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LEA Name:	The Devereux Glenholme School	
Reopening Plan Point of Contact:	Morgan Fulks, Educ. Director Noah Noyes, Exec. Director	
Contact E-mail:	mfulks2@devereux.org	nnoyes@devereux.org
Contact Phone:	(860) 868-7377	(860)868-7377
LEA COVID-19 Health and Safety Compliance Liaison	Mike Cipriani	
Liaison E-mail	mciprian@devereux.org	

Statement: The Devereux Glenholme School is a therapeutic school. Our study body has Connecticut students, out of state students and international students. As such, Glenholme did not close when COVID-19 forced other schools to do so. Our parents, were given the option to bring their students home for distance learning, with the understanding that they could not return until conditions improved. Those parents who chose to have their children stay at Glenholme during this time understood that it meant they could not come and visit their children and their children could not go home for weekends and vacations and be allowed to return until conditions improved. Many of our parents took their children home and day students, though numbering only five remained home. However, there was a core group of students who remained on campus throughout that time period. The entire student body received instruction through a combination of in person and distance learning or full distance learning if at home. As conditions in the state improved and the pandemic continued on, many of our students began to decompensate at home. Glenholme worked with our parents to bring students back to campus in small groups utilizing the precautionary quarantine protocols recommended by the CDC. This summer we have restarted the school with all but a few students remaining home over the summer. Only one Connecticut student has not returned for the summer and we have been working closely with the LEA on this case. During this time the protocols we have put in place have resulted in no COVID positive cases on campus.

This proposed plan is a living document and is subject to ongoing changes based on the changes within our state as it relates to COVID-19, the pandemic, operational needs and the guidance that is issued as a result.

HEALTH AND SAFETY:

- **School Liaison:**
- Glenholme has appointed a COVID-19 Health and Safety Compliance Liaison. Mike Cipriani, Dean of Students, is functioning in that role. Mike has been one of the primary point people for students, parents, faculty, staff and administrators to answer questions about health and safety requirements. Mike has had ongoing communication with families and faculty throughout Glenholme's response to the pandemic.
- **Communication:**
- Glenholme has been using mail, e-mail, phone calls, Zoom Parent Coffee Hours, you tube videos and our website to communicate with families and students about information and updates relating to Glenholme protocols during this pandemic.
- Ongoing communications have come from Noah Noyes, Executive Director, Judy Cooper, Assistant Executive Director,
- Communications come out at regular intervals and prior to any change in protocol or policy that is slated to occur. All policies, protocols and communications are clearly marked with the date so that everyone is clear on the version and the change time lines.
- When a change is to occur, individual parent contact by social workers follows the full community communication that is put out to ensure the message is clear and that questions and concerns are addressed.
- Parents have been encouraged to reach out to the Executive Director, the Dean of Students, the Education Director and each child's counselor with any questions or concerns that are had.
- Communication has been disseminated to all families regarding school wide sick protocols, including signs and symptoms of COVID-19, and temperature thresholds that require students stay home.
- **Data Collection:**
- Information regarding families' willingness to return students to school was determined prior to our summer opening. Distance learning was continued for the students whose parents were uncomfortable having their child return to campus.
- **Facilities:**
- Glenholme will follow DPH Guidance for Cleaning and Disinfecting of Schools during COVID-19
- Glenholme will follow DPH Return to Service Guidance for building water systems. Because Glenholme did not shut down, there was no need to "return to service". However, if in the future we do need to shut down the school we will follow this guidance in returning to service.
- Social distancing will be utilized in classroom set ups. Whenever possible, we will work to achieve a 6 foot distance when configuring the layout of the classroom.
- Desks will all be facing in the same direction. If students are sitting at a table, they will only sit on one side of the table facing in the same direction.

- PE will use outdoor education whenever weather permits. When weather necessitates utilizing indoor facilities, activities will utilize non-contact, limited equipment lessons.
- Signs and messages related to the stopping the spread of COVID-19 are posted throughout the school building and bathrooms. Signs will be in the language(s) that can be read by all people at the school.
- Faculty will instruct and review with students the most effective strategies necessary to stop the spread of COVID-19 (proper hand washing, wearing masks, social distancing, everyday protective measures, info on how the virus is spread)
- Students will be assigned to use specific bathrooms within the school house Comply with DPH Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems during the COVID-19 Pandemic.
- Weather permitting, ventilation windows will be left ajar both during school and after school hours to refresh classroom and school house air.
- Classrooms utilized during the school day will not be utilized after school unless those rooms can be disinfected before and after usage.
- Glenholme does not have any outside groups or clubs accessing campus facilities at this time.

- **Health Practices and Protocols:**
- Day student parents are to check their children's temperatures daily prior to sending them to school. Any student reporting symptoms needs to stay home. Parents are asked to contact the school to let them know of their child's illness.
- Day students will have their temperatures taken outside of the school house upon arrival to school. If a temperature is over 100.4 degrees the student's parents will be notified to come and pick them up. They will then be directed to their PCP to get further guidance. In order to return to campus they will need a Swab COVID test with a negative result and 24 hours free of any fevers or symptoms or 10 days of symptom free home quarantine. During this time they will be able to access class lessons and instruction virtually.
- Day students will be given a rapid COVID-19 test on Mondays as a screener. If the test provides a positive result, the student's parents will be contacted to come and pick up their child and take them for a nasal swab COVID test. The student may not return to campus until they have a negative Swab COVID test result or have quarantined for 10 days without symptoms. During this time they will be able to access class lessons and instruction virtually.
- Boarding students will have their temperatures taken daily. Any student presenting with a temperature of 100.4 or higher will be administered a Rapid COVID Test as a screener. If the test result is positive the following steps will occur.
 - The student will be relocated to a preventative quarantine building until parents are able to pick them up.
 - The student's parent(s) will be contacted.
 - The parents of Connecticut children will be asked to come and pick their child up and will then be directed to their PCP to get further guidance. In order to return to campus they will need a Swab COVID test with a negative result and 24 hours free of any fevers or symptoms

or 10 days of symptom free home quarantine. During this time they will be able to access class lessons and instruction virtually.

- If a student or staff member comes in close contact* with someone diagnosed with COVID-19, however, have no symptoms:
 - They will be sent home or asked to stay home to be in contact with their PCP and get a nasal swab test.
 - If the test is negative- they will self-quarantine for 14 days from the last exposure to the person diagnosed with COVID-19
 - If the test is negative- they will stay home for 10 days past the date the positive nasal swab test was taken.
 - If no test is done- they will self-quarantine for 14 days from the last exposure to the person diagnosed with COVID-19
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- All school staff will continue to take their temperature and do a symptom screener prior to going into the school house on a daily basis.
- All Students will utilize hand sanitizer upon entering the school building. Sanitizer will be available in every classroom throughout the day.
- Students, faculty and school staff will wear masks in the school house. Staff and students have been issued cloth masks and in the event that anyone shows up without a mask they will be given one.
- Students may request mask breaks which will be facilitated by allowing the student a short outdoor break.
- All Faculty will receive training/review in health and safety protocols relating to COVID-19 and practices to limit or avoid the spread of COVID-19 prior to the beginning of school.
- Faculty will instruct and review with students frequently those strategies that are required in order to prevent the spread of COVID-19 at the onset of the school year and provide reminders frequently as COVID-19 continues.
- **Reporting Illness:**
- All reports of a student not feeling well, shall be given to the nurse on duty. A nurse will see those children and determine further steps. If the report includes COVID-19 symptoms the steps above will be followed. If the reasons for not feeling well do not contain COVID-19 symptoms, the nurse will determine and communicate the course of treatment to all necessary.
- Staff reporting illness shall continue to follow the established protocols and will be informed to stay home if they are sick with any COVID-19 related symptoms. People Operations will be contacted by the supervisor when a staff is ill and will follow up with staff to gain more information for data tracking purposes.
- **Immunizations and Health Assessments:**
- Glenholme complies with all requirements for immunizations as contained in the **Guidance from the Department of Public Health** dated June 17, 2020 and regarding health assessments in the **Guidance**

from the Connecticut State Department of Education on June 26, 2020 as they relate to students prior to enrollment in school.

- **Planning and Distribution of Information:**
- The medical department is responsible for data related to monitoring the symptoms of COVID-19 for the student population with the goal of decreasing the risk of spreading or contracting the virus and maintaining oversight related to the pandemic.
- People Operations is responsible for data related to monitoring the symptoms of COVID-19 for the student population with the goal of decreasing the risk of spreading or contracting the virus and maintaining oversight related to the pandemic.
- The Treatment Plan Coordinator will be responsible for tracking attendance and reasons for the absences to identify trends that would suggest the spread of illness such as COVID- 19.
- **Containment Plan:**
- In the event of that there is a student with signs and symptoms, there is known exposure or a member of the school community has a confirmed diagnosis off COVID-19, The executive director or his designee shall in an effort to contain the virus and decrease the risk of spreading COVID-19:
 - Contact the parent.
 - Identify a response team within the school with specific responsibilities.
 - Confirmed diagnosis of COVID-19 will be reported to the (LHD) Local Health Department.
 - Contact the local health department and work with them to assist in contact tracing.
 - Create a quarantine cottage that is equipped with proper PPE- (NK-95 or N-95 masks, face shields, medical gloves, medical gowns)
 - Place the child in the cottage and wait until parent arrives to take the child home. Provide supervision to the child in the cottage.
 - Initiate recommended CDC cleaning procedures following a confirmed COVID-19 for those areas the child came in contact with.
 - Review CDC guidance to ensure compliance with most up to date information regarding containment.
 - Notify Devereux National of the occurrence.

DAILY OPERATIONS:

- **Nutrition:**
- Glenholme does not participate in the (NSLP) National School Lunch Program, (SBF) School Breakfast Program, Afterschool Snack Program and (SMP) and the School Milk Program.
- School Lunches are provided to all students and are delivered to the students in their classrooms in individual containers.

- **Transportation:**
- Glenholme is not responsible for the transportation of any students to and from school.
- When Glenholme students are transported in school vehicles masks are worn at all times and social distancing to the best extent possible is utilized.
- Vehicles are cleaned after each use.

INSTRUCTIONAL MODEL, CANCELLATION OF CLASSES, REMOTE LEARNING:

- **In Person Model:**
- Glenholme has been open at to all boarding and day students all summer long. We continue to plan for full time, in person instruction with teachers and students on campus this fall.
- We will be using the traditional academic school day with Microsoft TEAMS (LMS) to be used in coordination with on-campus instruction.
- While limiting transitions when possible, transitions will be utilized as needed between in- class and remote learning.

- **Blended/Hybrid Model:**
- For our relatively larger classes, students will be split into to two classrooms and the teacher will share his/her time between the two classrooms while also using Zoom to provide direct instruction. In this way students will be able to receive in classroom direct instruction and support for a portion of every class. The remaining instruction and support will be delivered through Zoom instruction and teacher assistant support.

- **Distance Learning:**
- Complete distance learning can follow three circumstances if required because of school closure due to COVID-19. Glenholme will either use an on campus remote model where the students remain in cottage groupings and settings with all instruction delivered remotely or students will return home and Glenholme will provide the remote learning to them at home.
- **Individualized Distance Learning:**
- Glenholme has both international and long distance boarding students whose enrollment require us to remain open.
- Asymptomatic children who are in a preventative quarantine after returning to campus from home can use the distance learning model while students in preventative quarantine. Students who have been sent to a cottage to recuperate from an illness not related to COVID-19, who are feeling better

but have not reached the threshold to return to in person class, may use the distance learning model while in the cottage.

- Day student school closings will be determined by the LEA or the state in the event of a COVID outbreak or other need.
- Distance learning will count as a school day. Students will be considered to be in attendance if the student completes online lessons within the time allotted. This may include pre-recorded or live lessons/tutorials.
- Regular support and contact from Devereux teaching faculty will occur until the student(s) on distance learning can attend on-campus classes.
- In both circumstances, Glenholme is ready to move to distance learning immediately if needed. We will continue to utilize strategies from distance learning and in person learning within the classroom so that students are acclimated to both approaches.
- In the event that we need to return to a remote learning approach for Glenholme students, Glenholme will contact and work with the sending LEA and parents.
- Glenholme will also contact the CT SDE in this event.

• **Parent Choice:**

- Any parent of a Connecticut student who is not comfortable with their child returning to campus due to COVID-19 concerns should contact their school board to inform them. Glenholme will work with the identified LEAs to determine how to best deliver each student’s IEP and FAPE.
- Any parent who is not comfortable with their child returning to campus due to COVID-19 concerns should contact Glenholme to inform them. We will work with them and their LEA so that they can temporarily have their children access instruction remotely through Zoom and Google Classroom(LMS).
- Technology will be provided to each student.
- Text books and learning materials will be provided either in hard copy or digitally.

• **Grading:**

- Grading will remain in our traditional quarterly format of letter grades A-F for both achievement and effort.

SPECIAL EDUCATION:

- Glenholme is prepared to implement IDEA and FAPE for all our students. While we have the flexibility to determine how to meet the individualized needs of student receiving special education, we recognize and have planned to implement their special education services.

English Learners (ELs)

- Glenholme does not have English learners at this time.

FAMILY AND STUDENT ENGAGEMENT:

- **Family and Student Support and Contact:**
- Glenholme has provided regular communication to families throughout the pandemic and will continue to do so moving forward.
- Glenholme has continued to engage families and children when at home through use of Family Coffee Hour Zoom sessions for parent questions and answer sessions and direct contact.
- Glenholme has provided ongoing counseling and family therapy during each student’s time at home as well as their time on campus.
- Glenholme has continued to provide call in support for all parents and students 24/7 when at home.
- Glenholme has posted COVID-19 announcements and plans on our website for parents as well as sending them directly to them.
- **Student Social Emotional Learning and Mental Health:**
- All students have an assigned a counselor and behaviorist. Together with the entire team every student’s program is individualized to assist in positive engagement and growth in socialization, motivation, problem solving and perspective taking.
- Glenholme will review with all staff strategies for identifying issues related to abuse and neglect in the context of the pandemic. Glenholme will review all mandated reporter requirements before the fall session begins.
- **After School Programming:**
- Glenholme’s after school program is not done as part of the school program, rather it is integrated into our boarding program. Glenholme complies with all DCF guidance regarding recreational programming within our boarding environment.
- **Physical Education:**
- PE will use outdoor education whenever weather permits. When weather necessitates utilizing indoor facilities, activities will utilize non-contact, limited equipment lessons.
- Equipment will be disinfected prior to re-use.
- **Career and Technical Education:**
- Our restaurant program will be open for outside service or take out only.
- Students will be trained in all safety processes and procedures,

- Students will continue to use the established protocols for properly cleaning and disinfecting surfaces. There will continue to be spray disinfectant available near equipment as well as a trash receptacle.
- The teacher will continue to log sanitation and collection of tools. Our equestrian program will continue to be utilized. Proper disinfection of tools will occur in between each use. Proper PPE will be utilized at all times.

STAFFING AND PERSONNEL:

- **Certification and Personnel Planning:**
- Glenholme will continue to employ correctly certified faculty.
- Glenholme employs a full time building substitute for daily substitute needs.
- Glenholme boarding faculty all have 4 year degrees and would be able to assist as a daily substitute if the need arose.
- Currently our full roster of staff is planning on being ready for full implementation of on campus instruction for the school year.
- **Professional Development:**
- Prior to the start of the school year the following trainings will be held:
 - Standard Public Health Protocols, Hygiene Practices, PPE, Reporting Illnesses, Supporting SEL
 - Ongoing trainings will be held as changes occur in recommendations and public health data.