



## **Making Community Connections Charter School (MC2) COVID-19 Reopening Plan 2021-2022**

**Introduction:** The Covid-19 pandemic has changed the way we live our lives and how education is provided to assure the safety of our students and community. MC2 is committed to providing every student with high quality education while assuring there are multiple levels to mitigate risk for protection to safeguard the health of students, employees and the entire community. Through innovative learning approaches, MC2 will continue to strive to create new ways to educate students while providing a safe and healthy learning environment for all.

### **Our Priorities & Commitment**

- Protecting the health and safety of everyone involved is our highest priority
- Students will return to 100% on-site education beginning 7/26/2021
- MC2 is committed to taking explicit steps to address the social and emotional needs of students and employees
- Students and families must be taught new routines in ways that are positive, ongoing and engaging in learning opportunities
- Learning opportunities will be agile and prepared to shift quickly in response to the changing conditions of the pandemic.
- Regardless of the format of education, MC2 will continually strive to improve the quality of instruction that is provided to all students.

### **Parent/Guardian/Student Learning Choice**

MC2 respects parent and guardian choice in relation to schooling, especially during this very challenging time of the COVID-19 pandemic. Accordingly, any parent or guardian who is not comfortable sending his or her child to school on-site during an emergency order declared by the State of NH as it relates to the COVID-19 pandemic can enroll the child in a fully remote learning program as established by MC2 in response to an emergency order. This applies to any family, whether the child has an underlying health condition, the child resides with someone with an underlying health condition, or the family has general concerns about health and safety or the use of personal protection equipment at school.

**Overview:** The MC2 COVID-19 Reopening Committee was established in July 2020 to provide recommendation to the MC2 leadership to assist in guiding the development of the Reopening Plan by the MC2 leadership. The recommendations for consideration were based upon the risks associated with COVID-19

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pandemic as well as the updated recommendations from local, state and federal agencies. The Reopening Committee was comprised of the following representation: Board of Trustees, MC2 leadership and personnel, students, and parents. The Committee met on 7/30/2020 and 9/17/2020.

**MC2 Reopening Committee** recommendations for reopening the Monadnock campus considered and adopted three models; 100% in-person, a hybrid model and 100% remote. It is the intent for MC2 to provide high quality educational experiences for all students, offering parents and students a choice of these three options recognizing that the community favors in-school learning above other modalities. The highest priority is to assure the health and safety of staff, students, and the MC2 community as well as providing the highest quality education in each modality. The committee is supportive of keeping cohorts of students together as best as possible to contain any positive cases of COVID-19. Although three models of learning maybe used in the event of any future school closings are ordered, it is recommended that the majority of students will use the hybrid model, which will allow the school to maintain the learning required to cover course curriculum, prepare students for sequential courses, meet graduation requirements and be provided alternative community and project learning opportunities if is deemed safe to provide this model.

Education Modalities recognize that one size does not fit all students learning needs.

1. In School ( 100% of time )– learning will take place in the home , community , and other educational sites full-time for the student , customized learning.  
\*\* This modality will be used specific to the unique learners needs.
2. Hybrid Model –blended learning, which encompasses both in-person and distance learning opportunities. This may include community educational sites identified for continuous learning opportunities.
3. Remote learning (100% of time) – structured educational supports are provided virtually with the student.

The MC2 COVID-19 Reopening plan addresses 5 components of the MC2 School Campus Expectations and Guidelines (refer to COVID-19 Reopening chart):

1. Healthy Classrooms - Following safe practices in classrooms
2. Healthy Buildings - Breathing clean air in the school building
3. Healthy Policies - Building a culture of health, safety, and shared responsibility
4. Healthy Schedules - Moving between rooms and locations safely
5. Healthy Community Engagement/Activities – Safe learning opportunities in the community

This plan is designed to support the health and safety of everyone who enters the school building and engages in off-site learning opportunities in order to provide the best possible education to our students under the restrictions of COVID-19.

The draft plan will be posted on the school website on June 18, 2020 and public comment will be requested. Students, parents, staff, the general public and community stakeholders will be invited to comment on the reopening plan at our Site Council meeting on July 7, 2020. The Reopening Plan will be updated and revised according to input collected at the meeting and any changes in guidance provided by the CDC and the NH Dept. of Health and Human Services. The revised plan will be presented to the MC2 Board of Trustees at their monthly meeting on July 19, 2020, and upon approval posted to the MC2 website prior to beginning of our 2021-2022 school year which begins on July 26, 2021.

*\*This document is a fluid plan that may change as local, state, and national trends fluctuate. MC2 will consult the most updated guidance from the United States Centers for Disease Control and Prevention, New Hampshire Department of Health and Human Services, and the New Hampshire Department of Education, and may adapt this plan as needed to fit the needs of the school community.*

## **MC2 Expectations & Guidelines for the Monadnock Campus:**

**1- Mask wearing.** Students and staff will wear face masks when mandated and where maintaining a safe distance of separation is not possible. It is expected that masks will be worn at all times in common areas that are frequently accessed such as hallways, offices, and bathrooms, when mandated. If the student is engaging in a community learning opportunity and / or transportation being provided by MC2, it is expected that staff and the student wear a face mask. Mask wearing guidance may be modified as State and Federal health and safety guidelines are updated. As of 12/20/2021 the City of Keene reinstated its indoor masking mandate.

- Students, staff and visitors will exercise precautionary measures to limit close contact.

- Staff will identify and create opportunities throughout the school day to allow for the removal of masks in a safe environment (mask breaks).

### **Guidelines:**

- When mandated, all students and staff must wear a mask once they enter the building
- Allow students and staff with medical conditions to not wear a mask when they have a doctor's note stating the need to not wear one; face shields will be the next step of mitigation
- Mask breaks will be provided

**2- Health Screening** - A protocol may be used for health screenings for students, staff members, and visitors prior to entering the buildings when deemed necessary by the school leader. As of 12/21/2021 self-screening and reporting of illness is requested.

- If the individual does not pass the screening (when in place) they will **not be allowed** to enter the MC2 staff or van vehicle and/or building.

-Parents are asked to keep their child (ren) home whenever the student does not feel well or displays symptoms of COVID-19 or when it is known that the student has been in close contact with a known COVID-19 infected individual.

- On a daily basis, employees who are on-site will engage in self-reporting illness, including any COVID-19 symptoms or exposure to COVID-19.

- Parents/guardians will be provided with a screening checklist and requested to screen their student each morning of on-site education before they are transported to school.
- Any student or staff member with any symptoms as per the screening list below should stay home and not come to the school building that day.
- If a student and /or staff has tested positive for COVID-19, the campus Team Leader must be contacted by the parent. The student cannot return to school until they have met the CDC's criteria for quarantine or isolation.
- MC2 will follow Department of Health and Human Services recommended protocols for someone who has tested positive for COVID-19, and for students and staff who have been in close contact with a known COVID-19 infected individual. Contact tracing will be conducted by MC2.

### **Guidelines:**

#### **Before coming to school/ entering building:**

1. Per CDC guidelines, students and staff must stay home if they feel ill, display symptoms of COVID-19, or have been in direct contact with someone who has tested positive for COVID-19.
2. Students and staff will be required to self-report illness, including any COVID-19 symptoms or exposure to COVID-19.
3. Students will wash hands immediately before leaving home and sanitize hands upon entering the school building.
4. Designated MC2 staff personnel, assigned by the campus Team Leader, will take the temperature of anyone desiring to enter the school campus (when deemed necessary by the school leader). This includes students, staff, and community members.
  - If no fever the individual may enter the building
  - If a fever, the individual will not be allowed in the building.
5. Masks will be provided to any individual who desires to enter the building if they do not have their own.

#### **In school campus building:**

1. The Team Leaders will be designated to evaluate students who report concerns when not feeling well and / or who may display signs of illness (i.e. coughing, etc.).

2. Each campus will designate an area for students who show or communicate any symptoms of a COVID-19 infection. This area will keep these students isolated and away from the rest of the school community.
3. All MC2 personnel will be vigilant and report to the Team Leader any students who demonstrate COVID-19 symptoms.

**3- COVID-19 Response Team.** The Team Leader will be the designate a contact person for COVID-19 matters supported by the Executive Director.

- A COVID-19 positive student and/or staff will follow the latest CDC guidelines for quarantine and safe return to school.
- **Guidelines:**
  - The school campus Team Leader and/or designee will communicate with families for the student's dismissal from school
  - Staff are asked to communicate with the Team Leader about students who appear to have symptoms of illness
  - A symptom free room will be designated for other medical issues (rolled ankle, migraine, nose-bleed, etc.)
  - An isolation room(COVID-19 symptomatic) will be designated

**4- Frequent Hand washing.** Each campus will offer and promote frequent hand washing and use of hand sanitizers, especially in instances where students share objects and equipment with others, after using the bathroom, upon returning to a classroom, and prior to eating.

**Guidelines:**

- Students will use classroom hands-free hand sanitizer station upon arrival and dismissal from classrooms.
- Students and staff will use 60% or greater alcohol-based product when washing hands is not possible.

**5- Physical distancing.** Physical distancing will be required as much and for as long as possible as suggested in updated guidelines. It is understood that keeping everyone distanced at all times will be challenging. Masks will be worn to limit the transmission of COVID-19, when mandated and appropriate.

- Campuses will also use larger rooms and the outdoors, when available/appropriate, to provide students and staff more options to maintain physical distancing.
- Each campus will display signs to educate and remind individuals of healthy practices and physical distancing.
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- **Guidelines:**

- Classrooms
  - Seating arrangements will ensure adequate distancing between students as recommended by the latest guidance
  - Recording where students sit/assigned seats in case we need to do detailed contact tracing
  - Avoid large group gatherings
- Hallways
  - Traffic patterns will be created throughout the school to accommodate physical distancing
  - Divided with one-way travel on each side
  - Students and staff will travel with adequate distance (as recommended) between them
  - Marked with lines and signage on the floor to indicate direction of travel

**6- Cleaning & Disinfecting Schedule.** Each campus will create a schedule for cleaning and disinfecting. Surfaces, especially those that have frequent contact, will be cleaned often. The surfaces of desks/tables, door handles, and countertops will receive special attention and multiple cleanings throughout the day, and after students and adults have left the buildings for the day. Sharing of objects will be discouraged, but when necessary, objects will be disinfected between uses by the teachers. When objects are shared, hand washing or sanitizer use will be required.

- MC2 will provide the disinfecting supplies and hand sanitizers.

**Guidelines:**

- Classrooms: teachers and students will disinfect their personal space before dismissal from class
- Building: frequent daily cleaning of high touch, shared surfaces.
  - At the end of the day, the campuses will be disinfected using the disinfecting spray in all locations of the building (bathrooms, hallway, classrooms, and office areas).
  - Bathrooms will also receive frequently scheduled disinfecting cleanings throughout the school day at each campus.
- Classroom Resources
  - Students will not share materials and supplies during class
  - Materials and supplies that are used by multiple classes will be disinfected by the teacher between uses

**7- Restricted access into the school campus buildings.** Although MC2 strives to be an open and inviting environment, visitation to our buildings will be greatly restricted while concerns about COVID-19 persist.

- Only essential visitors (as determined by the executive director) will be allowed in the buildings, and schools will create new protocols to keep other visitors, such as delivery personnel, out of the buildings during the COVID-19 pandemic.

### **Guidelines for Visitors:**

- No parent volunteers within the building unless approved by the executive director
- Visitors will be restricted from coming into the building when appropriate
- Hold meetings and conferences remotely as needed
- When necessary, in-person parent meetings will be scheduled before and after school hours. Exceptions will be made when parent schedules necessitate accommodations
- Visitors are required to wear a mask and participate in the health screening guidelines when mandated
- School campus buildings will not be used by outside groups until further notice

**8- Transportation.** Guidelines to be followed when MC2 and staff/personnel are providing transportation to community learning opportunities are as follows:

### **Guidelines:**

- Students and staff must wear masks when mandated
- Windows open, weather permitting
- Assigned seats with physical distancing consideration when using MC2 van, with a maximum of 6 students and teachers on van.
- Students and staff are expected to wash hands thoroughly before entering the vehicle
- MC2 van and staff vehicle will be disinfected prior and after use of transportation.

**9- Lunch time.** Students will maintain appropriate physical distance during lunch while masks are off.

## **Implementation of Learning Model**

Beginning July 26, 2021 all students will be required to attend school in-person. Advisors and Team Leaders will work together with students and families to choose a mode of learning and develop a schedule of learning opportunities while assuring quality education and safety of the students and staff in the event a return to remote instruction and support is required as a result of any future emergency orders issued by the State.

### **Guidelines:**

- Frequent communication with the student and family

- Consistent visits to the home during hybrid and remote learning
- Home visits will be held outside whenever possible
- Liaisons to other community services

**Student & Staff Well –Being.** Each student and staff person’s experience related to this pandemic is unique. It is recognized for some, the remote environment is a place to excel, and for others, this is the most challenging time for learning or work. This experience highlights the need for a trauma informed approach, as chronic stress has the same impact of a singular trauma event. MC2 will work to prioritize physical and psychological safety of staff and students. Any concerns identified by families or staff should be communicated to the executive director. In order to facilitate a systematic integration of students and staff back into the campus, efforts will include building relationships, modeling of expectations and facilitating the necessary support systems.

## **Instruction**

**1- Professional Development.** Professional Development is a top priority and MC2 will be offering increased professional development opportunities for staff to continue to improve the remote learning experience for the students.

- Professional development will be prioritized around improving remote instruction, student well-being, safety practices, and technology tools. Professional development will model the expectations we have for research-based instructional practices. On-going support for teachers will be provided with a dedicated Digital Learning Specialist in each campus.
- Parent training will also be provided around remote teaching and learning modalities and the basics on how to support students with the available digital resources and new digital literacies.

**2- In-Person Instruction and Assessment.**

- Every student will have in-person instruction and assessments with each of their teachers.
- In-person instruction and assessment may include: teacher-guided practice, direct instruction, small group instruction, and tests.
- Staff and students will work with each other to schedule additional time for extra help and other supports and services as needed.

**3- Remote Instruction and Assessment**

- Remote instruction will include synchronous and asynchronous teaching using a variety of remote teaching and learning modalities, which will allow courses to maintain a consistent pace to help further curriculum
- Students will demonstrate engagement by asking questions and participating in class discussions
- MC2 will provide the necessary devices, supplies and support systems to continue education for remote instruction and for students staying home. We will provide student, teacher, and parent resources to promote best practices in remote instruction. Please refer to the Remote Instruction Handbook for further information
- Staff and students will work with each other to schedule additional time for extra help and other supports and services as needed

**4- Students Who Cannot be in School**

- Accommodations will be made for students who are unable to attend school in person for documented medical reasons.

#### **5- Teachers Who Cannot be in School**

- Accommodations will be made for teachers who are unable to attend school in person for documented medical reasons.

#### **6- Special Services (Special Education) -Delivery of Services**

- Individual decisions for our students with the most complex needs will be determined in collaboration with families, the IEP team, and Team Leader.
- Meetings will be held in person or remotely if required. Special education services will be provided in-person unless there is a documented medical reason or accommodation that requires services be provided remotely.



## Making Community Connections Charter School (MC2) COVID-19 Reopening Plan 2021-2022

**Components:** Healthy Classrooms - Following safe practices in classrooms • Healthy Buildings - Breathing clean air in the school building • Healthy Policies - Building a culture of health, safety, and shared responsibility • Healthy Schedules - Moving between rooms and locations safely • Healthy Community Engagement/Activities – Learning opportunities in the community

Component	Subcategory	Monadnock Campus
Healthy Classrooms	Face coverings • MC2 Van's & Staff vehicles • Hallways • Classroom	-Masks are required at all times when in the building. -Students who cannot wear a mask will be required to wear face shields. -Mask breaks will be provided- designated safe location for removal of mask will be made
	Hand hygiene	Students and staff are expected to : - use sanitizer stations located in classrooms before and after class. -wash hands frequently
	Physical distancing	Keep appropriate distance between individuals. Traffic patterns and seating arrangements created throughout the school to accommodate physical distancing guidelines.
	Disinfecting objects/ surfaces	-Shared supplies will be limited. -Materials, surfaces, and supplies used by multiple classes will be disinfected between classes by the teachers.
	Disinfecting Rooms at the end of day	Teachers/Advisors will apply disinfecting spray in each classroom, room , hallway, and bathroom
	Air Ventilation	Windows will remain open while school is in session
	Physical Barriers	If deemed necessary, physical plexiglass barriers will be installed at the reception desk.
	No-contact- water fountains	Water fountain spouts will not be in use.

Healthy Buildings		Students and staff will be directed to use water dispensers on-site to fill personal water bottles brought in from home.
	Surface cleaning	Frequent daily cleaning of high touch, shared surfaces (i.e. bathrooms, door knobs, handrails) by advisors. Professional cleaning once per week.
	Bathroom Hygiene	Measures taken in the bathroom to accommodate social distancing recommendations (one student allowed out to use the bathroom at a time).
	Culture  Education- <u>UNDERSTANDING COVID-19</u> •COVID-19 is spread by close person to person contact through respiratory droplets from speaking, coughing or sneezing. •Symptoms may appear 2 to 14 days after exposure to the virus that causes COVID-19. A person does not need to have symptoms to spread the virus. •COVID-19 can only be diagnosed with a laboratory test. •An antibody test can show if you were previously infected and if your body has created antibodies in an attempt to defend itself from COVID-19.	Ongoing training, education, and assessing of safe and healthy practices to be assumed by the Team Leader & campus community.  Posters / written signs will be located in all instructional spaces.

Healthy Policies & Screening	Designated COVID-19 Response Party for students, families , & community	School Leader or his/her designee
	Health Screening Prior to Entering School	<ul style="list-style-type: none"> <li>- Designated MC2 staff personnel, assigned by the campus Team Leader, will take the temperature of anyone desiring to enter the school campus, when deemed necessary by the school leader. This includes students, staff, and community members.</li> <li>-If no fever the individual may enter the building</li> <li>-If a fever, the individual will not be allowed in the building.</li> </ul> <p>2. Students and staff will be provided masks as needed and / or any other community member desiring to enter the building.</p>
	Health Well-Being in school campus	<ul style="list-style-type: none"> <li>-School leader or designee will be designated to evaluate students who report concerns when not feeling well and / or who may display signs of illness (i.e. coughing, etc.).</li> <li>-The designated area for students who show or communicate any symptoms of a COVID-19 infection is the isolation room</li> </ul> <p>This area will keep these students isolated and away from the rest of the school community.</p> <ul style="list-style-type: none"> <li>- All MC2 personnel will be vigilant and report to the Team Leader any students who demonstrate COVID-19 symptoms</li> </ul>
	Illness  <u>COVID-19 Symptoms</u> May include :	<p>Per CDC guidelines use of established protocol for health screenings for students, staff members, and visitors prior to entering the Buildings, when deemed necessary by school leader.</p> <ul style="list-style-type: none"> <li>-If the individual does not pass the screening, they should not enter the vans/ staff vehicles and/or school building.</li> <li>- Parents are asked to keep their child (ren) home whenever the student does not feel well or displays symptoms of COVID-19 or when it is known that the student has been in close contact with a known COVID-19 infected individual.</li> </ul>
	<ul style="list-style-type: none"> <li>-congestion or running nose</li> <li>-cough</li> <li>-diarrhea</li> <li>-fatigue</li> <li>-fever /chills</li> <li>-headache</li> </ul>	

	<ul style="list-style-type: none"> <li>- Muscle or body aches</li> <li>-Nausea or vomiting</li> <li>-New loss of taste or smell</li> <li>- Shortness of breath or difficulty breathing</li> <li>-Sore throat</li> </ul> <p>*In rare cases, the virus can lead to severe respiratory problems, kidney failure or death, so contact your doctor promptly if you have symptoms.</p>	
	<p>Remote Learning</p>	<p>Provide necessary supplies and support systems to continue education for students staying home in the event schools are ordered to return to remote instruction and support via an Emergency Order declared by the governor.</p> <ul style="list-style-type: none"> <li>-Provide student, teacher, and parent, resources to promote best practices in Remote instruction/learning.</li> <li>-Remote Learning Handbooks will be provided</li> </ul>
	<p>Campus schedules / capacity in classrooms (in the event a return to remote instruction and support is ordered)</p>	<p>Campus will operate on a modified schedule based on CDC/ NH DHHS recommendations</p> <ul style="list-style-type: none"> <li>-Hold open house and student-parent teacher conferences remotely.</li> <li>-No parent volunteers within the building.</li> <li>- Whenever possible, hold meetings and Conferences remotely.</li> <li>-School campus buildings will not be used by outside groups.</li> <li>-Capacity for number of students for classroom will be determined based on CDC/ NH DHHS recommendations.</li> </ul>

	Transitions	Arrival, dismissal, and class transition traffic will be modified in order to accommodate social distancing guidelines as needed.
Healthy Community Engagement/ activities	Lunches	Students will maintain appropriate physical distance during lunch while masks are off.
	Transportation provided by MC2	Students and staff must wear masks when mandated Windows open, weather permitting Assigned seats with physical distancing consideration when using MC2 van, with a maximum of 6 students and teachers on van. Students and staff are expected to wash hands thoroughly before entering the vehicle MC2 van and staff vehicle will be disinfected prior and after use of transportation.
	Attendance	Parents/Guardians to call in absence for both in-school and remote instruction.
	Community based learning opportunities	The school campus will follow risk reduction measures as identified above related to mask wearing & transportation.
	Free time	Students may have late arrival/early release privileges and we encourage students to be dismissed for managed time, when appropriate.

\* This document is a fluid plan that may change as local, state, and national trends fluctuate. MC2 may adapt this plan as needed to fit the needs of the school campus community consistent with the most updated guidance from the United States Centers for Disease Control and Prevention and the New Hampshire Department of Health and Human Services.