

CAPE HENLOPEN SCHOOL DISTRICT

Safe at School 2020 COVID-19 School Reopening Plan



Robert S. Fulton, Superintendent | Jenny Nauman, Assistant Superintendent

1270 Kings Highway, Lewes, DE 19958 | (302) 645-6686

www.capehenlopenschools.com/reopening

TABLE OF CONTENTS

Introduction: Transitioning Back to School

Description of Planning Scenarios

Health and Safety Measures

- Face Coverings, Hygiene & Health Screening Protocols
- Social Distancing, Movement & Facilities
- Cleaning
- Emotional & Mental Health
- Dining & Gathering
- Instructional Model & Educational Equity
- Budget, Enrollment & Staffing
- Transportation
- Technology
- Athletics & Extracurricular Activities
- Communication

Appendix A - Student & Staff Health Assessment Self-Screening Tool

Appendix B - Prompt Pick-Up Notice for Parents

INTRODUCTION: TRANSITIONING BACK TO SCHOOL

The Cape Henlopen School District (CHSD) is committed to providing safe and effective learning environments for all students and staff and has been working to create processes and supports that will benefit both the working and learning environments of our students and our staff. During the COVID-19 crisis, ensuring student and staff safety has been the central focus in the planning efforts related to the transition back to school in September 2020. CHSD has invested time and resources in planning for the opening of school and in the development of varied possibilities for receiving instruction. These varied options will serve to accommodate our diverse school community and the learning need it presents.

The CHSD Safe at School Reopening Plan aims to provide information to support a safe transition back to school. The pages that follow will outline different components of the plan and includes health, safety, and cleaning protocols mental and emotional well-being, and educational equity among other topics. This plan has been developed based on guidelines provided by the Delaware Department of Education and Governor Carney, as well as safety guidelines outlined by the Centers for Disease Control and state health officials.

As we move forward with reopening schools, our District and school leaders will continue to meet and identify any challenges we face related to COVID-19, and are committed to working together to identify solutions to those challenges as presented. We ask for the continued support of our school community as we all work together to provide a safe transition back to school for our students and our staff.

Together we are #CapeStrong.

DESCRIPTION OF PLANNING SCENARIOS



Scenario 1: Minimal Community Spread

Schools are open for in-person instruction

- Few cases with minimal increases
- Low percent positive cases
- Low numbers of hospitalizations



Scenario 2: Minimal-to-Moderate Community Spread

Schools may use a hybrid model of remote learning and in-person learning options with precautions in place

- Moderate levels of community spread
- Moderate percent of increased cases
- Moderate percent positive and hospitalizations



Scenario 3: Significant Community Spread

School buildings are closed - remote learning only

- Significant increase in cases
- Significant increase in percent positive and hospitalizations

HEALTH & SAFETY MEASURES



Face Coverings, Hygiene & Health Screening Protocols

Face Coverings

To ensure the safety of the students and staff members in each building, we will require all students and employees to wear face coverings to school each day. In addition, each staff member will have the option to wear a face shield to further reduce the possibility of transmission. Specific guidance on the types of face coverings that can be worn will be distributed to all members of our school community.

In addition, we have purchased some clear face coverings and may be purchasing more for students with special needs, speech pathologists, English Language Learners, Immersion Teachers, to be used in areas where visually seeing the mouth is important for success in the academic environment.

In order for everyone to understand the importance of face coverings and how to wear and care for them effectively, all staff members and students will take part in training sessions regarding the use of face coverings for optimal safety; as well as cleaning and other protocols.

The Department of Public Health has supplied over 8,000 masks, over 800 face shields, over 4000 gowns, in addition to gloves and N95 Masks to our district. The district is purchasing additional supplies to supplement these quantities.

Masks/face coverings will be considered student attire and must adhere to the Cape Henlopen School District's student dress code.

[For the specific face covering standards for students or staff please click here.](#)

Hygiene

Hand washing campaigns will take place in the buildings to ensure that all students and staff understand the importance of washing hands frequently with soap and water. Videos and model demonstrations will be made available as well as common signage and resources so that a consistent message is being relayed in each of the schools. Hand sanitizer will be available and is to be used by all students, but is to be done in addition to frequent hand washing. Hand sanitizer is not a replacement for hand washing.

Face Coverings, Hygiene & Health Screening Protocols (continued)

Health Screenings

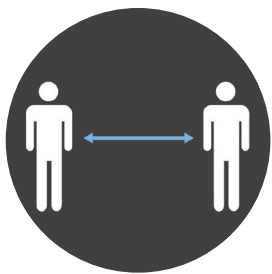
Each day prior to the start of school every staff member and every family will be asked to complete a Health Assessment Self-Screening Tool based upon guidance from the Division of Public Health (see screening tools in Appendix A). The Health Screening tool will contain the symptoms associated with COVID-19 and those completing the tool will be able to respond “Yes” or “No” to each symptom. If anyone answers “Yes” to any of the questions, they should not report to the school building that day and they should contact the school office to let them know, as well as their health-care provider. This will begin a process to help us identify any potential positive cases and help monitor the spread of the disease within our community.

All staff members and families will be educated about COVID-19 symptoms and the Health Assessment Self-Screening tools prior to the first day of school.

If a staff member or student is found to be positive, protocols are in place to contact the Division of Public Health (DPH) and to begin contact tracing as needed. Various scenarios have been developed and a process map has been created for each scenario to help the district respond in a consistent manner. Parents should be aware of our “Prompt Pick-Up Notice” that will be in effect for any student that is exhibiting symptoms during the school day (Appendix B).

Education will also take place in all of our school buildings that will focus on positive health behaviors; such as:

- Face coverings
- Social Distancing
- Symptom Monitoring
- Hygiene



Social Distancing, Movement & Facilities

In compliance with CDC and state guidelines, Cape Henlopen School District will ensure that instructional spaces provide a minimum of three feet of distance between students. The District has done a full evaluation of its facilities, has identified all current and potential instructional spaces and calculated a maximum capacity for each space that will ensure that three feet of social distancing can be implemented safely within these spaces. This will require class

sizes to be reduced and all students and staff will need to wear face masks while in the buildings except while eating.

Classroom furniture will be limited to essential items and classrooms will be arranged with all desks or tables facing the same direction with a layout that is the most effective for the proper functioning of the class while ensuring social distancing guidelines. Outdoor spaces will be used for recess, physical education, and other learning opportunities, when appropriate and if the weather allows.

Hallways, cafeterias, school offices, common spaces and gathering points will be clearly marked to encourage six-foot distancing. They will be marked with clear, dedicated traffic pattern guidance. Large group gatherings (cafeterias, gyms and auditoriums) will be limited to 50 individuals or less. Large groups will practice social distancing and must wear face masks. To accommodate these guidelines, cafeteria capacities will be limited so additional lunch periods, assigned seating, pre-ordering meals, and/or grab-and-go options will be employed at both breakfast and lunch.

Consistent informational signage will be posted, in highly visible locations, in all buildings throughout the District to assist with movement within each building.

Signage will be posted in restrooms, classrooms, offices, cafeterias and other areas of the building that promote social distancing, hand washing/sanitizing, proper use of face masks and how to mitigate the spread of the virus. Hand sanitizing stations will be available in classrooms that do not have sinks as well as in other locations throughout the buildings. Hand washing will be encouraged whenever possible and practical. Students and staff will need to pay attention to any physical guides, such as tape markings on floors or signs on walls, directing students to remain at least six feet apart from each other in lines or at other times. When moving through non-instructional spaces, six feet distancing must be maintained.

Staggered use of communal spaces and hallways

Strategies and schedules will be implemented at each school to reduce the number of individuals in the hallways at one time. These strategies may include:

1. Creating one-way traffic patterns in hallways and stairwells.
2. Monitoring of bathrooms to limit capacity and ensure social distancing.
3. Staggering AM arrival and PM dismissal schedules. Parents will be notified of schedule.
4. Increasing transition times between classes to ensure social distancing in the hallways.
(Middle and High Schools)

In order to minimize student contact, middle school students will only be moving from class to class during grade-level exploratory times including physical education, lunch, and arrival and dismissal. Exploratory class times will vary by grade, and additional lunch periods may be added to each grade.

Social Distancing, Movement & Facilities (continued)

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Each school's master schedule will be developed to limit the number of students in each classroom to ensure the ability to allow three-foot social distancing. Elementary students will remain in a cohort. Teachers and specialists will travel to them (music, art, etc.) with the possible exception of physical education where adequate physical distancing will be maintained. Secondary students will be scheduled within a cohort whenever possible. There will be no student congregation in hallways and other areas prior to or after school.

Exits and entrance points will vary by grade. Dismissal times will be staggered to minimize numbers of students moving at the same time. (All schools)

Students should carry a backpack, or a small rolling backpack, etc. since cubbies and lockers will not be used.

Other social distancing and safety practices

Each school in the District will develop a plan for visitors to the main office using the following guidelines:

- Display district adopted signage with graphics
- Measure and mark appropriate distances
- Consider alternatives to parents/public entering main office
- Continually review office procedures to ensure staff safety and to identify further needs or improvements
- Keep records of all visitors to the office (name of visitor, date of visit, time entered and exited and phone number)
- Teachers should maintain a visitor record/log for their classroom for staff members, specialists, etc. who visit their classroom each day. This log should record staff name, date and time of visit

Any visitor to the main office must:

- Maintain a distance of at least 6 feet away from others who are not from their household
- Wear a mask and adhere to signage, floor or other directional markings
- Follow verbal instructions of school staff

All off-site field trips have been canceled at this time.

Band and Choir teachers will select and provide safe opportunities for music instruction:

- Band and chorus classes will focus more on music appreciation and theory
- Because of concerns with the spread of the virus, the use of wind instruments, horns and singing will be suspended for the time being
- Shared equipment such as keyboards and percussion instruments may be used but must be disinfected between each use

Identifying and restricting non-essential visitors and volunteers

Volunteers/Non-Essential visitors will not be permitted into the school buildings.



Cleaning

Cleaning Protocols Before School Begins

The Cape Henlopen School District will:

- Have all buildings cleaned and disinfected per CDC guidance and provide instruction to custodial staff on those guidelines;
- Have all materials for cleaning and disinfecting ordered and will be ordering consistently, making sure supplies are stock piled for each building;
- Provide school-level guidance to custodial staff for cleaning and disinfecting all core assets based on public health guidance;
- Provide guidance to custodial staff on how and when to clean and disinfect frequently touched surfaces that include light switches, doors, benches, bathrooms, etc.;
- Provide all custodial staff information on any changes in recommended cleaning and disinfecting guidelines issued by CDC and OSHA via updates provided by the Department of Public Health (DPH);
- Schedule trainings for all custodial staff on cleaning and disinfecting protocols and the various products that will be used;
- Ensure that all custodial staff follow the guidance from the CDC about the use of face coverings and special respirators when performing their cleaning duties;
- Implement enhanced restroom protocols for hygiene, cleaning and disinfecting based on the public health guidance.

Cleaning Protocols Based on School Scenario

Green Scenario – Minimal Community Spread

If School buildings are open for In-Person Instruction, the Cape Henlopen School District will:

- Clean and disinfect consistently with the CDC guidance;
- Clean and disinfect frequently touched surfaces regularly including light switches, doors, benches, bath rooms etc.;
- Ensure all libraries, computer labs, arts and other hands-on classrooms undergo appropriate cleaning and disinfecting;
- Require coaches and/or Physical Education staff to clean and disinfect athletic equipment as per the DPH Youth Sports Guidance;
- Ensure all staff wear appropriate personal protective equipment when performing all cleaning and disinfecting activities. This could include gloves, surgical mask and face shield, both to protect themselves from the cleaning and disinfecting products they are using and to lower the risk of transmission in/from the areas they are cleaning.

Yellow Scenario – Minimal-to Moderate Community Spread

If remote learning/in-person/hybrid models are in place, the Cape Henlopen School District will:

- Enforce and monitor all guidance presented above in the Minimal Community Spread section in regards to consistent cleaning and disinfecting per the CDC guidance;
- Clean and disinfect frequently touched surfaces including light switches, doors, benches, bathrooms, etc.;
- Ensure libraries, computer labs, arts, and other hands-on classrooms undergo appropriate cleaning and disinfecting;
- Prevent sharing of materials between students, as much and as often as possible

Red Scenario – Significant Community Spread

If school buildings are closed for in-person instruction, the Cape Henlopen School District will:

- Adjust cleaning practices as necessary to maintain buildings and prepare for any shift to the yellow or green scenarios.



Emotional & Mental Health

The District's mental health committee addresses the social/emotional and mental health needs of our students and staff. As we return to school, whether in person or remote, it is important to have multiple avenues to address concerns for our students. The steps outlined below will allow families, students and school staff to share concerns and use problem solving teams at each school to offer support. Social-emotional wellbeing of all students is a

priority in Cape Henlopen!

Further, students and staff can expect to take part in restorative conversations that will address the celebrations and challenges returning to school creates for our community.

Step 1: All students will benefit from the support we will provide as the school year begins. Your family may expect the following:

- A check and connect teacher survey to connect specific students with a caring adult in the school
- A fillable form for families to request assistance for students who have had life changes during COVID
- Parent input information on the nurses form related to COVID trauma exposure
- Teachable Moments/Restorative Practice Classroom Conversations about experiences related to COVID during the first weeks of school

If more support is necessary Step 2 measures can be considered.

Step 2: Some students may need more support than Step 1 practices offer. In these cases, your family may expect the following:

- Support groups available in schools
- Emotional regulation supports
- Relationship supports for students needing more adult connections
- Screening of social/emotional and academic supports and needs for students with 504s/IEPs
- Problem-Solving Teams for teachers and families to address student concerns (Team may include an administrator, school counselor, social worker, nurse, and/or psychologist)

If more support is necessary Step 3 measures can be considered.

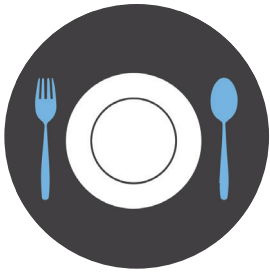
Step 3: Some students may need more support than Step 2 practices offer. In these cases, your family may expect the following:

- A targeted plan based on intense or complex social/emotional needs of the student
- May be referred to a partnership counseling agency to provide counseling or other mental health supports
- May be referred to a Family Crisis Therapist or Behavioral Health Consultant for intervention

Emotional & Mental Health (continued)

Staff wellbeing will be an integral part of the return to school. Not only will staff be trained to help screen for the social/emotional wellbeing of students but they will receive information and tools for their own wellbeing. The district is partnering with the state's Employee Assistance Program to offer help in areas such as mental health, financial planning, connection to community services, etc. Community partners have also offered services and expertise for staff that encompass a variety of wellness topics.

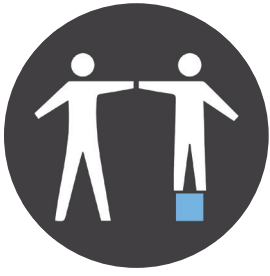
Finally, the district will be taking the time necessary to plan and practice a return to school. More training days, beyond the normal number, will be critical to the success of all stakeholders and important for the emotional wellbeing of our staff and families.



Dining & Gathering

With the goal of welcoming as many students as possible back to school buildings, we must work together to protect one another by vigilantly complying to effective mitigation measures such as wearing face coverings, maintaining physical distancing, and staying home when sick. The following are recommended for both minimal and minimal to moderate scenarios with in-person learning:

- The District will implement a plan that meets the social distancing and sanitary requirements
- The plan includes the following options:
 - Grab-N-Go Breakfast and Lunch type meals that meet USDA standards
 - Flexibility for meals to be served in the eating environment, classrooms, pods or other alternative site depending on building capacity and social distancing requirements and/or to minimize student movement. Each building setup may vary based on a number of factors
 - Limited menu options to increase the efficiency in service
 - Utilization of a meal pre-order protocol, to increase the efficiency in service and minimize interruption of the learning process
 - Utilization of disposable food packaging products and utensils
- Training for staff in the use of PPE, cleaning products and other items deemed necessary to keep the cafeteria environment as clean and safe as possible.
- Training for staff in the food ordering/tracking process
- Gatherings within the building will be kept to a minimum; and, will adhere to all social distancing and safety guidelines “if” they are to occur

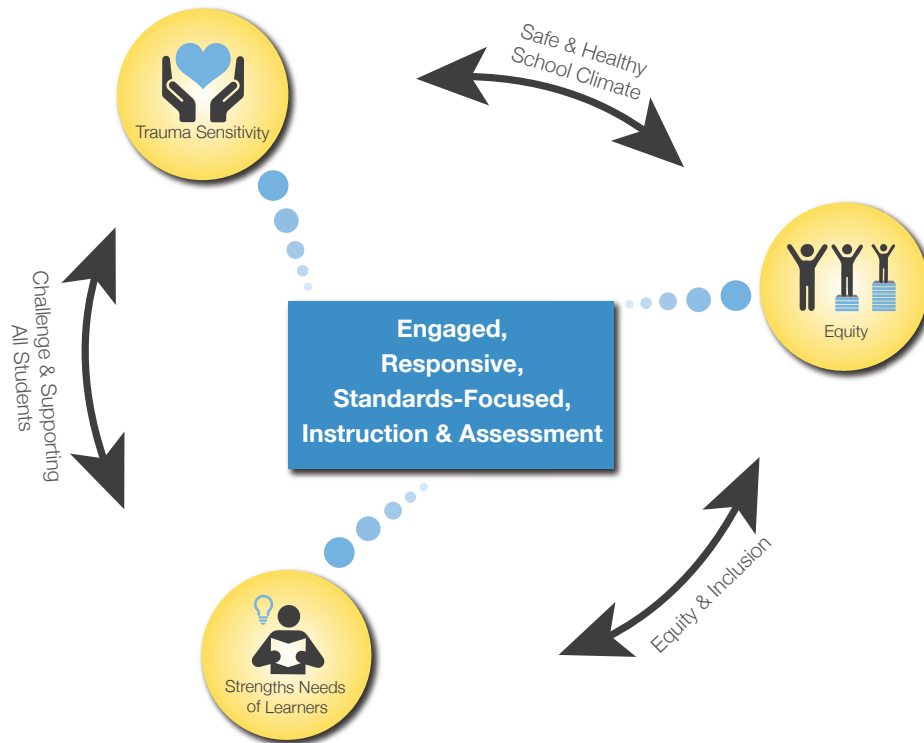


Instructional Model & Educational Equity

The integrity of the Cape Henlopen School District's Instructional Model will be upheld regardless of the reopening scenario in place.

Cape Believes...

Every Student, Every Classroom, Every Day



Post Secondary Education & Career Readiness
#CapeProud

Cape Believes:

- Students and families need to remain connected with their teachers on a daily basis.
- “High touch vs. high tech” should be the focus. It’s about connection, connection, connection!
- In sustainable support for families, teachers, and students.
- Students in remote scenarios, will participate in:
 - synchronous and asynchronous learning and/or,
 - self-paced learning and/or,
 - discussion boards

Instructional Model & Educational Equity (continued)

Scenario 1 Minimal Community Spread	Scenario 2 Minimal to Moderate Spread	Scenario 3 Significant Spread
In-Person Model <ul style="list-style-type: none"> • In-school 5 days a week (if space permits) • Social distance by at least 3ft. 	Hybrid Model <i>This model will be different for elementary and secondary students.</i> <p>Elementary K to 5</p> <ul style="list-style-type: none"> • If families select remote, follow remote model • If families select in-person, follow in-person model <p>PreK & Secondary Grades 6-12</p> <ul style="list-style-type: none"> • If families select remote, follow remote model • If families select in-person, students follow an alternating schedule (2 days in-person, 3 days remote) <p><i>See below for cohort explanation.</i></p>	Remote Model <ul style="list-style-type: none"> • Remote learning 5 days a week • Remote instruction
Scenario 1 Minimal Community Spread	Scenario 2 Minimal to Moderate Spread	Scenario 3 Significant Spread
First day of school for students is 9/16/20 Attendance & Grading Resume	First day of school for students is 9/16/20 Attendance & Grading Resume	First day of school for students is 9/16/20 Attendance & Grading Resume

Secondary Cohorts

Below is an idea of how grades 6-12 cohorts may look.

Cohort 1 - Students will attend school in-person on Monday and Tuesday and work remotely on Wednesday, Thursday and Friday.

Cohort 2 - Students will attend school in-person on Thursday and Friday and will work remotely Monday, Tuesday and Wednesday.

Cohort 3 - Students will not be attending school in-person, but will complete work remotely Monday - Friday.



Budget, Enrollment & Staffing

Budget

CARES Act funding is being utilized for purchases to supplement existing resources, and to add additional resources needed to fund initiatives related to COVID-19.

Enrollment

The District has developed a process for working with families regarding student attendance, whether in-person or remote, as we enter the new school year.

In July 2020, a “pulse” survey from Hanover Research was sent to all District families to collect their opinions about remote learning. A follow up survey will then be sent to each family to determine who prefers to return remotely, and who prefers to return face-to-face.

In addition to the parents, the District conducted a survey that was sent to all staff members to help determine how they felt in regards to the various formats available for a return to school (remote, hybrid, in person).

The District has been updating a list of all employees in a “position audit” to determine staffing needs by building, and is actively filling vacancies as needed throughout the summer months. The District and school administrators will continue to do so based on projected needs.

Staffing

To assist the teachers/families who are working in a remote environment, we have hired an additional Instructional Support Staff teacher to assist teachers with remote learning. In addition, all staff members have participated in additional Professional Development regarding remote learning this past June, and they have had the opportunity for additional learning over the summer months.

We will continue to assess the needs of the staff as the school year begins, and make any adaptations/additions needed to support our staff members. The District is continuing to recruit, interview and hire new staff. This is currently being done remotely through Zoom with an updated process using Frontline Recruiting and Hiring (all digital format).

The District is also preemptively addressing liability questions, and related issues relative to COVID-19 by consulting legal counsel and will share protocols with school leaders to help them address situations that may occur due to the pandemic.

School leaders have been involved in discussions and planning regarding changing enrollment patterns, and new staffing needs. School leaders will be supported by the District in orienting new school staff to any operational changes. All new staff will be taking part in on-boarding sessions and new teacher planning during the month of August.

Staffing (continued)

A professional development plan is also being developed and put in place for all staff members that will involve all aspects in the preparation to return to school in a variety of formats. This will be done through remote and face-to-face training.

All school leaders are working on creating master teaching schedules, student and faculty arrival/dismissal schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.

The District has been working with the Delaware Department of Education to understand regulatory flexibility for attendance policies for staff and students, hiring, purchasing, teacher credentialing, and class size.

Substitutes

The District is currently surveying our substitutes to determine how many are not-at-risk and are available. Professional development will be provided to substitutes prior to the start of the school year to inform them of new protocols in place.

School Nutrition Staff

District nutrition staff have been working and collaborating with school cafeteria staff to ensure all necessary food handling changes are implemented based on local public health guidance. Additional professional development will be provided for the school cafeteria staff members.

Child nutrition staff are also evaluating whether alternate food containers or equipment need to be sourced if there is a change in requirements (i.e., individually packaged items) based on CDC guidance.



Transportation

Guiding Principles

- CHSD will conduct transportation activities that are consistent with school reopening guidelines.
- Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent possible.
- Members of the same household may be seated within less than 6 feet of each other.
- Parents and legal guardians are encouraged to drive or walk students to school and home to reduce density on buses.

Cleaning and Disinfecting

- Buses and other transportation vehicles will be cleaned and disinfected daily (focus on high touch areas) and in between runs if scheduled for multiple routes.
- At the end of the day, the entire bus will be cleaned and disinfected using an approved product and fogging machine application.
- All buses that are used every day by the district and contract carriers will be cleaned/ disinfected. Disinfecting will occur daily while students are in session.
- High contact areas will be wiped down the morning (AM) between secondary and elementary routes and in the afternoon (PM) between secondary and elementary routes.
- Wheelchair school buses will configure wheelchair placement to ensure social distancing of minimum guideline for distancing.

Daily Cleaning

- All trash removed
- Floors swept and dust mopped
- High Touch Surfaces wiped
- Bus seats and seat backs
 - Seat belts (if applicable)
 - Door handles, handrails
 - Driver operator area
- Cleaning and disinfecting products approved by the EPA will be used according to instructions.
- Eating and drinking are prohibited on the bus.
- Supervisory staff will inspect buses to ensure cleaning/disinfecting protocols are followed on district owned and contracted buses.
- All cleanings/inspections will be documented on a daily basis. Failure to log this information and track it will be reportable offenses.

Transportation (continued)

Transportation Communication

- CHSD will emphasize to parents and students prior to reopening schools that the District has thoroughly disinfected all buses and student transportation vehicles.
- CHSD will communicate with parents and students that student transportation vehicles are included in the district's COVID-19 plans and what part students and parents will play in ensuring safety and minimizing infection while utilizing District transportation services.
- Advise parents not to send their children to school or board the bus if sick or with an elevated temperature.
- Survey parents regarding transportation including an "opt-out" option.
- Remind students/parents/guardians that social distancing requirements extend to the bus stop.
- If a family decides on an alternative mode of transportation for their child, they will not be able to change their decision until the second semester.

Reduction, Social Distancing, Bus Capacity

- CHSD will allow for the transport of students in one per seat with all students wearing masks.
 - This results in 14 students on a 48 passenger bus; 23 on a 72 passenger.
 - These counts include leaving the seat directly behind the driver empty.
- Allow siblings or those that live in the same household to sit together.
- Place decals or tape to indicate where students should sit.
- Students must wear face masks while in transit at all times when on a school vehicle.

Bus Protocols for a Reported Case of COVID-19 on a School Bus

When an alleged case of COVID-19 on a school bus is reported, a designated District employee will be notified. The District will then notify building administration and a plan will be implemented to contact parents of students on that bus, and a new bus will be assigned for the day.

The bus will be taken out of service for 24 hours before it can be used again after a report of COVID-19. The bus will be disinfected following CDC guidelines.

Transportation (continued)

Students on Transportation

- For the Health and Safety of everyone, all parents/guardians will be required to ensure their child/ children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school.
- Students will social distance (as per minimum 3' recommendation) on the bus.
- Students must wear a mask on a school bus.
 - Students who do not have a mask can NOT be denied transportation.
 - Students are encouraged to have their own face covering, those who do not have masks must be provided one by the district as they enter the school bus.
 - Students with documented disabilities and/or medical conditions which would prevent them from wearing a mask will not be compelled to do so, and may not be denied transportation.

Routing

- The School drop off pick up times may need to be addressed to meet the cleaning needs and /or bus load capacity limits.
 - Staff schedules will need to be addressed to meet the building drop off pick up times, cleaning needs and /or bus load capacity limits.
 - Limit rotation of substitute drivers and aides if possible.
 - Limit student movement between bus routes.
 - Discontinue allowing students to ride different buses unless parent or guardian makes plausible requests (childcare).
 - If possible, mirror AM and PM routes, so bus riders are the same group i.e. cohort each day.

Loading/Unloading & Pick-Up/Drop-Off

- Students shall be loaded in sequential route order. First student on the bus sits in the back, when going to school. The last student off the bus will sit in the back of the bus when going home from school.
- Dismissal times may be staggered to best suit building needs and to promote social distancing.
- Adjustments will be made by buildings:
 - For unloading and entry, and loading and departure
 - Route timing which will be affected by delayed loading/unloading processes
 - Arrival and departure activities shall be supervised to ensure social distancing
- Will modify bus routes to reduce load levels on buses.



Technology

The goal of the Cape Henlopen Technology Department is to provide the technology and support needed by the students and staff of the District to be successful in the learning environment chosen by the family. With a full 1:1 deployment of iPads to each and every student in the District, a consistent learning platform will be ensured across all schools and grade levels. In addition, the technology staff stands ready to provide support to students, families and teachers alike when there are questions or assistance is needed.

- **Student Devices-** each student will be assigned an iPad with the needed instructional applications available on the device
 - 7th-12th grade students- The current 7-12 grade students are in possession of their iPads that were distributed last school year (The High school and Middle schools will be coordinating distribution for any new 7-12 grade student or any 7th grader that did not pick up their iPad last spring)
 - 6th grade students- Distribution of iPads will be coordinated with the incoming 6th grade students at each Middle School. These devices will be sent home for use at home and at school as needed.
 - K-5th grade students- Distribution will be coordinated with the K-5th grade students/families at each Elementary School. These devices will be sent home for use at home and at school as needed.
 - Insurance to cover damage to the iPads is available for all students
- **Internet Connectivity-** The District is working with the Department of Education and the Department of Technology to identify internet access for students that do not currently have it available to them.
 - Questions will be asked as part of the initial survey sent home to determine internet access
 - Follow up contact will be made with the students identified with no internet access to determine options for them to get internet access
 - Applications will be available for low or no cost options for those families that qualify
- **Technology Support -** The District has a dedicated technology support department in place to provide support for students, families and staff
 - Students/Families will contact their school office and a ticket will be created for their question or issue
 - Staff members will have the ability to create their own tickets for any questions or issues
 - Technology department staff members will be responding to tickets as they are created and assigned
 - A vendor has been established for iPad repair with quick turnaround times



Athletics & Extracurricular Activities

Guidelines for on campus off-season workouts as followed by “DIAA Return to Play Stage 3”

- All coaches and student athletes shall be screened by their member school for COVID-19 symptoms prior to every workout (*you will need to designate a coach to take each student-athletes temperature*)
- Member Schools shall keep a record of all persons present at every workout and/or conditioning program (*please see attached for the screening form that was given by the DIAA; please keep an accurate record of who attends each workout and store the daily logs in a notebook*)
- The number of individuals participating in a workout and/or conditioning program be limited to small-group “pods” that will limit exposure and maintain appropriate social distancing.
- Towels, clothing, and shoes shall not be shared between student athletes
- Clothing and towels shall be washed after each workout and/or conditioning program (*please emphasize this to your student-athletes!*)
- ALL Athletic equipment for individuals, shall be cleaned between uses. (*Please do not let student-athletes share any equipment!*)
- Individuals shall clean their hands based on the Delaware Division of Public Health’s guidance before touching any surfaces and before and after participating in workouts and/or conditioning programs (*we have ordered hand sanitizer and dispensers necessary for this task*).
- All student athletes will be responsible for their own water.

Fall Sports Decision Update as of August 6, 2020

On August 6, 2020 the Delaware Interscholastic Athletic Association (DIAA) Board of Directors, voted to delay the start of the sports seasons for the 2020-2021 school year.

The DIAA Return to Play plan designates the winter season to begin in December, the fall season in mid-February 2021 and the spring season in mid-April 2021. The exact start dates will be decided upon at the September DIAA Board of Directors meeting.

To view the full press release from the DIAA, [click here](#).



Communication

Stay Connected with CHSD

The Cape Henlopen School District will continue to provide updates and resources to the parents, staff and school community related to the reopening of our schools and the COVID-19 situation. The updates will be provided on our District website, social media platforms, and through our local news media partners. For specific questions about your child's school programs or health and safety procedures, please contact your child's school.



Like Us on Facebook

facebook.com/capehenloopenschooldistrict/



Follow Us on Twitter

twitter.com/cape_sd



Visit Our Website

Visit capehenloopenschools.com/reopening for the most up-to-date information

School Contact Information

H.O. Brittingham Elementary School

(302) 684-8522

Beacon Middle School

(302) 645-6288

Love Creek Elementary School

(302) 703-3456

Mariner Middle School

(302) 684-8516

Milton Elementary School

(302) 684-2516

Cape Henlopen High School

(302) 645-7711

Rehoboth Elementary School

(302) 227-2571

Sussex Consortium

(302) 645-7210

Shields Elementary School

(302) 645-7748

District Office

(302) 645-6686

APPENDIX A - STUDENT & STAFF HEALTH ASSESSMENT SELF-SCREENING TOOL

Students and staff in the Cape Henlopen School District must perform a self-screening at home prior to reporting to school or work each day.

If you answer YES to any of the questions below, do NOT report to school or work. Instead, contact the school office and your Health Care provider.

In the past 14 days, have you been near (within 6 feet for at least 15 minutes) a person who has a lab-confirmed case of COVID-19, or have you had direct contact with their mucus or saliva?

In the last 48 hours, have you had any of the following symptoms?

- ☐ Fever of 100.4 F or above (or symptoms like alternating shivering and sweating?)
- ☐ New cough
- ☐ New trouble breathing, shortness of breath or severe wheezing
- ☐ New chills or shaking with chills
- ☐ Sore throat
- ☐ Vomiting or diarrhea
- ☐ New loss of smell or taste, or a change in taste
- ☐ Nausea
- ☐ Fatigue
- ☐ Headache, congestion or runny nose with no other known cause (such as allergies)

If you answered YES to any of the questions above, do NOT report to school or work. Instead, contact the school office and your Health Care Provider.

Adapted from the Mayo Clinic's online COVID-19 Self Assessment Tool. To use the Mayo Clinic's tool online visit [mayoclinic.org/covid-19-self-assessment-tool](https://www.mayoclinic.org/covid-19-self-assessment-tool).

APPENDIX B - PROMPT PICK-UP NOTICE FOR PARENTS

(When Sending Home Students from School)

Due to the very real COVID-19 outbreak and its continued contagious risk factors, the Cape Henlopen School District is asking that parents/guardians come to school promptly (within 1 hour or less) when they are notified by the school nurse that their child is being sent home ill.

Children who develop a fever or become ill at school will not be permitted to ride on the school bus. Children sent home from school cannot return to school until they have been cleared by their health care provider. Those who have tested positive for COVID-19 will need to be cleared by Delaware Division of Public Health before returning to school.

School Nurses have guidelines for sending students home and they will be using nursing judgment, and will need to send students home who exhibit signs/symptoms of COVID-19 such as:

- Cough
- Fever (of 100.4 or higher)
- Shortness of breath or difficulty breathing
- Sore throat
- Muscle aches
- Fatigue
- Chills/Shaking
- Nausea
- Vomiting or diarrhea
- Loss of smell or taste
- Headache, congestion, or runny nose (without known other cause like allergies)
- Other symptoms such as abdominal pain or lack of appetite have been identified as potential symptoms related to COVID-19 and may prompt further screening, action, or investigation by your primary care provider.

This request for **PROMPT PICK-UP** will require parents/guardians to identify alternate adults with whom they would entrust their child's care. These adults could be friends, neighbors, relatives, etc. The school needs notification and contact information of who will be coming for your child.

This request is not only for the safety of your child, but also for the safety of all students, staff, and everyone in the building. Thank you for your understanding as we navigate through the COVID-19 crisis.

Excellence, Equity & Responsiveness:
Every Student, Every Classroom, Every Day

#CapePROUD