NORTHEASTERN CONFERENCE SDA SCHOOLS
REOPENING GUIDELINES
2020/2021

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Northeastern Conference (NEC) schools are strong and reliable partners in their communities. We look forward to re-opening our schools with caution, so that we can continue to serve the students and families who are committed to SDA Christian Education. We support the partnerships with the local state agencies to promote community health and safety. Classrooms, facilities, buses, schedules and extra-curricular activities will have to be fundamentally altered when students eventually return to school.

PHASE I- RED

Schools can enter this phase multiple times during the school year

School is closed based on county/ state or CDCs recommendation/s

PHASE II- ORANGE

It is declared that schools are free to open with caution.

Hybrid approach toward learning - remote and in-person

PHASE III- GREEN

School is officially open for Instructions

Hybrid: Remote or in person

NEC'S CONSIDERATIONS FOR RE-OPENING

Northeastern Conference Education Department (NEC) will be guided by applicable State Laws, Executive Orders, local, and federal public health guidelines for the re-opening of schools in its three states of operation: Connecticut, Massachusetts, and New York.

The diversity of the Northeastern educational community means that each school will need to create a plan to guide its reopening using applicable local, state, and federal public health guidelines. These health guidelines should form the foundational work as each school community assesses its unique structural circumstances in governance, enrollment, facilities, and programmatic needs. Because many NEC schools have smaller enrollment than their public school counterparts, leading to lower population density, as well as flexibility within their physical plant, they can resort to the new guidelines as the state reopens and innovate in such areas as hybrid learning models, facility, schedule, and calendars to meet the needs of their students, faculty, and families.

There are several factors that must be taken into consideration as schools develop their reopening plans including:

☐ The Orange signal must be in place to safely resume campus operations.
☐ An adequate supply of viral tests should be available for use by schools, as may be needed, to meet applicable public health guidelines (Please check with your local health department).
☐ The State will provide, when possible, consulting and support for NEC schools which may need to conduct contact tracing.
☐ The State Department of Health provides public health guidelines for K-12 schools, covering,
    1) the wearing of face masks
    2) physical distancing
    3) recommended group size
    4) transportation.
☐ The State Department of Health guidelines should include issues such as dining halls, bathrooms, locker rooms, and classrooms.
☐ An adequate supply of PPE and facemasks must be made available for use by NEC schools, as may be needed, to meet applicable public health guidelines.
☐ Adequate surge capacity should be available in nearby health care facilities and hospitals.
☐ Safe Harbor from liability for those educational institutions that undertake the planning efforts outlined in this report is investigated as an option (check your local DOE)

CONSIDERATIONS IN THE DEVELOPMENT OF SCHOOL RE-OPENING PLANS

Each NEC school should develop a plan for a 2020-2021 reopening that applies available public health guidance to meet the structure and operations of its school. The plan should consider applicable aspects of school programming and operations including, 1) the age and nature of student population, 2) whether the school provides early childhood programming, 3) any educational methodology that is essential to the mission of the school, and 4) the physical layout of the campus and its structures.

Each NEC School plan must include the following four (4) components:

☐   *repopulation* of the campus
☐   *monitoring* health conditions to ensure detection of infection
☐   *containment* to prevent spreading of the disease if infection is detected
☐   *shut-down* if infection cannot be contained or is otherwise necessary and required by the local Board of Health.

In formulating these plans, schools must be mindful that the course of the pandemic over the summer cannot be confidently predicted. It is possible that conditions may warrant reopening but if the pandemic worsens in the fall to the extent that the Governor or local health officials orders a new shutdown, *NEC schools should be flexible and plan contingencies including a physical reopening and a potential closing with all scenarios including delivering some or all programming online.*

The heterogeneity of NEC schools, and the different public health risks associated with different types of programs, suggests that reopening dates and operating protocols will, for good reason, differ across institutions. Therefore, it is essential that:

☐   NEC schools develop their own plans for reopening and operating for the duration of the current pandemic.
☐   NEC schools should consider the multiple models for re-opening their campuses and *select the one that makes the most sense* for their unique circumstances of program, students served, location, and facilities.

These models include, but are not limited to:
1) 2-Day Rotation Blended Learning - Based on grade level, students would attend school two days out of the week, do enrichment opportunities two other days, and do distance learning on Fridays.
   > *Example: At a K-8 elementary school, grades K-5 would attend campus Mondays and Wednesdays, while grades 6-8 attend Tuesdays and Thursdays.*
2) A/B Week Blended Learning
   Half of a school's student population would attend school four full days per week while the other half does distance learning. Groups alternate each week. Students would do distance learning one day out of the week.
3) a return of all students to campus with a variety of adaptations to meet state and local health requirements.
4) some students returning and a slow integration of other students by age.
5) the use of distance learning to "decompress" the campus population. (both synchronous and asynchronous)
6) fully remote if State or County moves back to Phase I.

Careful considerations of these and myriad other models were taken into consideration and based on parent and teacher feedback, NEC schools will be implementing Models 1 and 2.

2

Each NEC school should be prepared to modify
1) the structure of a school day (*Ex. staggered times*)
2) the physical layout of their campuses (based on recommendation from NEC Building Engineer)
3) policies for students, employees and visitors relative to hygiene, access to campus, and safety protocols.

It is important to note that the initial plan developed for the reopening in fall 2020 may need to be modified as the medical understanding of COVID-19 advances. This has the potential to impact areas such as social distancing, size of groups, testing and monitoring, isolating and quarantining, hygiene, and cleaning. Clear guidance from the local State Department of Health will be critical as NEC schools determine how they can best meet the medically determined guidelines to the extent possible and reasonable in their plans. As such, for all NEC schools, there will need to be close coordination between NEC schools and the various regional Departments of Public Health. Likewise, NEC schools will need to coordinate with local public-school districts that provide transportation for NEC school students.

COMPONENTS OF AN NEC SCHOOL PLAN

An NEC school plan should reflect the individual decision-making by the school regarding re-opening and ongoing operation. An NEC school plan should include:

Recognition it will follow local State Department of Health guidelines, as applicable, including any published health guidelines regarding,
- ☐ the use of face masks for employees, students and visitors;
- ☐ recommendations for screening (testing, temperatures);
- ☐ visitors to campus;
- ☐ responding to students or staff who are symptomatic;
- ☐ social distancing;
- ☐ personal hygiene;
- ☐ room cleaning;
- ☐ isolation or sick rooms
- ☐ the cleaning regiments for day and boarding schools
- ☐ group size, which accounts for communal spaces such as gymnasiums, libraries, cafeteria, and dining spaces.

CONCLUSIONS

NEC schools play an essential role in the education of students and in the economy of each state. Therefore, each state has understandably recognized that for the state to fully "re-open," it is essential that day care programs, NEC schools, and local colleges and universities must be open as well.

NEC schools have the potential to be impacted with declining enrollment due to the economic downturn associated with COVID-19 as well as enrollment decline due to parental uncertainty. If this happens to be the case of any institution, NEC Administration will make the final decision. Below is a list of areas of support to preserve the public health and allow NEC schools to open:

Availability of necessary tests: (check your local health dept.)
1) An adequate supply of tests should be available for all NEC school populations if testing of these populations is recommended by public health guidance.
2) An adequate supply is available of appropriate PPE equipment, including masks, for all NEC schools.

3) An adequate supply of cleaners and disinfectants are available including hand sanitizers, wipes, and other cleaning materials needed to protect the public health.
4) Coordination regarding shared transportation with public school students.
5) An investigation into the possibility of a "safe harbor" from liability based upon the development of a written plan consistent with these recommendations.
6) Reporting protocols for informing health officials about known COVID-19 cases.
7) Acknowledgment that any recommendations are subject to change based upon further guidance, evolving public health recommendations and/or changes in circumstances that may occur prior to the commencement of the school year.

Appendix A

Development of Reopening Plans: Ideas and Suggestions

1) Full remote learning for upper grades until the end of the second quarter/first semester.
2) Follow NEC's academic calendar to provide the best opportunity for a successful opening of school and continuation of programming.
3) Develop an option for reopening (See p.2).
4) Consider scheduling to decrease density on campus, ensuring that schools satisfy daily instructional requirements.
5) Consider developing smaller stable cohorts (aka "pods") of students and faculty to decrease interaction among groups; in the event that there is a person who tests positive, such limited grouping might create least disruption to the whole school.
6) Consider using hybrid or blended models to deliver some courses or leaving some courses entirely online.
7) Consider using the late summer to offer online courses for students who need them.
8) Consider the daily drop-off and pick up routines, the use of multiple entrances and exits, and the re-purposing of spaces to limit interaction.
9) Study various plans that are being implemented including:
   - Sequencing the return of students to campus.
   - A rolling return of students to campus.
10) Explore flexible staffing configurations to accommodate faculty and staff.
   - Faculty in vulnerable populations (those with compromised immune systems or over the age of 60 or 65) may request to teach remotely (due to a possible decrease in enrollment and financial restraint, this request cannot be guaranteed for approval).
   - Offering courses where a faculty member is teaching remotely -- some residential institutions are considering having students come to a classroom, with appropriate social distancing, and have the faculty member projected onto a screen in the room. This might create a greater sense of community than having students participate by themselves.
   - Many institutions may have to cap the size of larger classes to accommodate social distancing, break them into multiple sections, or teach them remotely.
11) Enhance professional development for faculty in online teaching as needed. When the State closed this spring, faculty had little time to learn best practices for online teaching. Online instruction may be the primary form of pedagogy in some instances and the default mechanism in the event of a second wave of infection (ensure that your in-house PD's include this requirement).
12) Consider how to manage extracurricular activities and athletics: athletics, arts, and many activities (e.g., debating clubs, student newspapers, Model UN) as many might be pursued virtually or with social distancing.
13) Limit visitors to campus. Schools should consider how to limit visitors, parents, and vendors coming onto campus as an effort to limit the transmission of the virus.
14) Continue the use of video conferencing (e.g. via Zoom, The Princeton Platform or Google Meets, etc.) for "in-school" meetings to reduce person-to-person contact.

Special Education Services and Instruction During the COVID-19 Public Health Emergency

June 8, 2020

Before Opening

- Consult the most recent federal guidance for school programs, including ongoing mitigation strategies, as well as prevention, support, and communication resources.
- Ensure that appropriate social distancing; personal protective equipment (PPE), hygiene, and cleaning/disinfection protocols are in place.
- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- Train all faculty and staff ("employees") on the below precautions either remotely or in person, using appropriate social distancing and requiring face coverings for all participants.
- Protect and support staff and students who are at higher risk for severe illness by considering remote options for telework and virtual learning, if in-person is not feasible at a given time (e.g. staff member is ill, facility is temporarily closed for cleaning and disinfection following a positive COVID-19 case, student's parent or guardian requests remote instruction due to COVID-19 susceptibility); provided, however, that students receiving special education services and instruction are entitled to the opportunity to receive in-person instruction.

While Operating

Adopt healthy hygiene practices

- Ensure acceptable face coverings are worn by all staff whenever they are within six (6) feet of students or other staff.
- Encourage, but do not require students to wear acceptable face coverings. Face coverings should not be used by children under the age of 2, or for anyone who is unable to medically tolerate such covering, including students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction.
- Provide information to staff and students on proper use, removal, and washing of cloth face coverings.
- Reinforce proper hand hygiene and cough/sneeze covering among all students and staff.
- Provide and maintain adequate supplies to support healthy hand and respiratory hygiene, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, and lined trash receptacles.
- Employees must wear a face covering unless they are unable to medically tolerate such covering.
- Employees may use alternate PPE (i.e., face shields or coverings that are transparent at or around the mouth) for therapies or interventions that require visualization of the movement of the lips and/or mouths (e.g. speech therapy). These alternate coverings may also be used for certain students (e.g. hearing impaired) that benefit from being able to see more of the employee's face.

Increase cleaning, disinfecting, and ventilation

- Adhere to hygiene and cleaning and disinfection requirements from the CDC and SDOH and maintain logs on site that document date, time, and scope of cleaning and

- disinfection.
- Installation of automatic soap dispensers
- Clean and disinfect frequently touched surfaces within the school at least daily (e.g., equipment, door handles, sink handles, drinking fountains) and shared objects (e.g., games, art supplies) between uses.
- Ensure safe and correct application of disinfectants registered by the local State Department of Environmental Conservation (DEC) and keep products away from children.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors, unless they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to students using the facility.
- Ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown.

Adhere to appropriate social distancing

- Ensure at least six feet of distance between individuals, unless safety or core function of the activity (e.g., instruction) requires a shorter distance. However, any time that staff or faculty are less than six feet from one another or students, they must wear acceptable face coverings.
- Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff.
- Restrict mixing between groups and limit maximum student group size to ten in any specific area (e.g. classroom) at any given time, as feasible.
- Post social distancing markers using tape or signs that denote six feet of spacing in commonly used and other applicable areas.
- Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict group size to no more than ten students at any given time, as feasible.
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Space seating/desks to at least six feet apart with individual shields. (Turn desks to face in the same direction, rather than facing each other, or have students sit on only one side of tables, spaced.
- Close communal use spaces such as cafeterias and auditoriums, if possible; otherwise stagger use between student groups and clean and disinfect in between use.
- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. Serve individually plated meals to avoid sharing of food and beverages, and hold activities in separate classrooms and ensure the safety of children with food allergies.
- Stagger arrival and drop-off times or locations, or put in place other protocols to limit close contact with parents or guardians and other individuals as much as possible.

Limit sharing of personal items, objects, and equipment

- Keep each student's belongings separated from others' and in individually labeled containers or areas and ensure they are taken home and cleaned and disinfected regularly, as possible.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- Avoid sharing electronic devices, books, and other games or learning aids.

Identify signs and symptoms of COVID-19
- Instruct staff to stay home if they are sick and encourage parents to keep sick students home.
- Be on the lookout for signs and symptoms of illness in staff and students.

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day, asking about (1) COVID-19 symptoms in past 14 days, (2) positive diagnostic COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days (create a Google form or Microsoft form with screening e-assessment that can be emailed to staff daily-temperature check must be conducted daily and recorded on-site).
- Screening is strongly recommended, but not required of students through their parent or guardian.
- Perform screening remotely (e.g. by telephone or electronic survey), before the employee or student reports to the workplace, to the extent possible: or on site if necessary.
- Require employees and parents/guardians - and encourage students - to immediately disclose if and when their or their student's responses to any of the aforementioned questions changes, such as if they begin to experience symptoms.
- Protect personnel performing screening activities from exposure to potentially infectious employees entering the workplace through the use of PPE, such as a face covering, gloves, gown, and/or face shield.
- Personnel performing screening activities should be employer-identified individuals who are familiar with CDC, SDOH, and OSHA protocols.

Plan for when an employee or student becomes sick

- Prohibit any employee or student who screens positive for any of the above criteria (i.e., symptoms, test, or close contact) to enter the school and send them home with instructions to contact their health care provider for assessment and testing (Please provide employee or student with dated official documentation on school letterhead).
- Refer to local SDOH's *"Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"* regarding protocols and policies for individuals seeking to return after a suspected or confirmed case of COVID-19 or after close or proximate contact with a person with COVID-19.
- Immediately notify state and local health departments if an employee or student tests positive for COVID-19.
- Cooperate with contact tracing efforts, including notification of potential contacts, such as employees or students who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- Maintain a continuous log of every person, including employees and students, who may have close contact with other individuals at the school; excluding deliveries that are performed with appropriate PPE or through contactless means. Log should contain contact information, such that all contacts may be identified, traced and notified in the event an individual is diagnosed with COVID-19
- Have a supervised emergency room available for faculty/students who becomes sick on campus.
- Prepare and have ready a plan for cleaning, disinfection, and temporarily closing (e.g. 1-2 days) in the event of a positive COVID-19 case.

Maintain operations that safeguard public health and safety

- Advise your staff and faculty about federal and state benefits and employee resources, including paid sick leave and reasonable accommodations.
- Monitor staff absenteeism and have a roster of trained back-up staff.
- Monitor health clinic traffic through school nurses and other health care providers who monitor the types of illnesses and symptoms among students.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Create a communication system for staff and families for self-reporting of symptoms

and notification of exposures and closures.
- Provide staff and students with supportive coping and stress reduction strategies, including counselors and pastors as available.
- Keep the social, emotional health of the parents, students and staff as a high priority.

Appendix C

Planning Framework for NEC Schools

NEC school's reopening plan should have four (4) components:

- *repopulating* the campus (the reentry of students)
- *monitoring* the health of students, faculty and staff
- *containing* cases that develop
- *shutdown* of the campus if it becomes necessary.

This plan should be filed at the local school and available upon request to the Department of Public Health. *A Statement of Attestation is to be notarized and filed with the NEC's Risk Management Office.* (CDC requirements apply)

Re-Opening Plan
for Northeastern Conference Schools
for the 2020-2021 School Year

Name of School:	
Name of COVID-19 Administrator:	
E-mail of COVID-19 Administrator:	
Contact Phone of COVID-19 Administrator:	
Intended date of arrival of the first students:	
Intended date of on-campus classes starting;	
Intended dates for the fall semester, term, or quarter:	
Date Plan Submitted: (must be submitted prior to July 15, 2020)	
Name of Person Submitting Plan:	

As schools develop their re-opening plans, those schools with Early Childhood students should refer to the **State Re-opening**: *"Child Care and Day Camp Programs Guidelines"*.

Part One: Re-populating the Campus

Category	Items to Include
Classrooms	***Statement that 6-feet of physical space has been achieved or reasonable alternatives are provided*** • Limited commentary should be included to indicate how this was achieved (e.g. splitting the class into multiple sections, converting non-classrooms into instructional spaces, greater use of evenings, weekends or online instruction, reduction of students on campus, etc.) • Limited commentary on how the instructional program will be delivered such as: in person, distance, hybrid, alternate days, alternating cohorts, extended calendar, extended days, etc. NOTE: *Some schools may want to provide guidance on the flow of students in and out of classrooms at peak times in order to achieve social distancing.*
Dining Halls or Cafeterias	***Statement that 6-feet of physical spacing has been achieved or reasonable alternatives are provided.*** • Some limited commentary about how this was achieved (e.g., two shifts for each meal; use of new spaces as spill-over dining halls; more grab-and-go meals) • Statement that the State's restaurant guidelines, with the exception of capacity limits, have been achieved (e.g., single use condiments, cleaning of surfaces after each usage).

Gymnasiums and Worship Spaces	***Statement that 6-feet of physical spacing unless safety or core function of the activity (e.g. instruction) requires a shorter distance.*** • Per SDOH guidelines, whenever staff or faculty are less than 6-feet from one another or students, they must wear acceptable face coverings.
Outdoor Play Spaces	***Statement that the outdoor play spaces are being used in compliance with existing State Department of Health Guidelines***
Spaces Where Other Groups Congregate	***Statement that 6-feet of physical spacing has been achieved where students congregate, such as in libraries and common spaces/student lounge/ student centers and with extracurricular activities.*** • Some limited commentary about how each is being achieved.
Orientation/Arrival	***Statement that the school is organizing orientation for students regarding social distancing and other health issues and that during the return of students, efforts will be made to maintain 6-foot physical distancing or reasonable alternatives are provided.*** • Some limited commentary about how this is being planned (e.g., is the return being "spread out" over a longer period or being staged differently)
Personal Protective Equipment (PPE)	**Masks:** ***Statement that all faculty, staff, and students have been informed to wear masks; and school has developed protocols for masks throughout the school day in accordance with public health guidelines.*** • Limited commentary about whether these groups will be supplied masks or counted on to provide their own with some backup inventory maintained by the institution for those who forget. Some commentary about how the institutions will respond to non-compliance (e.g., will students be prohibited from entering classrooms if they do not have masks?)
Other PPE Requirements	***Statement that special populations on campus (e.g., health care workers, kitchen or custodial staff) will follow any special PPE requirements mandated more generally for those populations.***
Disinfection	***Statement that (i) hand sanitizers are available at entrances to all buildings, classrooms and dining halls, (ii) disposable wipes or similar acceptable cleaners are available in all bathrooms, classrooms and other shared facilities (e.g., copy machines, coffee stations) for wiping down surfaces, (iii) students, faculty and staff are reminded to wash hands frequently, and (iv) public, corridor and office spaces and their bathrooms are cleaned in accordance with the State's general guidelines for businesses.***

Travel	**Statement that students, faculty and staff have been advised to avoid unnecessary travel domestically and internationally.** NOTE: *This counsel will be lifted as conditions warrant.*
Staffing	**Statement that faculty, students and staff have been explicitly instructed not to come to work if they are experiencing COVID-like symptoms. Statement about what advice, if any, the institution is giving to those who have higher likelihood of serious illness from COVID-19.**
Access	**Statement of the school's plans for visitors' access to the campus as well as plans for employee access should the employee engage in travel that the CDC or State has indicated should be subject to a 14-day self-isolation.**
Transportation	**Statement of a plan for transporting students to school including any coordination necessary with appropriate school districts that transport both public and non-public students (where applicable).**
Use of Facilities Outside of the School Day	**Statement of cleaning protocols that will be used in facilities which are "shared use."**

Part Two: Monitoring the Health of Students, Faculty, and Staff

Category	Items to Include
Monitoring the Health of Students, Faculty, and Staff	**Statement that that school has a plan for regular monitoring of health of students, faculty, and staff as well as safeguards should one become sick or symptomatic at school.**
Appointment of a COVID-19 Coordinator	**Statement of who the Coordinator is and that he or she will 1) be the liaison with the coordinators at the other schools who will convene periodically during the fall if needed and 2) will coordinate as needed with State and Regional Public Health Officials.**

Protocol for collecting information about COVID-19 cases	***Statement that the school has developed a protocol indicating that faculty, students, and staff have been asked to inform immediately the Coordinator (or a designated administrator) that they are experiencing possible COVID-19 symptoms, as well as a protocol for having symptomatic students tested.*** NOTE: *For students, faculty, or staff using an external health care provider, the school should request that they inform a designated administrator if they test positive.* • Some limited commentary about this protocol, which will help the school respond with alacrity to any "hot spots" of infection on campus and to undertake the contact tracing.

Part Three: Containment

Category	Items to Include
Containment	***Statement that NEC schools have a procedure in place consistent with applicable health guidelines concerning containment for students or employees who test positive for COVID-19 or have had contact with someone who has.***
Contact Tracing	***Statement of how the school intends to train personnel in contact tracing, conduct contact tracing, and/or consult with the local or regional Department of Public Health.***

Part Four: Shutdown

Category	Items to Include
Shutting Down If a Serious Outbreak Occurs	***Statement of the protocol for an orderly shutdown if a serious outbreak occurs on campus or in the community that the school or relevant state or local authorities conclude requires shutdown.***
Shutting Down if Required by Governmental Agency	***Statement that the institution will follow the instructions of the Governor, or appropriate governmental agency, if the Governor determines that a statewide shutdown is required and the school's consideration if NEC schools are required or recommended for closure.***
Plan for Continuation of Program Under Shutdown	***Statement about whether the school would intend to continue instruction online if a shutdown occurs.*** Some short commentary about what is intended. Note that if the prevalence of the virus is not met this summer, the opening of the semester could be delayed; this, too, would require institutions to determine whether to start school online.

<table>
<tr><td colspan="2" align="center">

Attestation of Completion
for NEC School
Re-opening Plan in the 2020-2021 School Year

</td></tr>
<tr><td colspan="2">Name of School:</td></tr>
<tr><td colspan="2">Name of COVID-19 Administrator:</td></tr>
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<tr><td colspan="2">Name of Person Submitting Plan:</td></tr>
<tr><td colspan="2"> </td></tr>
<tr><td colspan="2">We attest that we have developed and created a hard copy and an electronic folder containing all of the required documents for a COVID-19 School Re-opening Plan that must contain the following elements:</td></tr>
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Part One: Re-populating the Campus

Category	Items to Include
Classrooms	***A statement that 6-feet of physical space has been achieved or reasonable alternatives are provided***
Dining Halls or Cafeterias	***A statement that 6-feet of physical spacing has been achieved or reasonable alternatives are provided.***
Spaces Where Other Groups Congregate	***A statement that 6-feet of physical spacing has been achieved where students congregate, such as in libraries and common spaces/student lounge/ student centers and with extracurricular activities.***
Orientation/Arrival	***A statement that the school is organizing orientation for students regarding social distancing and other health issues and that during the return of students, efforts will be made to maintain 6-foot physical distancing or reasonable alternatives are provided.***

Personal Protective Equipment (PPE)	**Masks:** *A statement that all faculty, staff, and students have been informed to wear masks; and the school has developed protocols for masks throughout the school day in accordance with public health guidelines.*
Other PPE Requirements	*A statement that special populations on campus (e.g., health care workers, kitchen or custodial staff) will follow any special PPE requirements mandated more generally for those populations.*
Disinfection	*A statement that 1) hand sanitizers are available at entrances to all buildings, classrooms and dining halls, 2) disposable wipes or similar acceptable cleaners are available in all bathrooms, classrooms and other shared facilities (e.g., copy machines, time-clock stations) for wiping down surfaces, 3) students, faculty and staff are reminded to wash hands frequently, and 4) public, corridor and office spaces and their bathrooms are cleaned in accordance with the State's general guidelines for businesses.*
Travel	*A statement that students, faculty and staff have been advised to avoid unnecessary travel domestically and internationally.*
Staffing	*A statement that faculty, students and staff have been explicitly instructed not to come to work if they are experiencing COVID-like symptoms. A statement about what advice, if any, the institution is giving to those who have higher likelihood of serious illness from COVID-19.*
Access	*A statement of the school's plans for visitors' access to the campus as well as plans for employee access should the employee engage in travel that the CDC has indicated should be subject to a 14-day self-isolation.*
Transportation	*A statement of a plan for transporting students to school including any coordination necessary with appropriate school districts that transport both public and* *non-public students. Day schools should include any commentary on arrival or dismissal plans.*

Part Two: Monitoring the Health of Students, Faculty, and Staff	
Category	**Items to Include**
Monitoring the Health of Students, Faculty, and Staff	***A statement the school has an isolation room available and a plan for regular monitoring of health of students, faculty, and staff as well as safeguards should one become sick or symptomatic at school.***
Appointment of a COVID-19 Coordinator	***A statement of who the Coordinator is and that he or she will 1) be the liaison with the coordinators at the other schools who will convene periodically during the fall if needed and 2) will coordinate as needed with State and Regional Public Health Officials.***
Protocol for collecting information about COVID-19 cases	***A statement that the school has developed a protocol indicating that faculty, students, and staff have been asked to inform immediately the Coordinator (or a designated administrator) that they are experiencing possible COVID-19 symptoms, as well as a protocol for having symptomatic students tested.***

Part Three: Containment

Category	**Items to Include**
Containment	***Statement that NEC schools have a procedure in place consistent with applicable health guidelines concerning containment for students or employees who test positive for COVID-19 or have had contact with someone who has.***
Contact Tracing	***Statement of how the school intends to train personnel in contact tracing, conduct contact tracing, and/or consult with the local or regional Department of Public Health.***

Part Four: Shutdown

Category	**Items to Include**
Shutting Down If a Serious Outbreak Occurs	***Statement of the protocol for an orderly shutdown if a serious outbreak occurs on campus or in the community that the school or relevant state or local authorities conclude requires shutdown.***
Shutting Down if Required by Governmental Agency	***Statement that the institution will follow the instructions of the Governor, or appropriate governmental agency, if the Governor determines that a statewide shutdown is required and the school's consideration if NEC schools are required or recommended for closure.***
Plan for Continuation of Program Under Shutdown	***Statement about whether the school would intend to continue instruction online if a shutdown occurs.***

Part Five: Signatures	
	Signature
Name and Signature of COVID-19 Coordinator/School Board Chair	
Date voted by School Board	
Name and Signature of Principal	
Name and Signature of NEC Risk Management Director	
Name and Signature of NEC Superintendent of Schools	
Nate Submitted to Northeastern Conference	

Appendix D

Northeastern Conference Education Department
COVID-19 School Reopening Checklist

Name of School: _____
Date of Completion: _____

	Yes	No	N/A
1. 6-feet physical space has been provided in every classroom			
2. 6-feet physical space has been provided in the dining halls and cafeteria			
3. 6-feet spacing has been provided in the areas where students congregate.			
4. An orientation date has been set for parents, students, and staff regarding social distancing and health issues.			
5. We have over 250 PPEs at hand.			
6. Touchless hand sanitizers are installed in every classroom.			
7. Touchless hand sanitizers are installed in hallways.			
8. Touchless hand sanitizers are installed in entryways.			
9. Touchless soap dispensers are installed in each washroom.			
10. Touchless thermometers are installed at entryways.			
11. Additional wash basins have been installed in appropriate areas.			
12. Hypoallergenic cleaning materials have been purchased to protect at-risk persons.			
13. Faculty and staff have been advised to avoid unnecessary travel.			
14. Faculty, students, and staff have been instructed not to come to work if they are experiencing COVID-like symptoms.			
15. A statement of the school plan for visitor access to the building after travel (national/international) is available.			
16. A monitoring system is in place for students, faculty, or staff who may become sick or symptomatic at school.			
17. We have a COVID coordinator on site.			
18. A protocol is in place to ensure testing center information is available to faculty, staff, or students who might become symptomatic.			
19. The school has an isolation room for persons who become symptomatic on premises.			
20. The school has a plan in place to train personnel in Contact Tracing and Reporting.			
21. A document has been provided for parents, faculty, staff, and students in the event of a serious outbreak on campus.			

22. A document is in place if the Governor determines that a state-wide shut down is required.			
23. A document is in place for faculty, staff, and parents outlining the procedure that will be followed in the event of an immediate shut down. Ex.			
24. Protective desk shields have been purchased for every student.			
25. Chromebooks are available for every student.			
26. Substitute staffing is available in the event of an emergency.			
27. My school has a full-time janitor.			
28. My school has a full-time medical personnel.			
29. Mental health training is available for students who are experiencing a crisis.			
30. The school is in a financial position to meet the requirements needed for reopening.			

Appendix E

CDC Guidelines

- https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf

- https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html

- https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html

State Guidelines

- New York
    - http://www.nysed.gov/coronavirus/guidance-p-12-schools

- Massachusetts
    - http://www.doe.mass.edu/covid19/

- Connecticut
    - https://portal.ct.gov/SDE/COVID19/COVID-19-Resources-for-Families-and-Educators

Religious Guidelines

- General Conference of SDA
    - https://eud.adventist.org/en/covid-19/

- North American Division of SDA
    - https://adventisteducation.org/covid-19.html

- Northeastern Conference of SDA
    - https://www.northeastern.org/coming-events/news-items/817-special-message-regarding-covid-19