

CAPE HENLOPEN SCHOOL DISTRICT

Safe at School

2021-22 Return to In-Person Learning & Instruction



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Guidance provided by the Delaware Department of Education, and the Delaware Division of Public Health

INTRODUCTION: Safe at SCHOOL

The Cape Henlopen School District (CHSD) continues the commitment to provide 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.

The pages that follow will outline different components of the plan including 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, as well as safety guidelines outlined by the Centers for Disease Control and state health officials.

As we reopen schools in 2021, 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 environment in school for our students and our staff.

Together we are #CapeStrong.

HEALTH & SAFETY MEASURES



Face Masks, Hygiene & Health Screening Protocols

Face Masks

To meet the requirements of the emergency regulation currently in place and to ensure the safety of the students and staff members in each building, we will require all students and employees to wear face masks to school each day.

This regulation applies to all times students are present in the building. Fully vaccinated staff have the option to remove masks when students are not present. Staff members who are alone in an office or alone in their classroom may also remove the mask. Masks are not required when outside. Mask details in entirety can be found in the State of Delaware Emergency Order, effective on August 15, 2021 and [linked here](#). Specific guidance on the types of face masks that can be worn will be distributed to all members of our school community.

In order for everyone to understand the importance of face masks 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 masks for optimal safety, as well as cleaning and other protocols.

Face masks will be considered student attire and must adhere to the Cape Henlopen School District's student dress code.

[For the specific face mask 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 Masks, Hygiene & Health Screening Protocols (continued)

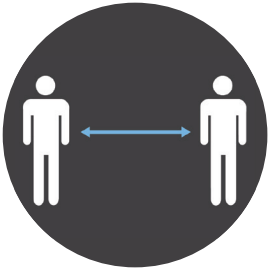
Health Screenings

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”. 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, the District will complete contact tracing and contact the Division of Public Health (DPH) to report the case and determine appropriate isolations and quarantines. 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](#)).

COVID prevention education will also take place in all of our school buildings that will focus on positive health behaviors, such as:

- Promoting Vaccines
- Face masks
- Physical Distancing
- Hand washing and respiratory etiquette
- Staying home when sick and getting tested



Social Distancing, Movement & Facilities

Utilizing the guidance from the CDC, the American Academy of Pediatrics, and state guidance, Cape Henlopen School District will implement physical distancing to the extent possible within the structure but will not exclude students from in-person learning. All students will be in person for the 2021-2022 school year. Classrooms will be arranged to promote 3 feet or more between students whenever possible.

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

Other 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
- 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

Nurses Offices

- Nurses will designate a separate area for students or adults in the building that exhibit COVID-like symptoms.

Any visitor to the main office should:

- Wear a mask
- Maintain a distance away from others who are not from their household
- Follow verbal instructions of school staff

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

There are no restrictions other than indoor masking at this time. However, it is recommended that 'as much distance as possible' should be maintained since singing and respiration are still a concern for the spread of COVID-19.

Mitigation strategies such as distance, facing the same direction, face masks and bell covers for instruments should be followed.

At this time, indoor performances can occur with the following provisions:

- Face masks and bell covers for instruments like brass instruments, etc.,
- Face masks and facing the same direction with as much distance as possible for choir/chorus
- Face masks and facing the same direction for theater
- All categories of performance could be outside without face masks

Identifying and screening volunteers

All volunteers/mentors will follow the same guidelines as our employees. Vaccination status or testing results must be shared prior to coming into the school. Current test results must be within 7 days of entering the building, or the vaccine card will be kept on file in the main office.



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 available for each building;
- Provide 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 lights, 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;

Cleaning Protocols

- Clean and disinfect consistently with the CDC guidance.
- 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;



Emotional & Mental Health

The District's mental health committee addresses the social/emotional and mental health needs of our students and staff. As all students return to school, 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!

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

- A behavioral health screening process for all students in grades 4 – 12.
- A check and connect teacher survey to connect specific students with a caring adult in the school
- Parent input information on the nurse's form related to trauma exposure
- Restorative Practice Classroom Conversations

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:

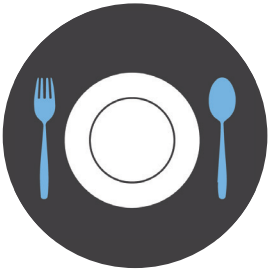
- Support groups available in schools
- Emotional regulation supports
- Relationship supports for students needing more adult connections
- Screening of social/emotional and academic supports and needs for students with 504s/IEPs
- Problem-Solving Teams for teachers and families to address student concerns (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

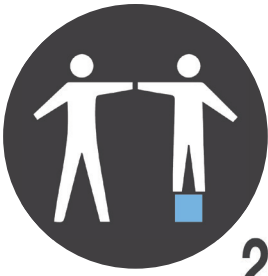
Staff wellbeing will be an integral part of the return to school. Not only will staff be trained to help screen for the social/emotional wellbeing of students but they will receive information and tools for their own wellbeing. The district is partnering with the state's Employee Assistance Program to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



Dining & Gathering

We must work together to protect one another by vigilantly complying with effective mitigation measures such as wearing face masks, maintaining physical distancing, effective hand washing/sanitizing and staying home when sick.

- The District plan includes the following options:
 - Students will use the serving lines and use distancing as they move through the lines. All students must know and use their lunch code this year.
 - All meals will be free to all students. Extra items can be purchased.
 - 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
 - Utilization of a meal pre-order protocol, to increase the efficiency in service and minimize interruption of the learning process
- 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

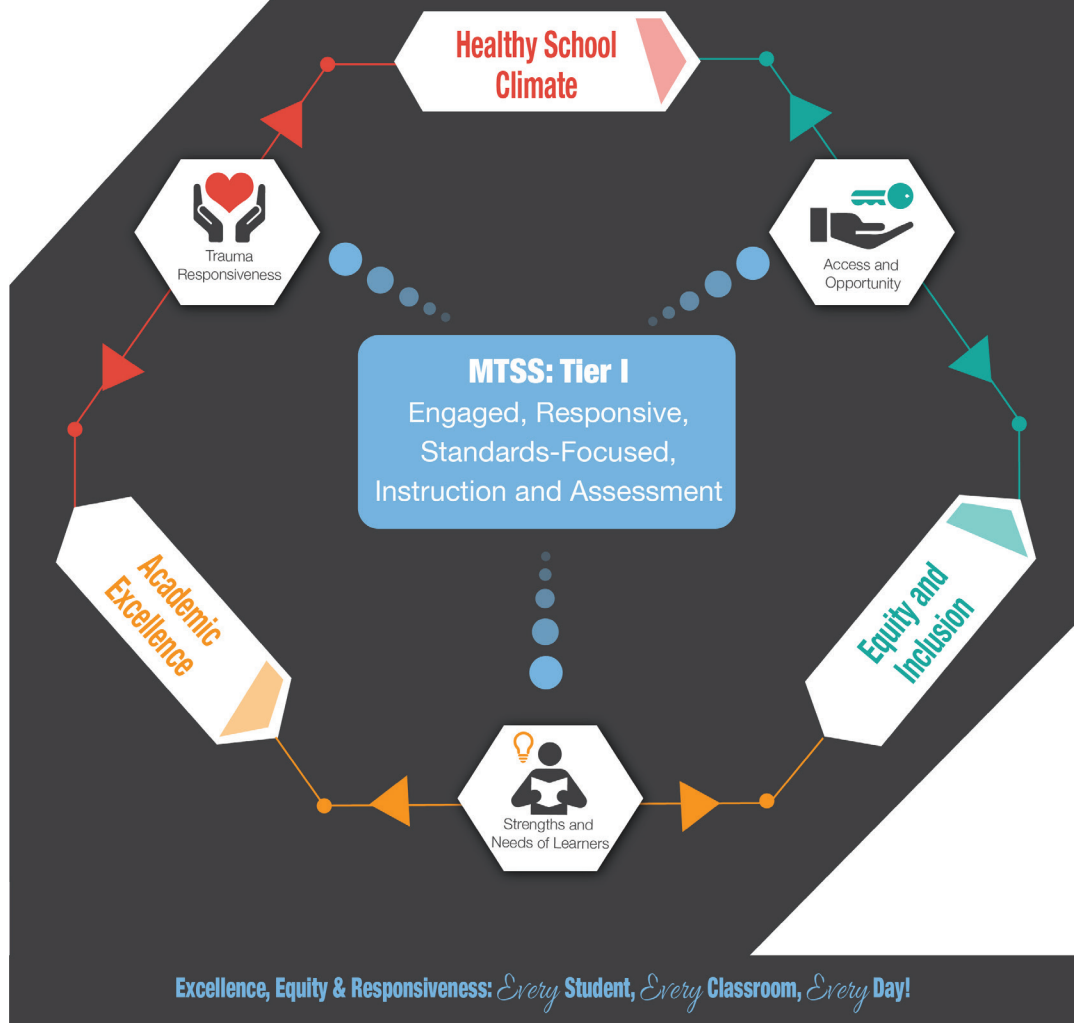


Instructional Model & Educational Equity

The integrity of the Cape Henlopen School District's Instructional Model will be upheld for full in-person learning this year.

2019-2024 *Strategic Plan*

Instructional Model



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

Cape Believes:

- “High touch vs. high tech” should be the focus. It’s about connection, connection, connection!



Budget, Enrollment & Staffing

Budget

American Rescue Plan funding is being utilized for purchases to supplement existing resources, and to add additional resources needed to fund initiatives related to COVID-19 learning losses.

Enrollment

The District has implemented a central registration department at the District office. Any family enrolling in Cape Henlopen should contact the District office rather than individual schools.

Staffing

Cape Henlopen has hired additional staff to assist with the full return to face-to-face learning.

We will continue to assess the needs of the students and staff as the school year begins and make any adaptations/additions needed to support our staff members on behalf of students. The District is continuing to recruit, interview and hire new staff.

All new staff will be taking part in on-boarding sessions and new teacher planning during the month of August.

Substitutes

The District is again surveying our substitute teaching/working pool to determine how many are available. We continually hire new substitutes for teachers, para-educators, nurses, custodians, secretaries, school nutrition staff, etc.

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.



Transportation

Guiding Principles

- The District will conduct transportation activities that are consistent with CDC guidelines.
- By federal mandate, students and school staff must wear acceptable face masks at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent possible.
- 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 daily (focus on high touch areas).
- Disinfecting will occur anytime a positive case or suspected positive case has been reported for the bus.

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 Communication

- CHSD will emphasize to parents and students prior to reopening schools that the District has thoroughly cleaned 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.

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, District's COVID Coordinator will be notified. Contact tracing will be performed and DPH will be notified. Per DPH, the District will notify staff and parents of any persons needing to quarantine.

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 prior to them boarding their method of transportation to school.
- Students MUST sit in assigned seats. Children from the same household will be seated together.
- Students will socially distance to the extent possible 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 mask, those who do not have masks must be provided one by the district as they enter the school bus.

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.
- 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



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. With a full 1:1 deployment of iPads to each student in the District, consistent learning platforms 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
 - 5th-12th grade students- The current 5-12 grade students are in possession of their iPads that were distributed last school year
 - K- 4th-grade students- Distribution will be coordinated with the K- 4th-grade students/families at each Elementary School. These devices will be sent home for use.
 - Any new student to the District will be given an iPad during the first week of school.
 - Insurance to cover damage to the iPads is available for all students
- **Technology Support -** The District has a dedicated technology support department in place to provide support for students, families and staff
 - If support is needed for a device, students will contact their teacher and families can also contact their school office and a ticket will be created for their question or issue
 - Staff members will need to create their own tickets in Incident IQ for any questions or issues. Staff can find a link to Incident IQ in Class Link.
 - 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

Athletics

- DIAA will update sports guidelines soon and they will be added to this plan.

Extracurricular Activities

- Extracurricular activities in all schools will resume this year. Guidelines and rules for safety will be reviewed for each activity as applicable.
- All indoor activities will require masks.
- Outdoor activities will take place unmasked.



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 face-to-face instruction for all students in schools. 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.



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Follow Us on Twitter

twitter.com/cape_sd



Visit Our Website

Visit capehenlopendistrict.com/2021safeatschool 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

Every morning before you leave your home, please check for signs or symptoms of illness. These signs and symptoms include:



Fever of 100.4° or Chills



**Sore throat, runny nose,
or congestion**



**Cough or shortness of
breath**



**Diarrhea, nausea or
vomiting, abdominal pain**



**Headache, muscle aches
or fatigue**



**New loss of taste
or smell**

1. Do you have any sign of illness?
2. Were you in close contact (within 6 feet and for 15 minutes or longer) with anyone confirmed with COVID-19? Skip this question if you are fully vaccinated. (Fully vaccinated is 14 days after your second shot of Pfizer or Moderna, or single shot of Johnson and Johnson.)
3. If the answer is YES to any of the questions, DO NOT come to school/world. Instead, contact your healthcare provider and notify your principal and school nurse that you will not be at school/work. Only a positive test or a healthcare provider's diagnosis can confirm if someone has a current infection.
4. Please stay home until you are cleared by a healthcare provider or receive a negative COVID-19 test that has been administered and verified by a licensed healthcare provider.

If you have trouble breathing, chest pain, new confusion, inability to wake or stay awake, or bluish lips or face, Call 911.

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