



HCA's Reopening Plan for Fall, 2020

(updated 8/7/2020)

August 7, 2020

Hello HCA Students, Staff, Families, and Friends:

At HCA, we are committed to meeting the needs of our students, their families, our staff, and our communities. During this public health crisis, it is crucial for all of us to be aware of how **our individual actions can affect the health and safety of our communities as well as our ability to open - and keep open - our schools.**

The Maine Department of Education has provided guidance for schools in the [Framework for Returning to Classroom Instruction](#). It includes a green/yellow/red designation for the levels of community spread of the coronavirus in each county, and correlates to the recommendation for fully in-person schooling (**green**), a hybrid model with in-person and remote learning (**yellow**), and fully remote learning (**red**). It is crucial for all families to know that HCA's ability to fully open schools in the fall (and to keep them open) depends directly on how well each of their towns do with following CDC and State guidelines for reducing community spread. **Please do your part! Our ability to keep our schools open depends on it.**

- Categorization as "red" suggests that the county has a high risk of COVID-19 spread and that in-person instruction should not be conducted.

- Categorization as "yellow" suggests that the county has an elevated risk of COVID-19 spread and that hybrid instruction models should be adopted.

- Categorization as "green" suggests that the county has a relatively low COVID-19 risk and that in-person instruction can be adopted – although a SAU may opt for hybrid instruction if its buildings or readiness make adhering to the required Health and Safety Measures for All Schools a challenge.

Source: <https://www.maine.gov/doe/framework/part-I>

Importantly, the Maine DOE recognizes the importance of a school's context in effectively implementing these guidelines and rightly leaves decisions about that implementation to the district. This means that HCA's implementation will likely look different than our neighboring districts' implementation. Key factors come into play for us are:

- HCA is a "small-by-design" school and is able to respond and adapt quickly and nimbly.
- HCA serves students who reside in 24 different towns and 3 different counties (Cumberland, Sagadahoc, and Androscoggin) and so has a unique mix of factors to consider if, for example, different counties are designated different colors by the Maine CDC or when different towns have different infection totals and community spread rates.
- HCA was founded on project-based and place-based education, so helping student-directed learning happen outside the confines of the classroom walls is something we already do well.
- HCA is committed to the support of every individual in our school community. We will take this opportunity to hone our student support systems, strengthen our parent connections and engage in new ways of supporting our staff.

The defining characteristics of HCA put us in a strong position for effectively responding to the pandemic.

Determining and Adjusting our School Reopening Plan Based on Maine CDC/DOE Recommendations

As of today, HCA will be opening schools on September 1st in the YELLOW designation.

The following is how HCA will determine if it will be conducting fully in-person classes (green), fully online classes (red), or a hybrid of the two (yellow).

Green: If at least two of the three counties HCA serves are designated green by the Maine CDC, with the third county being yellow or green, HCA will likely open fully in person (green). Factors that could lead to a yellow or red opening in this context would be:

- Elevated or increasing numbers of community spread in any of our sending towns in relation to the rest of their counties and to each other.
- Recent case(s) of Covid-19 among our students and/or staff,
- A significant number of staff members who are absent due to symptoms or exposure, with more than 50% of HCA classes requiring additional substitute coverage. Decisions may apply to one or both campuses.

Yellow: If at least two of the counties HCA serves are designated yellow, with the third being either yellow or green, HCA will likely open with a hybrid of in-person and online learning. Factors that could lead to a red opening in this context would be:

- If several sending communities have significantly high rates of community spread;

- If there are confirmed cases at HCA,
- If a significant number of staff members are absent leading to more than 50% of classes requiring substitute coverage. Each campus will be considered separately for this.

Red: If one or more counties we serve are designated red by the Maine CDC, HCA will likely open with online learning only. HCA will not open as green if any one of our three counties is designated as red. Factors that could lead to a yellow opening in this context are:

- If the “red” designation for a county is clearly based on towns outside of HCA’s catchment area.
- If a significant number of students have opted in to online learning, leaving a smaller group of students present in our buildings.

Additional School Reopening Plan Details and Considerations

Green: When we are able to return to 100% in person schooling for our students, it is important to remember that this does not mean returning to our “normal” idea of school. While our students will all be in person, our health and safety protocols will still remain in place. These expectations will not be lifted until we are given the proper clearance from the CDC and the DOE. Importantly, families will still be able to opt in to remote learning in the green designation. There will not, however, be any limits on the number of students we can have inside our buildings, as there is in the yellow designation.

Yellow: For hybrid learning, we are equipped to support part of our population learning at home and part of our population learning at school. Our goal is to have not more than roughly 2/3’s of our target enrollment numbers present inside our buildings at one time. This means about 60 students at Division 1 and about 85 students at Divisions 2 & 3. If family demand for in-person learning becomes too high while we are still in the yellow designation, we will distribute any available spots equitably. If need be, HCA will give priority for in-person learning to families with one or two parents designated as essential workers.

Our hybrid learning plan will rely on the use of Google Classroom and Zoom Video Conferencing with in person and remote learners so that we can quickly pivot into full online learning if the need arises. Faculty have a trimester of experience with these platforms and will be further supported with large and small group PD. With this model, remote learners will be able to Video Conference into their in-person classes and engage with their teacher and peers. Remote learning will also be available for students staying home precautionarily with common cold symptoms, which will ensure sustained access to education for our students.

Families that decide on the remote option will need to commit to one full trimester at a time. So, a student who starts school in September remotely would only have the option of rejoining

in-person classes at the start of Trimester 2 (after the Thanksgiving break) or for Trimester 3. Students who start the year in-person can switch to remote learning at any time, but can't switch back to in-person learning until the following trimester. A limited number of Division 3 students (11th and 12th graders) will be able to do a mix of remote and in-person days. This would involve at least 2 days in person and the rest remote.

Early release Wednesdays (all Wednesdays in 5-day school weeks) will be remote for almost all students and screen-free, with the exception of our virtual community meetings. Division 1 (middle school) students will have the option of being in-person on early release Wednesdays at our Harpwell Campus. Students already accessing in-person learning can opt in to this on a trimester to trimester basis. This means that Division 1 students can have 5 days of in-person schooling a week. Our Divisions 2 & 3 campus in Brunswick will be closed on early-release Wednesdays. A deep mid-week cleaning and sanitizing will happen on both campuses on Wednesdays.

Red: Our remote learning plan will be effective and efficient to switch our community to if need be. We will be continuing to use the online platforms that our community used last year and are most comfortable with. This will guarantee a smooth transition from one plan to the next. Additionally, If we enter a red designation, we will still look for ways to have our Division 1 students (middle school) in person on campus if their parent(s) are essential workers.

Prior to re-entry

In-Person Learning (Green/ Yellow)	Remote/online Learning (Green/Yellow/ Red)
<ul style="list-style-type: none"> Review In-Person HCA Health and Safety protocols Practice wearing a mask, social distancing and washing hands routinely. 	<ul style="list-style-type: none"> Acquire school technology Review online learning agreements and protocols Become familiar with online learning platforms (Zoom, Google Classroom, Google Calendar, gmail)

Ongoing Protocols and Routines for Green and Yellow Plans

Location / Time / Activity	Routine/Protocol
Out-of-State travel	HCA families are asked to abide by the State's Keep Maine Healthy recommendations following any out-of-state travel.
Outside of School	In addition to following these protocols and routines at school, families who opt in to in-person learning on HCA's campuses will be expected to do their part at home in safeguarding the health and well-being of the HCA community. This includes <u>wearing</u>

	<p>masks when appropriate, <u>w</u>ashing hands regularly, and <u>w</u>atching your distance (“WWW”). Please be healthy and safe at home so we can be healthy and safe at school.</p>
<p>Campus separation</p>	<p>To the extent possible and practical, we will limit student contact between campuses.</p>
<p>Staying home</p>	<p>Students and staff will be required to stay home if they experience Covid-like symptoms. If symptoms are mild, they should participate in classes online. If symptoms are moderate to severe, they should rest and consider calling a doctor.</p> <p>May return to school if they have not had a fever for 24 hours (without fever reducing medicine) AND symptoms are improving.</p> <p>If symptoms and fever are not improving (without the use of medicine), call your doctor.</p> <p>If a student or staff member has been exposed in the past two weeks to someone who has tested positive for COVID-19, they should remain out of school until two weeks (14 days) after the exposure date, unless the student/staff members receive a negative result of a Covid-19 test. For example, if a student was exposed to some who tested positive 7 days ago, they would return to school after 7 additional days.</p> <p>If a student or staff member has been exposed to someone who has tested positive for COVID-19, they should also:</p> <ul style="list-style-type: none"> ● Stay at home (quarantine) until 14 days after last exposure ● maintain social distance (at least 6 feet) from others at all times ● Self-monitor for symptoms <ul style="list-style-type: none"> ○ Check temperature twice a day ○ Watch for fever, cough, or shortness of breath, or other symptoms of COVID-19 ● Consider calling a doctor. <p>People who test positive or people who Maine CDC ask to self isolate should do so until:</p> <ul style="list-style-type: none"> ● At least 10 days have passed since symptoms first appeared, AND ● At least 1 day (24 hrs) has passed since recovery (no fever without the use of fever-reducing medications), AND ● Improvement in symptoms. <p>Students who have been exposed to someone with Covid-like symptoms but who has not had a Covid test should be extra</p>

	precautious with wearing a mask, washing hands and watching their distance.
Sending Students Home	HCA will contact parents/guardians to pick up students immediately who have symptoms while at school. Guidelines from above for “staying home” should then be followed.
Outdoors	HCA will maximize outdoor learning and recreation time. Division 1 will have two large tents in the field with wifi access. Divisions 2 & 3 will have three large tents along the side of the parking lot with wifi access.
Symptoms Screening	We will rely on parents to check and report symptoms each morning before sending students to school via the parent portal on Infinite Campus (will be sent out the last week of August). Parents will report this to school on the portal by 7:00 each morning. Staff members will self-report symptoms. Student self-checker Staff self-checker
Air quality	We will ensure that our air transfer and HVAC systems are working effectively to exchange air continuously in both buildings.
Bus Riding Routes	Students will sit one to a bench unless they are related and live in the same household. Students will alternate aisle/window from bench to bench. Unless multiple family members share a bench, HCA will transport no more than 28 students on a large bus , 12 students on a small bus, and 8 students in a van.
Hand sanitizing	Students sanitize hands: <ul style="list-style-type: none"> ● before they sit down on a bus ● before they enter a building ● throughout the school day
Mask / Face Covering / Face Shield Wearing	Everyone wears masks: <ul style="list-style-type: none"> ● On buses ● Inside of buildings Breaks: anyone can take off their mask when they are outside and have at least 6 feet of space. Concerns (student or staff): address with Head of School

	<p>Safety & comfort: If it is too hot/humid to wear a mask inside a building, we will make accommodations for outdoor learning.</p>
Entering buildings	<p>AM/PM: students enter and exit through exterior doors closest to their crew rooms. A staff member will stand at each door, holding it open and checking for mask wearing/hand sanitizing.</p> <p>Lunch/Breaks: students exit and enter through exterior doors closest to their next class.</p>
Hallways	<p>Each campus will develop routines for transition times that minimize the number of students in the hallways.</p> <p>During class, one student will be allowed outside of a classroom at a time.</p>
Lunch	<p>Lunch will be served in a grab & go fashion, with portions that have been prepackaged by HCA staff. We will continue to make our food in house.</p> <p>Students will line up with 6 feet of separation and classes will have a staggered dismissal for joining the line.</p> <p>Students will have multiple spaces to eat lunch in, and each space will have a limit on the number of students who can eat there. Students will have the option to eat outside as weather permits.</p>
Classrooms	<p>In classrooms, students will sit with 3 - 6 feet of space between them while masked.</p> <p>To the extent practical, students will not share materials.</p> <p>Students will use hand sanitizer before and after they use shared materials, if necessary.</p>
Cleaning Routines	<p>Each campus will be cleaned throughout the school day, with midweek and weekend deep cleanings. Clear protocols will be enforced for custodial staff cleaning high-touch surfaces and shared spaces and for students and faculty cleaning their own work spaces.</p>

HCA will do all it can to ensure the health and safety of our students, staff members and families. We will also follow Maine DOE and CDC guidelines for safely reopening our two campuses. It will be a group effort, though, and we will rely on our families and sending communities to do their part in keeping the transmission of COVID-19 as low as possible. Our ability to keep our schools open depends on it.

Please reach out to any of the following people with questions or concerns you might have about this plan or anything else.

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We are looking forward to a healthy, safe and productive 2020/2021 school year. Thank you for being a member of the HCA community and for doing your part!

Best regards,

Scott Barksdale
Head of School
Harpswell Coastal Academy
"HCA - Change Your World!"