depends on it.

We recognize that the way we deliver instruction will continue to evolve, whether this means hybrid models of in-school and remote learning, partial day or partial week school experiences for students, or extended remote learning. As we look toward resuming classes inside our school houses, we will keep the health and safety of our students and staff as our primary focus. Healthy schools will translate to healthy communities.

The summer school plan that follows was developed with input from educators, parents, and student advocacy partners, including consideration of a broad range of feedback via a public survey. All of this input was considered and solidified by our ReOpen Connecticut PreK-12 Subcommittee into this recommended plan. The plan to initiate summer school operations has also been reviewed by health officials to ensure safety for all involved. Our recommendations provide a strong roadmap to allow students limited summer school access while maintaining safety as the first priority.

While the needs of districts will drive specific plans for summer school, all programming is expected to adhere to these safety recommendations and requirements. Our Subcommittee understands that the course of the pandemic over the summer may change based on the most updated health and safety recommendations. Therefore, that schools should be flexible and plan contingencies related to programming as well as remain aware of any further executive orders or public health and safety restrictions that change the approach to resuming limited in-school summer classes.

We are privileged in this state to have resilient educational leaders, educators, and school communities that are equipped to take on this national crisis. As this plan is implemented, the Connecticut State Department of Education will continue its mission to provide meaningful support and guidance to school communities during this pandemic. With the support of our team, and our school communities, and our students we are more driven than ever to lead the evolution of education in Connecticut. This plan is the first step.

*This document may be updated due to the rapidly changing response to this pandemic emergency and ongoing updates from Centers for Disease Control and Prevention (CDC) and/or changes to federal and state orders and guidance. The Connecticut State Department of Education will provide any such updates to Superintendents.*

# Summer Schools | Reopening processes

## (I/II)

- **Opening In-Person Summer Classes:** A Superintendent, may allow in-person summer school classes to begin on July 6 if:
  - Locations comply with the requirements set out in this document and with the CDC Decision Tool available [here](#); and
  - Local infection rates of COVID-19 do not prevent the safe operation of summer schools (DRAFT LANGUAGE) – to be finalized with input by the Department of Public Health.
- **Suspending In-Person Summer Classes:** A Superintendent, may suspend in-person classes at any time due to health & safety risks.
- **Announcement:** LEAs must communicate their summer school plans and associated safety protocols, including by posting their plans on their school district websites.
- **Summer Distance Learning:** Distance Learning and any other remote continued educational opportunities should continue during summer school programming to enhance student experience for those who are attending in-school classes, or to extend learning opportunities to those who may not be attending summer school. Programs that are run in high schools should focus on credit recovery options and may be done through distance learning.
- **Safe Harbor and Liability Considerations:** The State should consider ways to mitigate liability for those boards of education that, in good faith and to the greatest extent possible, comply with the planning efforts set out in this document and with all relevant public health and safety mandates and orders.
- **Compliance Liaison:** The Superintendent must appoint an employee of the school district to serve as COVID 19 Health & Safety Compliance Liaison.
  - The Liaison, whose contact information must be made public, will engage with students, parents, faculty, staff, and administrators to answer questions about the health & safety requirements set out in this document and address questions about compliance.
  - The Liaison will support the implementation of these requirements, as well as the implementation of other school health & safety measures relating to COVID-19 and any additional guidance provided by the Reopen Connecticut Advisory Group.
- **Priority Access for Special Student Populations Requiring Learning Recovery Support:** LEAs will develop a consistent policy for their approach to priority access. Where possible consistent with the public health and safety requirements, in-person summer school programming will prioritize students who require the most learning recovery support. Schools should also prioritize their obligations for extended school year (ESY) services when determining access to in-person educational opportunities. LEAs will assess and then determine how to safely accommodate students with special health care needs during summer school. Students most in need of learning recovery support include, but are not limited to:
  - Students with special needs;
  - Students who are English Learners;
  - Students who have had limited to no access to devices to engage in virtual distance learning, or;
  - Students who otherwise did not access educational materials despite the LEA's providing the opportunity.

# Summer Schools | Reopening processes

## (II/II)

- **Medical Professional:** The Superintendent must ensure that a nurse or other medical professional is available to each school in their district to manage positive and suspected cases, including overseeing testing and tracing.
- **Notice of Risks:** All participants will receive latest CDC guidance and risks, including additional risks associated with comorbidity and risk factors. This information will also be posted in public areas.
  - Information will be made available in native language of recipient.
  - All staff and parents and guardians, on behalf of the students, should sign written confirmation that they have received these notices.
  - A participant's failure to sign confirmation regarding notice will be addressed on a case-by-case basis and in no cases will a student be forbidden access to summer school on this basis.
- **No Visitors:** Visitors will not be permitted into school facilities unless required by law, or otherwise required by a student's individualized educational plan.
- **Student Meals:** Given that summer school should require students to be at school for only part of the day, student meal times should not be scheduled inside the facilities. In districts that provide summer meals for students, students should be able to grab their lunch to-go as they exit, and this exchange should be planned to happen consistent with all public health and safety guidelines for social distancing.

# Summer Schools | Physical space setup

- **Class groups:** Group size in every classroom should be limited to no more than one teacher and ten additional individuals.
  - Individual student needs should determine the exact student-to-teacher ratio. Recommended ratio for students with specialized learning needs is 5:1, but no greater than 7:1.
  - Both children and additional support professionals should be counted towards the 10:1 group size limit.
  - 10:1 group size limit assumes that the classroom (or other instructional area) is large enough to allow for six-foot social distancing between individuals. If this is not the case, the ratio must be lower.
- **Distancing strategies:** Appropriate social distancing strategies should be implemented allowing for at least six feet of physical distance between individuals. To ensure appropriate social distancing, schools should select strategies based on feasibility given the unique space and needs of the school as recommended by CDC's [Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#), including:
  - Increase the space between desks. Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
  - Stagger arrival and/or dismissal times. These approaches can limit the amount of close contact between students in high-traffic situations and times.
- **Facilities:** Ensure that all water and ventilation systems are safe to use after a prolonged shutdown. Additionally, when possible, adjust facilities to minimize risk of infection:
  - Maximize ventilation with outdoor air.
  - Use outdoor instruction where safety conditions and physical space allow.
  - Install no-touch entrances, exits, and bathroom fixtures when possible.
- **Bus Transportation:** Transportation to summer school should be provided by a guardian if possible. Otherwise, it will be made available where students cannot be transported by their guardian and where it is required as part of an individualized education program or otherwise as required by law. In these instances:
  - A bus monitor must be employed by the school district to ride on the bus at all times it is transporting students to monitor student density and ensure the use of face masks.
  - Student seating must allow for social distancing and adhere to the following restrictions: No more than one student seated per row, unless from the same household; Students seated no closer than every other row; Students seated in a diagonal formation, where if one student is seated on the right side of the bus, the next student is seated on the left side of the bus.
  - Face masks for all as described above are required on bus rides, except among exempt individuals.
  - Cleaning protocols must be communicated to all staff, including measures to prevent harmful human exposure to chemicals.
  - Bus Drivers and bus monitors must wear face masks. These must always be worn when children are in the bus

# Summer Schools | Personal protection

- **Wearing masks:** All students and school personnel must always use a face mask while on school property or a school bus. This requirement also applies to parents dropping off or picking up children. Instructions for use of face mask are available from the CDC:
  - The following individuals are exempt from this requirement per CDC guidelines: Anyone for whom use of a face mask would be contrary to his or her health or safety because of a medical condition; a child whose parent, guardian or person responsible for the child is unable to place the face mask safely on their face.
  - In addition, educators that can maintain a six-foot distance with students and determine that removing their face mask is critical for instruction, can consider removing their face masks.
- **Providing masks:** Schools must provide face masks to any student or staff member who does not have one.
- **Protecting high-risk educators:** In cases where close contact between educators and students is highly likely (such as when interacting with certain students with disabilities who cannot socially distance), schools must provide educators with surgical masks and face shields.
- **Social Distancing:** Six-foot distancing should always be maintained. In the few cases where distancing is not possible, appropriate face coverings and other protection should be available. The only times when distancing may not be possible should be when staff members are:
  - Accommodating students with special health care needs or disabilities who may require direct contact (e.g. assisting with toileting or ambulation).
  - Conducting health assessments or screenings (e.g. taking temperature or listening to lung sounds by the school nurse).

# Summer Schools | Cleaning and disinfecting

- **Promoting Health Hygiene Practices, and Cleaning & Disinfection:** School administrators, under the supervision of the Superintendent, will communicate cleaning and hygiene protocols as recommended by the CDC (see link below). These protocols will be adhered to by all summer school staff and participants. Signs on how to “Stop the Spread” should be posted in all school buildings in easily seen locations.
  - Areas where summer school operations are used must be cleaned, disinfected and/or sanitized, as per CDC guidelines. Door handles, desks, and other high contact areas should be given special attention.
- **Bathroom cleaning:** should be sanitized at least twice a day. Where possible, consider designating separate bathrooms for different classes or setting shifts for classes to use the bathroom (and thus avoid mixing of classes). *Detailed guidance to follow in coming pages.*
- **Cleaning logs:** Implement use of cleaning log to track cleaning frequency.
- **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.



# Summer Schools | Health guidance for employees

- **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 Superintendent or designee. In addition, school districts 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 child 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.
  - Schools should establish specific procedures to address next steps if a staff member or child is suspected to be sick, or has been diagnosed with COVID-19, including the protocols around information sharing while respecting privacy expectations.
- **Health Screening:** All staff and students are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. If any questions arise regarding the health screener's assessment of the observable symptoms or next steps, the health screener should consult the nurse or medical professional in their district. Staff and students will also be encouraged to self-report symptoms or exposures. Staff or students who have a temperature greater than 100 degrees are not permitted into the school. When conducting screening, the school should include the following in their protocols:
  - Use touchless or disposable (preferred) or oral with single-use disposable covers or adequate disinfection between individual uses.
  - The health screener must wear a face mask and face shield while performing this action.
  - In addition to the health office, schools must identify an isolation room for holding students who exhibit symptoms consistent with COVID-19, until a parent or guardian arrives.
  - Students must never be left unattended in an isolation room.
- **Attendance monitoring:** LEAs should also actively monitor staff and student absenteeism to identify any trends that would suggest spread of illness such as COVID-19.
- **Materials Sharing:** Restrict the sharing of educational materials between individuals. These materials include, but are not limited to: books, computers, calculators, writing utensils, and art supplies.
  - No two individuals should use the same materials in a given school day.
  - Appropriately clean, disinfect, or sanitize materials at the end of each school day. See the Cleaning & Disinfection section for specific guidance on disinfection practices.
- **Consistent teams:** If more than one adult is required in a classroom, encourage staff to work in consistent teams to minimize cross-contamination of student groups. Prioritize keeping the same group of adults and students together each day when possible.

# Summer Schools | Detailed bathroom protocols (I/II)

**These cleaning protocols must be followed by all schools, but may also be informative for any shared bathroom facility.**

## **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.
- In multi-stall shared bathrooms, in-use bathroom stalls and sinks should be greater than 6 feet apart. If that is not the case, tape off some stalls or sinks and place a sign indicating they should not be used.
- If there are multiple bathrooms available, specific bathrooms should be assigned to students by zone and students should only use their assigned bathroom.
- Bathroom occupancy is determined by the number of persons that are able to use the facility while maintaining 6 feet social distance, therefore, will vary based on size and layout of each bathroom.
- If needed, implement a shower schedule to accommodate for the decreased availability of shower stalls at a given time and/or to improve social distancing.
- No personal items should be stored within the bathroom.
- Toilet lids (if present) should be closed before flushing.
- 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, ensure that you:
  - 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.

# Summer Schools | Detailed bathroom protocols (II/II)

## **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.
- 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.

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# Summer Schools | Detailed bus protocols

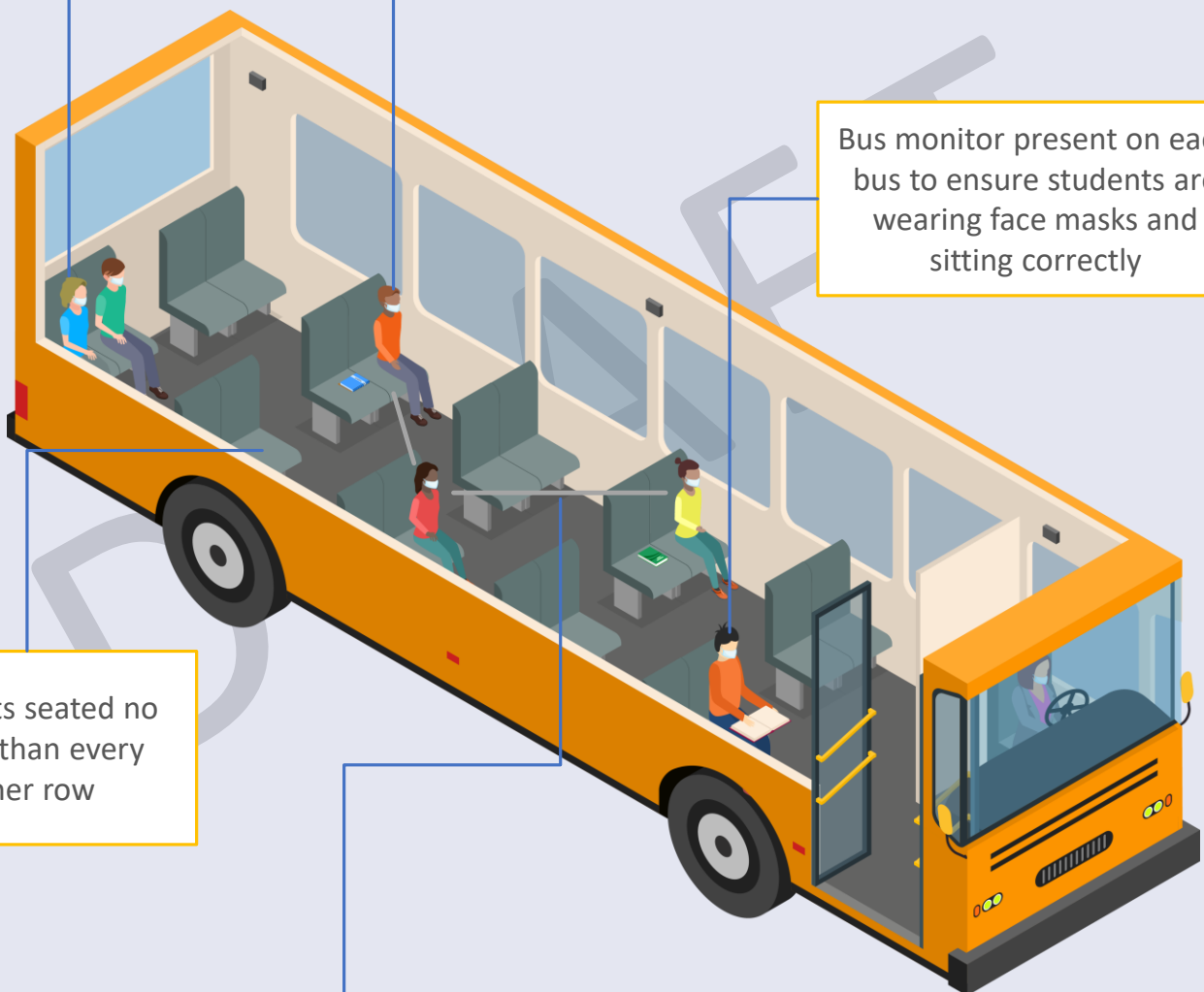
No more than one student seated per row, unless from the same household

Masks must be worn by all

Bus monitor present on each bus to ensure students are wearing face masks and sitting correctly

Students seated no closer than every other row

Students seated in a diagonal formation, where if one student is seated on the right side of the bus, the next student is seated on the left side of the bus



# Summer Schools | Additional resources

- **General cleaning & disinfecting:** <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- **Handwashing materials:** <https://www.cdc.gov/handwashing/campaign.html>
- **Facilities & ventilation:** [https://www.rehva.eu/fileadmin/user\\_upload/REHVA\\_COVID-19\\_guidance\\_document\\_ver2\\_20200403\\_1.pdf](https://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>), Eco-Logo (<http://www.ecologo.org/en/index.asp>) or Design for the Environment (DfE) (<http://www.epa.gov/dfe>)

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