

Reopening Pine Tree Academy

Guidelines for Symptom Screening at Home:

- Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school building each day
- If you are sending your child to school on any given day, you are acknowledging that these questions have been asked and none of the following symptoms and/or risks exist:
 - Do you have a cough or a sore throat?
 - Do you have a stuffy nose that is *not* due to usual allergies?
 - Do you have a fever or do you feel feverish?
 - Do you have, or have you had, shortness of breath?
 - Do you have, or have you had a loss of taste or smell?
 - Do you have GI symptoms like nausea, vomiting, or diarrhea
 - Do you have generalized body aches or generalized weakness
 - Do you have disequilibrium, such as dizziness
 - Do you have chills (sometimes with shaking)
 - Did you take Advil, Tylenol, or Motrin this morning? If yes, why?
 - Have you been around anyone exhibiting these symptoms within the past 14 days?
 - Have you been with anyone who is sick or quarantined?
 - If the answer is YES to **any** of the above, the child must stay home
 - If at any point during the day your child displays these symptoms, you will need to arrange for your child to be picked up immediately upon notification by the teacher
 - Your child will be quarantined until the time of pick-up in the designated quarantine area
- Any person showing symptoms must report their symptoms to the school office and not be present at school for 24 hours after the symptoms have disappeared (see COVID guidelines for returning to school below, which are slightly different)

Guidelines for Physical Distancing and Facilities:

- PTA will do its best to social distance in the school building. Practically speaking, however, this will be difficult to enforce 100% of the time.
- Desks will be socially distanced, or appropriate clear barriers will be implemented.
- A “medical isolation room” (separate from the nurse’s office) will be designated for students/staff who exhibit COVID-19 symptoms during the school day.
- Adequate ventilation outdoor air exchange with fans in open windows or doors will be utilized
- The school is identifying and procuring necessary equipment, materials, and supplies for supporting the health and safety guidelines

- The buildings and classrooms will be thoroughly cleaned every day, and high-touch areas (doorknobs, desktops, faucets, etc) will be sanitized at least 3 times daily
- Furniture, toys, rugs, and other items that cannot be easily cleaned each day will be removed.
- Signs will be posted to remind students to: keep hands to themselves, wash hands regularly, social distance, and use face coverings
- Communicate via email and the school app will continue among staff, families, and students regarding any new procedures and expectations

Daily Procedural School Guidelines:

- School will start for all students at 8:00 a.m. The school building will be open at 7:40 a.m.
- To reduce the number of students using the main entrance at the same time, all elementary students will be dropped off in front of their outside classroom entrances (Students in grades 5 & 6 will enter through the elementary entrance near the library). This policy applies to the Brunswick and Portland vans as well.
- Academy students will enter through the main entrance and will move directly to their first period class after dropping their supplies in their lockers. PTA students will avoid congregating by their lockers.
- Students with a temperature that is 100.4 or above will need to be quarantined in the designated area until they are picked up by their parent/guardian.
- Students will wash their hands or use hand sanitizer when entering the classroom, before lunch, after recess interactions, and any other times when they have been in contact with other students.
- **ANYONE** entering the building must wear a mask or face covering, however, Pine Tree Academy will not be admitting visitors/guests into the building unless prior arrangements have been made.
- According to Governor Janet Mills and the Maine Department of Education, all children above the age of five, and all staff members, must wear a facemask/face covering unless they have trouble breathing or a medical condition (doctor's note needed). According to the same State orders, face shields should only be worn when a face mask cannot be worn due to health (physical or behavioral) concerns.
- We are asking that students bring a face mask (or two) each day for personal use.
- Increased outdoor time will be built into the daily schedule..
- Desks will be socially distanced, or appropriate clear barriers will be implemented.
- At this time, no large group chapels and assemblies will be held; any worship or assembly will be by class only.
- Field trips are currently suspended until further notice (with potentially a few exceptions, such as Senior Survival, events at Camp Lawroweld, and other carefully considered outdoor events).
- Each classroom will be assigned their own recess time and sports equipment.

- Physical education will be taught in grades Pre K through 8. There will be limited physical closeness between participants. Increased focus on individual skill building and spatial awareness will be stressed. Classes will be held outside when weather permits.
- Academy physical education classes will be independent study.
- At this point, there will still be a hot lunch program. Student meals will be prepared by the hot lunch supervisors and then delivered to classrooms. Students will be expected to eat lunch in homeroom classes (including the academy), or outside.
- Students will be asked to use water bottles instead of drinking from the traditional fountains. They may fill these up at the classroom sinks and drinking fountains.
- To reduce the number of students using the main entrance at the same time, all elementary students will be picked up in front of their classrooms' outside entrances (Students in grades 5 & 6 will exit through the elementary entrance near the library). Students riding the Portland van will be picked up at the back black-top entrance. Students riding the Brunswick van will be picked up by the band room entrance.

COVID-19 Protocols and Procedures:

Procedures to follow if a student is showing symptoms of COVID-19:

1. Student becomes ill during school:
 - a. The student will inform their teacher and get permission to go to the school office.
 - b. The office manager will check the student's temperature. If the student has a temperature of 100.4° or higher, the student will keep on his/her mask and enter the Quarantine Room in order to further assess
 - c. If presenting potential COVID-19 symptoms: Parents will be notified immediately and will be expected to pick up their child within 60 minutes. It is suggested that an alternate person be available to pick up your child if you are unable to arrive at the school within 60 minutes.
 - d. If the student has symptoms consistent with COVID-19, it is recommended that you contact your Primary Care Physician, a local hospital, or urgent care facility, to be tested.

Procedures to follow if a student or staff member is diagnosed with COVID-19:

- 1) Communication:
 - a) Once learning of a COVID-19 case in school, the school administration, in conjunction with the Board, and Maine CDC, will determine a course of action.
 - b) PTA will communicate with staff, parents and students: Immediate communication will be sent upon notification of positive COVID-19 case. The administration will do its best to keep the confidentiality of the student or staff member.

- 2) The Board and administration will determine possible closure decisions
- 3) Students or staff may not return to school until ALL the following criteria have been met:
 - a) 10 days have passed since symptoms first appeared, AND
 - b) Fever free for 24 hours without the use of fever-reducing medications, AND
 - c) Other symptoms (e.g. cough, shortness of breath) have improved

School Disinfecting/Cleaning Plan:

- Frequent daily sanitization of high traffic areas of the building (e.g. door knobs/handles, handrails, crash bars, light switches, push-buttons), commonly used items by students (e.g. computer keyboards, desks), and more frequent sanitization of bathrooms
- The use of a spray disinfectant on all bathroom surfaces

Dormitory:

- Currently, students from Connecticut, New York, New Jersey, New Hampshire, and Vermont are exempted from getting a negative COVID-19 test.
- Testing for children anywhere, 18 years and younger, who are traveling with adults is not required
- The deans will provide you with a list of house rules

Distance Learning Plan:

In some cases, Pine Tree Academy parents may feel more comfortable choosing a distance learning approach for their students. While it is difficult for teachers to plan for both physical learning and distance learning, PTA has put together a plan for remote instruction. If a family is interested in pursuing distance education, please read the following information:

- A decision to pursue distance education must be made on a quarter by quarter basis. For grading and planning purposes, it will be necessary to have students enrolled in distance learning for a completed quarter before they are potentially moved back into the physical school program.
- The classroom schedule and remote learning schedule will be the same. Students will be expected to be in attendance for either type of learning system. Once the direct instruction has been delivered, the remote learning student(s) may stay connected to the physical class program, or work independently and then check in for the next subject.
- Many classroom teachers will be using a technology called Swivl to connect remote learners to the physical classroom. Classroom instruction/lectures will be live via Zoom and recorded so students may watch them later if needed. This technology allows students to see everything the teacher is doing as well as involving students in classroom discussions. If you have questions about this

technology, please click on the link provided: <https://www.swivl.com/distance-learning/>

- Please be advised that our program will be as rigorous as a homeschool program done properly. This means that students will be involved in learning for the majority of the school day. With an in-person school program, it will be much easier to balance the amount of time students spend on technology. With this remote learning hybrid model, however, students will be spending a significant amount of time on technology. Please keep this in mind when choosing the learning model that works best for your family.
- Tuition will remain the same for those choosing distance education. The amount of time teachers spend preparing for lessons, the resources required to run both a physical program and remote learning program, and classroom materials and supplies will not differ between learning models.

While we hope that families will be satisfied with plans that have been put in place for an in-person school program, we understand that every family's level of comfort may be different. It is our goal to work together for the success of our students. In the spring of 2020, it was clear that many parents and students were struggling with the workload assigned by the teachers. With the feedback that was provided, the administration and teachers cut the learning expectations for students by a large margin because we understood that we needed a short term solution in the midst of this crisis. In order for our students to be successful AND for the integrity of the school program to provide quality education, those choosing remote learning will find that the workload will be similar to that of a physical school program. In other words, students who are working remotely will be expected to do the same work as those on campus in the classroom.