



Reopening Plan for August 17, 2020

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L'Ecole Française du Maine



Introduction

The purpose of this Reopening Plan is to outline the protocols, procedures and COVID-19 mitigation strategies that will need to be in place to safely return to campus as an EFDM family. While it is not a complete return to pre-COVID-19 conditions, it is a major step in that direction and allows us to resume the immersive French environment upon which this school was founded.

Because of the difficulty in predicting the future of this virus and impact on our community, this is a working document, based on current CDC guidelines (updated as recently as July 29) and those of the Maine Center for Disease Control, as well as input from our

network of French and independent schools and healthcare professionals. In the month ahead, we will likely make some adjustments as things change.

As of now, we will open on August 17, in-person, on campus for all grade levels, guided by the plan outlined in this document. We have broken the plan into sections addressing the overall school environment, the practical operations of the school, plans to address illness and possible forced closure, communications and our adaptability to continuously learn and make adjustments as needed. All of these provisions are in place to provide a safe and nurturing learning environment in which your children can continue to grow academically, socially and linguistically. With everyone's help – staff, students and families – we can make a successful and safe return to campus for the 2020-21 school year.





Part I: Healthy Environment

The following list will help ensure a safe and healthy environment at school each day:

Entering The Building – Only essential staff and students are permitted to enter the school.

Social Distancing – We will follow Maine CDC Guidelines for distancing between students, with children staying in their class groups when indoors throughout the day.

Wellness Policy – Each day, parents will attest to child's good health and staff will attest to good health. Children and staff receive a temperature check before entering the building in the morning and also at midday.

Face Coverings – Per Maine CDC guidelines, all K & up students and staff will be required to wear face masks inside the building for the protection of others and, in preschool, when appropriate. Children will bring 3 clean cloth masks to school each day – 1 to wear upon arrival, 1 to wear after lunch and 1 as a backup. Masks will not be required outside at recess as long as distancing is practiced. Families are required to wear them at drop off and pickup. Staff will wear them at all times.

Hand Hygiene – Children will be required to wash their hands with soap and water multiple times per day and hand washing stations containing alcohol-based sanitizer for dry washing will be available throughout the school to be used after students touch their faces or are in contact with common surfaces. Children will learn proper hand-washing technique and the importance hand-washing to stay healthy and safe.

Utilizing Outdoor Space – We will be taking advantage of our large outdoor space as much as possible, weather permitting. Many classroom activities/lessons for all ages will be planned in designated areas outside. Playground equipment and picnic tables will be wiped regularly.

Part I: Healthy Environment (cont.)

Cleanliness – Desks will be washed by staff and children at the middle and end of each day at a minimum; door handles, light switches, bathrooms, playground equipment and shared school materials will be disinfected and sanitized by staff throughout the day. There will be no sharing of books or supplies – we will provide a list of items to be brought from home. The entire school will be thoroughly cleaned each night.

Fresh Air & A/C – Our A/C system will be equipped with HEPA filters. We will have classroom windows open for the duration the season allows. We will also utilize the outside space as much as possible. Fans may be added for additional ventilation in some areas.

Water – Students need to bring enough water for the day from home, water fountains will not be used.

Health Center – We will have a dedicated isolation area for a child who becomes ill during the day to await pickup. Parent-Student Handbook policy on illness, notification and pick-up remains in effect. We will err on the side of caution if a child feels unwell and ask for the cooperation of families to come collect their child as quickly as possible should we call for them to go home.

At Home & In the Community – We ask all staff and families to continue to practice social distancing and parents to model COVID-19 mitigating strategies for your children. If you are in contact with someone who has COVID-19, you must notify the school and quarantine for 14 days before returning to school.





Part II: Healthy Operations

In 2020-21, our school hours will remain 8:30am-3:30pm; Extended Care hours will be 7:30am-8:30am by advance notice only and 3:30pm-5:30pm with advance notice greatly appreciated.

- The following outlines day to day school functions from drop-off through pick-up.

Drop-off Times & Procedures: 2 zones

Preschool & Kindergarten - Petite, Moyenne & Grande Sections: 8:15-8:30 – Front Entrance Ramp

Elementary Students - Grades 1-5: 8:15-8:30 - Front Path to Playground

-PreK and K parents attending their children will form drop-off line specified by cones leading to front entrance ramp.

-Elementary Parents will form drop-off line specified by cones on entry path leading to playground.

-For families with both pre-k and elementary children, please tend to Pre-K drop off first.

-Parents wait at end of ramp/path– parent answers brief questions and gives a verbal attestation of good health (no fever, headache, sore throat, cough, fatigue, nausea, diarrhea) which is logged by a staff member, who will also take and log the student's temperature.

-Child must have a temperature less than 100.4 degrees Fahrenheit/38 degrees Celsius without any fever-relieving medication within the previous 6 hours.

-If no fever or illness, child immediately goes to his/her classroom area on the playground, or child goes immediately to classroom.

-Child then removes shoes at assigned classroom door and puts on slippers/indoor only shoes. Child hangs up backpack, lunch etc.

Part II: Healthy Operations (cont.)

School Day Procedures: All Grades

- Children will be kept in their classroom groups and groups will not mix indoors during the school day.
- Pre-k and elementary classes will have separate recess times will be spread out, social distancing encouraged.
- Lunch and snacks will be eaten outside as long as weather permits. On rainy days, students will eat in their classrooms.

We ask families to send foods children can open and eat as independently as possible.

- After lunch, students will put on a fresh mask.
- Students will use individual or disposable supplies as much as possible.



- Water fountains will not be used. Please send in ample amounts of water with your child and make sure all reusable water bottles go home for cleaning each day.
- Initially, enrichment activities such as Music Together, swimming and field trips will be suspended.
- Physical education activities will not involve any physical contact between children.
- On campus volunteering is suspended.

Part II: Healthy Operations (cont.)

Pick-Up Procedures

- Pick-up will begin at 3:00 pm, preschool will dismiss first, then elementary students. Students will wait outside at assigned class areas, or within classrooms.
- Parents should arrive for pick-up and wait at their parked car, or just outside it. Once they receive a wave or recognition from staff in the entryway, they can come wait in line at ramp. Staff will identify parents picking up within distanced queue, and escort children down ramp to meet family.
- All students not picked up by 3:30 will go to Extended Care on the playground (lobby if raining).
- Whenever possible, it's best if the same parent who drops off, picks up; and that older, more susceptible family members (grandparents etc.) refrain from either activity.

Extended Care Procedures

- Drop-off procedure in the morning Extended Care session is the same as regular drop off for preschool for all students- at glassed entry by main office.
- All protocols and procedures for the school day apply to Extended Care.





Part III: Healthy Responses

Rules & Procedures if Someone Becomes Ill or Exposed to COVID-19

-If a child becomes ill during the day, he/she will be isolated in the Piano Room in the office and parents will be notified to immediately pick up.

-If a staff member becomes ill during the day, he/she must go home.

-If a child is in contact with someone with COVID-19, the child must stay away from school and quarantine for 14 days before returning to school (this applies to staff and family members as well), and arrangements for schoolwork will be made with the child's teacher.

-If a child or staff member is diagnosed with COVID-19, the entire school community will be notified and the school will consult with the Maine Department of Human Health and Services to determine the best course of action, taking into consideration the extent of exposure.

Possible outcomes include staying open, closing a classroom temporarily or closing the school temporarily. Regardless, a rigorous cleaning and sanitizing of the school, inside and out, will precede any return of students and staff.



Part IV: L'Ecole à la Maison (School at Home)

L'Ecole à la Maison, or School at Home, was a successful response to our shutdown in the spring due to COVID-19 and we commend our teachers for adapting so quickly to such an unprecedented situation. However, we all prefer in-person classes and our community has decided this would be a last resort in 2020-2021.

Instead, in the event the State of Maine orders a shutdown, or if we are forced to temporarily shut down due to an internal COVID reason, the School at Home will not resume. Instead, we will add “in-person” school days to the school calendar at the end of the year. Should this closure be prolonged, we may need to revisit this and resume L'Ecole à la Maison, but it is not our intention.

In the event of a closure, we will offer to remain open as a Childcare Center, and as long as there is enough interest we will provide this service. We have hired additional staff who are ready and willing to help should this situation arise.

If there is no forced closure, EFDM will provide in-person instruction only and there will be no School at Home option.

If an individual child has to stay home for an extended period, we have a teacher who can help via Zoom and who will coordinate with teachers to help keep the child current in their learning. This plan will go into effect on a case-by-case basis if needed.





Part V: Communication

Because of the limitations on face to face teacher interactions with parents at drop-off and pick-up, our teachers will convey messages through the staff on duty or will phone you during the school day. Teachers will be available for periodic “office hours” via Zoom, to speak about small issues or class happenings. The specifics of timing and structure will be determined at the start of school. Specific private meetings for a larger issue can be arranged via Zoom as well and our office is always available by email or phone.

We will also continue to have Parent-Teacher conferences at the end of each trimester, with the format to be determined.

School newsletters will continue to report the latest at EFDM on a weekly basis and other school-wide communications will be released to keep everyone up-to-date on any impactful changes in procedure or policy.



Part VI: Adaptability

These protocols, and all of our dedicated adherence to them, provide our best opportunity to keep children, families and staff safe while preserving our mission to educate students in an authentically French environment that stresses social, academic and cultural growth.

There will likely be changes to these protocols as we go and, as a small school, we can respond and implement changes quickly.

Thank you all for your support during this challenging time – we look forward to seeing you all soon and welcoming you to the new school year on August 17!





Resources

The following are links to helpful CDC recommendations for mitigating the COVID-19 pandemic.

Precautions to take at Home:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html>

Cloth Face Coverings:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

If you become ill as a Parent/Caregiver:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/parents-caregivers.html>

Managing COVID-19 Stress:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

Maine Department of Education Working Draft: Framework for Return to Classroom Instruction

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