



**SABIS**<sup>®</sup> International Charter School  
Springfield - Massachusetts, USA

**SICS Plan for Hybrid Learning  
March 1, 2021**

## Student Cohorts for Hybrid Learning

### Definition of Student Cohorts

**Cohort A and B** - Two groups of students attending school in-person Monday through Friday every other week.

- For Cohort A and B (onsite), SICS would follow the recommendations of the federal, state, and local health professionals. Students in Grade 2 and above would be required to wear masks, and mask breaks would become part of the daily routine in the school. In following with recommended safety guidelines, SICS would utilize multiple building entrances/exits and would stagger student entry and exit from the building to follow the distancing parameters. Instruction for Cohort A and B (onsite learners) will follow the typical daily schedule with all current health and safety recommendations put into place on a daily basis. Cohort A and B student schedules would be adjusted to minimize the number of students in a classroom. When feasible, Cohort A and B students would remain in a set classroom for the majority of the school day, and teachers would rotate into the classes for instruction.
- Student movement through the building would be minimized and specific protocols for restroom use will be utilized to reduce student movement in the building. Recommended sanitizing would take place when a teacher rotated into a classroom. Classrooms will be supplied with hand sanitizer, masks, sanitizing wipes, and appropriate cleaning materials. Breakfast and lunch would be delivered to classrooms, and the students would eat breakfast and lunch in classrooms. Surfaces would be disinfected each night.

**Cohort C** - Students learn via synchronous remote instruction on Monday-Friday.

- For Cohort C (online), which receives instruction remotely, we would be using the Microsoft TEAMS platform and the SABIS Digital Platform (SDP). Recorded and/or live-streamed lessons would be posted on TEAMS to allow for authentic instruction from a teacher in the school. Cohort C (online) students and parents would have access to the SDP, where homework and assignments would be posted for additional access to curriculum while students are learning remotely. Cohort C students would be able to take formative assessments through both the TEAMS platform and SDP. This would allow teachers to inform their instruction and make adjustments when necessary.

For Cohort C, counseling, tutoring, and discipline meetings will be continued and followed through on as needed.

Students on IEPs, 504s, English Language students, and students experiencing homelessness, regardless of Cohort A or B and C, would have circumstances reviewed and would have plans developed based on the findings of the review.

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In the hybrid learning model, IEP and 504 meetings would be held remotely through ZOOM, unless a parent requested an in-person meeting, in which case all health and safety precautions would be taken. Services such as OT, PT, Speech, and BCBA would be conducted at school with all health and safety precautions taken. In some cases, these services could also be provided remotely.

Under the hybrid model, communication with families about any news, changes, or adjustments would be done through various means including Robocalls, website, email, phone calls, and social media.

### **Assignment to Cohorts**

Cohorts A and B - Students are assigned in the same household to cohorts A or B and they have not selected to continue with fully remote learning (Cohort C).

Students with siblings will be assigned to the same cohort (A or B) as their siblings, so they all attend school in-person on the same days each week.

Apart from siblings, students will be placed in a Cohort (A or B) to ensure the cohorts are roughly equal in size to ensure social distancing can be maintained.

Cohort C - Students will only be assigned to Cohort C if their family selects full remote learning for the remainder of the school year.

### **Schedule of In-Person and Remote Learning**

		<b>Cohort A</b>	<b>Cohort B</b>	<b>Cohort C</b>
<b>Week 1</b>	Monday	In-Person	Remote	Remote
	Tuesday	In-Person	Remote	Remote
	Wednesday	In-Person	Remote	Remote
	Thursday	In-Person	Remote	Remote
	Friday	In-Person	Remote	Remote
<b>Week 2</b>	Monday	Remote	In-Person	Remote
	Tuesday	Remote	In-Person	Remote
	Wednesday	Remote	In-Person	Remote
	Thursday	Remote	In-Person	Remote
	Friday	Remote	In-Person	Remote

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**Tentative Schedule of Weeks**  
**Subject to Board of Trustees Input and Approval**

<b>Week of</b>	<b>In School</b>	<b>Remote</b>
April 5 <sup>th</sup>	Cohort A	Cohort B
April 12 <sup>th</sup>	Cohort B	Cohort A
<b>April 19<sup>th</sup></b>	<b>April Vacation Week</b>	
April 26 <sup>th</sup>	Cohort A	Cohort B
May 3 <sup>th</sup>	Cohort B	Cohort A
May 10 <sup>th</sup>	Cohort A	Cohort B
May 17 <sup>th</sup>	Cohort B	Cohort A
May 24 <sup>th</sup>	Cohort A	Cohort B
May 31 <sup>st</sup>	Cohort B	Cohort A
June 7 <sup>th</sup>	Cohort A	Cohort B
June 14 <sup>th</sup>	Cohort B	Cohort A

**Student/Family Selection of Learning Model**

Prior to the launch of Hybrid Learning, a Commitment Selection Form will have to be completed for every student.

- SICS will provide a link to an online form (in English/Spanish/Vietnamese) for families to complete the form.
- SICS will mail the online form (English/Spanish/Vietnamese) for families who do not have Internet access.

The Commitment Selection Form will include the following questions and response options:

- Return to school – means your student will attend in-person for the remainder of the year (Cohort A and B).
- Continue ONLY remote learning – means your student will continue to learn remotely for the remainder of the school year (Cohort C).

If your student is eligible for transportation (big bus, mini-bus, or van) and does not live within walking distance of the school, will your student take the bus or van to school or will you provide their transportation?

- Transportation, if eligible – means that if your student is eligible to ride a bus or van to school, they will be riding the bus or van when returning to school.
- Walk or provide own transportation – means that your child will either walk to school or you will arrange for their transportation, and your student will not ride the bus or van for the remainder of this school year.

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- Student will not return to school – means that on the previous question you indicated that your child would continue to learn remotely five days per week.

All students attending school in grades 2 through 12 are required to wear a mask (except during meals and mask breaks), and students in grades K-1 are strongly encouraged to wear masks (except during meals and mask breaks). Students are also required to remain 3-6 feet apart from other students and staff throughout the day and adhere to all safety protocols including handwashing and hand-sanitizing.

### **Instructional Model and Schedules for Hybrid Learning: Key Principles for Hybrid Learning**

- Students will follow the same schedule of classes throughout the day whether they are learning in-person or remotely (including Cohort C students).
- Students will be taught by the same teacher for each class whether they are learning in-person or remotely.
- To the extent possible, students will remain in the same classes with the same teachers after they shift from remote to hybrid learning.
- Special Education, Related Services, and ESL services will continue to be delivered both virtually and in person.

### **Supports for English Learners**

- Schools will be providing ESL instruction regardless of student cohort.
- ELs placed into Cohorts A and B will receive scaffolded instruction by an SEI-endorsed educator, and ESL services.
- Former ELs will be monitored in the event they may need additional services; schools may re-enroll these students if they suffer language loss to maintain language proficiency.

### **Supports for Students with Disabilities**

- Students with Disabilities will continue to receive all services outlined in their IEP.

### **Attendance**

- Attendance will be taken daily regardless of learning remote or in-person and consistent with the SICS Attendance Policy.
- Attendance will be recorded by the homeroom teacher.
- On remote learning days, discrepancies between daily attendance and engagement in class are being monitored and daily attendance adjusted accordingly if a student's participation does not reflect being present for school.
- Students learning remotely are considered present for attendance purposes.

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## Technology to Support Hybrid Learning

### Computer and Internet Resources

- All students in grades K-12 have access to Chromebooks. Students will be expected to bring their Chromebooks to school each day. **It's important to have your student(s) Chromebook charged the night before to alleviate any interruptions in student learning time.**
- Written guides for using SICS technology can be found on SICS website: <https://sics.sabis.net/parent-information/school-news/remote-learning-it-information>
- Students and families having problems with their Chromebook can also contact the school directly:
 

Grades K-5	(413) 783-3434
Grades 6-12	(413) 783-2600

### Summary of Software used for Remote and Hybrid Learning

- SABIS Digital Platform
- Microsoft TEAMS
- IXL
- Lexia
- Office 365 – applications like Word, Excel and PowerPoint

## Protocols for Ensuring Student/Staff Safety

### Transportation to School

- Driver shall make sure bus is sanitized during pre-trip. Buses will be sanitized twice daily, once in the morning and once in the afternoon.
- Parents shall make sure their child is asymptomatic before boarding the bus.
- Students will use hand sanitizer before boarding the bus.
- Bus driver and/or monitor will observe for signs or symptoms of COVID as students board.
- Students will be encouraged to board and depart the busses one at a time, maintaining a separation of 3-6 feet. As of February 11<sup>th</sup>, 2021, the capacity limitations and physical distancing requirements for buses has been lifted. All students will be required to wear masks on the bus, along with the driver and monitor. All windows must be down a minimum of 2 inches, and during inclement weather every other window to ensure proper ventilation.

### Entering the School Building

- Students must always remain at least 3-6 feet apart.
- Areas outside identified 3-6 feet by cones or markings.
- Utilize multiple entrances.

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- Identifying staff monitors or class monitors to ensure students wear masks, maintain distance, and do not linger in the hallway.
- Sanitize or wash hands on entrance.
- Students and staff must always wear face coverings unless exempt for health reasons
- Extra disposable face coverings will be available at the door of each school for students arriving without a face covering.
- The use of lockers is suspended.

### **Classroom Setup and Assigned Seating**

- The school will create a list of all classrooms, large spaces (such as cafeteria and cafetorium), and additional spaces that could be used for student activities, including outdoor areas, certain corridors, etc.
- Classrooms set up with seats facing forward 3-6 feet apart.
- Once classrooms are configured, students should be scheduled to remain in the same classroom with the same set of students to the extent possible.
- Seating charts will be made for each cohort with students assigned to the same desk each day in school.

### **Cleaning and Disinfecting**

- When possible, assign each student their own manipulatives.
- Students will be washing hands with soap and hot water.
- Preliminary cleaning is required for visibly soiled objects.
- If face shield becomes streaked or has a cloudy film, clean mask with soft, damp (with water) cloth or use a 70% alcohol pad.
- Obtain disinfectant spray with disinfecting solution provided in spray bottle from building services.
- Put on clean gloves, spray item: (avoid contact with eyes).
- Manipulatives: Spray all surfaces. Allow to air dry for an appropriate time of 3-minute contact time in selected storage area.
- Remove gloves and dispose of them.
- Wash hands for 20 seconds with soap and running water if hands became contaminated with disinfectant after handling.

### **Storage**

- Place manipulatives, equipment, or hang (if possible) face shield, in an area where there is low incidence of being touched and protected from droplet spray.
- The location selected should be dry and temperate (cool, dry and clean place out of direct sunlight).
- Keep disinfectant away from heat, hot surfaces, sparks, open flames and other ignition sources.

### **Mask Breaks**

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- At least two per day of less than 15 minutes.
- Spaces for mask breaks must allow students to be at least 3-6 feet apart.
- Hand washing facilities or hand sanitizer must be available for taking mask on and off.
- Provide napkins or paper towels for masks to be set on (inside face up) when removed.
- Post signage in mask break areas on how to properly put on and take off masks.

### **Outside the Classroom**

- Using the bathroom - Students are not allowed to use the bathroom during transition times.
- Bathrooms will be assigned by classroom location, and each school will have a plan for what classes have access to a particular bathroom at a particular time.
- For larger bathrooms, multiple students can be allowed in the bathroom at the same time if they are from the same class/cohort.
- Schools will use a bathroom sign-out system to reduce the number of students in bathrooms at one time, and access to the bathroom will be monitored by a staff member.
- Ensure that students use their own writing instruments for the sign out log.
- Paper towels will be provided in every bathroom and air dryers will be disabled.
- Students will be asked to use hand sanitizer before and after using the bathroom.

### **Drinking Water**

- All drinking fountains have been disabled.
- Water bottle filling stations can be used.
- Students can bring a water bottle to refill throughout the day.

### **Transitioning to a Different Classroom**

- Transitions must be minimized to the maximum extent possible.
- Staff should be the ones transitioning as necessary.
- Develop clear movement protocols to avoid crowding, maintain cohorts, and minimize unnecessary person-to-person interactions.
- One-way movement pathways for hallways and cafeteria/cafetorium.
- Outline a plan for hallway use to minimize congestion.
- Stagger class transitions and develop a plan for transitions between classes to avoid crowding in hallways.
- Stairwells are also properly marked and one-directional.
- Staff should reinforce these directions, adherence to physical distancing, and masking.
- Consider closing off hallways or areas that are too narrow for proper physical distancing and unable to be one-directional.
- When students must transition from one classroom to another, prior to leaving the classroom each student will:
  - Pickup a sanitizing wipe, while maintaining social distancing.
  - Wipe down their desk and chair with the wipe.
  - Dispose of the wipe in the trash.

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- Use hand sanitizer upon leaving the classroom.

### **Recess and Physical Education**

- During physical education and recess, students will participate in individual physical activities (e.g. dance, pilates, creating fitness plans, yoga, track and field, or fitness stations) that comply with physical distancing guidelines and require little or no equipment.
- Weather permitting, physical education and recess will take place outside with students remaining with the same class/cohort of students.
- During inclement weather, physical education and recess will remain indoors with students remaining with their same cohort/class.
- During physical education class, students learning remotely may be provided with physical activities they can complete independently at home.
- Students will maintain 3-6 feet of social distancing and wear masks during recess and physical education.

### **Food Services**

Our food service partner, Sodexo, will continue to provide the students at SICS both breakfast and lunch upon a return to a hybrid or in full person model. Depending on our spacing needs for MCAS testing, students will either eat lunch in their classroom or eat lunch in one of our large, open spaces like the cafeteria, cafetorium, or one of our two gymnasiums. Each option listed will provide students with a socially-distant environment to eat and enjoy their breakfast / lunch.

### **Eating Breakfast and Lunch**

- Students remain masked at desk and all desks are at minimum 3-6 feet apart.
- Desks should be as far apart as possible.
- All meals will be individually packaged.
- For meals, each student follows the below procedure one at a time while maintaining social distancing.
- Use hand sanitizer.
- Pickup their lunch, paper towel, and sanitizing wipes.
- Return to their desk.
- Use a sanitizing wipe on their hands.
- Wipe down their desk with the sanitizing wipe
- Place a paper towel on their desk.
- Wait until all students have obtained their meal and returned to their seat.
- Remove their mask and place the mask on the paper towel.
- DO NOT share food.
- Put their mask back on once eating and one at a time dispose of their trash.
- Custodians will re-sanitize each desk nightly.

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- Eating in the classroom is strongly recommended for all schools, but in cases where use of the cafeteria is necessary each school will develop a plan for approval in conformity with public health requirements.
- Students bringing lunches from home will follow the procedures to sanitize their hands and wipe down their desk and then pull out their lunch from their backpack.
- If students become nauseous during a meal, every effort should be made to isolate the student from other students and contact the nurse consistent with standard procedures.

## **At the End of the School Day**

### **Exiting the School Building**

- Hand sanitize or wash prior to exit.
- Students must always remain at least 3-6 feet apart.
- Areas outside identified 3-6 feet by cones or markings.
- Students and staff must always wear face coverings unless exempted for health reasons.
- Extra disposable face coverings will be available at each entrance.
- Dismissing students' grade-by-grade or according to other cohort models.
- Utilize multiple exits.
- Identifying staff monitors or class monitors to ensure students wear masks, maintain distance, and do not linger in the hallway.

### **Transportation Home**

- Students will use hand sanitizer before sitting.
- Students will enter the bus with their mask and/or shield on, one at a time and seat from back to front.
- Windows shall remain open/cracked.
- Students shall exit the bus one at a time from front to back.
- Driver will sanitize the bus after all students have exited the bus and child check is complete.

### **Extracurricular Activities**

The only afterschool activities currently authorized in-person are sports, and each sport and season will follow the appropriate guidelines issued by the MIAA and Department of Elementary and Secondary Education and approved by the Board of Trustees. SICS is able and encouraged to offer remote extracurricular activities and clubs as enrichment and social opportunities for students

### **Home Visits by SICS Staff**

In accordance with the Attendance Policy, SICS liaisons will continue to engage in Home Visits to support SICS Plan for Returning to School for students.

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## **Mask Procedures**

All students in grades 2 through 12 are required to wear a mask at all times when on school grounds except when eating and during scheduled mask breaks.

- Exemptions to this requirement will only be granted with written documentation of a medical condition from the student's doctor.
- All students in Kindergarten through grade 1 are strongly encouraged to wear a mask at all times when on school grounds.

## **Hand Hygiene**

Staff and students will handwash/hand sanitize upon entry into the building, before and after taking off mask, using bathrooms, before and after eating, and before leaving school.

- Alcohol-based Hand Sanitizer procedures: Use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Put enough sanitizer on your hands to cover all surfaces.
- Rub your hands together until they feel dry (this should take around 20 seconds).
- Make sure you have rubbed all fingers and in between fingers, your palms and back of hands.
- Do NOT rinse or wipe off the hand sanitizer before it is dry as it may not work we well against germs.

## **Handwashing Procedure**

- Wet your hands with running water (warm or cold) and apply soap
- Lather your hands by rubbing them together with the soap.
- Lather the backs of your hands, between your fingers, and under your nails. Scrub your hands for at least 20 seconds (need a timer? hum the "Happy Birthday" song from beginning to end twice).
- Rinse your hands well under running water and dry your hands using a clean towel.

## **Other Student Safety Procedures**

### **Consequences for not Following Protocols**

- A breach of safety protocol is a violation of the safety procedures outlined in this plan and the nursing protocols.
- The school will follow a series of progressive warnings to students and parents/families if necessary.
- If students continuing to violate protocols after progressive steps, they will be asked to shift to fully remote learning.

### **Protocols for Emergency Drills and Situations**

- All staff and students will be trained to follow Fire Alarms Evacuation Procedures and Building Lockdown Procedures in the event of an alarm or emergency.

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### **Student Restraints**

- SICS staff will follow all restraint regulations (603 CMR 46.00) and the Student Restraint Policy.
- SICS staff will be trained on use of PPE and protocols for restraint while minimizing risk.

### **Visitors to the School**

- All visitors will be held outside of the building until their need to enter is validated.
- SICS will continue their standard sign-in process and require ID.
- Masks will be required for any visitors entering the building and an attestation form will be completed by visitors.
- All visitors will be escorted while in the school.

### **Supporting Special Needs and Medically Complex Students**

- The school-based nurse to review health records for student population to identify medically fragile students with special healthcare needs.
- Refer parents of high-risk students to their healthcare provider to determine when and if school re-entry is recommended.
- Obtain physician clearance for high risk/medically compromised student.
- Revise Individual Health Plans and address any additional current healthcare considerations.
- Work with interdisciplinary teams to address needs, communicate with parents and healthcare providers to determine return to school status and modify IEP/504 if necessary.

### **Medication Administration for Students**

- Nurses to work with parent/guardian to collaborate with PCP to identify ways that medications can be taken at home.
- Students who require medication administration will remain in their classrooms until retrieved by the nurse.
- Parent/Guardian will need to make an appointment to bring medications to school. (If student can self-administer and carry medications on person, student is to store medication in book bag/personal belongings).
- Nursing will not be administering nebulizer treatments

### **Protocols for Protecting from COVID**

#### Personal Protective Equipment

- Low risk of transmission of COVID-19: staff in area with students and staff without suspected COVID-19
  - Cloth Face Coverings
  - Disposable mask

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- Low risk of transmission of COVID-19, increased risk of potential exposure to body fluids: direct service providers in care area with students without suspected COVID-19
  - Cloth face covering
  - Face shields
  - Gloves
- Moderate Risk of COVID-19 Transmission: Nurse, Custodians, and school staff assigned to the medical waiting room supervising care areas of students with suspected COVID19 - KN95 mask
  - Face Shield
  - Gown (disposable)
  - Gloves
- Appropriate staff will be trained in use of PPE donning and doffing procedures.
- Transparent face shield: to be worn by staff that are working with students in K and 1st grade, ELL and students who are hearing impaired.
- Disposable mask: only issued to staff or students who arrive without a cloth mask.

### **Procedures for Students Presenting Symptoms**

If a student presents symptoms of illness during the school day, the school nurse will go to the student's classroom and assess the situation. Based on the assessment, the nurse will:

- Provide care for the student outside the classroom.
- Escort the student to the health office for further assessment.
- Escort the student to the medical waiting room in the event the student is presenting COVID-19 symptoms.

### **Medical Waiting Room**

A separate physical space from the nursing office used exclusively for students presenting with COVID-19 symptoms.

- Students entering the medical waiting room will be given a surgical face mask and face shield to wear.
- Staff working in the medical waiting room will be trained in putting on and removing PPE and will be provided with a KN95 mask, face shield, gown, and gloves.

### **Contact Tracing**

If a school is notified of a student or staff member testing positive for COVID-19, the school nurse will:

- Determine the date of symptom onset for the student/staff.
- Determine if the student/staff attended school/work while symptomatic and during the two days before symptoms began.
- Determine date of test if student is asymptomatic.
- Determine who had close contact with the student/staff at school during those days.
- Classes will all have assigned seating charts.
- Bathroom break schedules or sign in/out times.
- Buses will take daily attendance.

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- Review with school for another potential exposure times.
- Notify local board of health hotline at (413) 750-3250 of a positive test result and Springfield Health and Human Services will provide guidance as needed.
- Notify staff and families of potential exposure by phone or letter, maintaining confidentiality.
- Follow up with staff and families to make sure they have reached out to their doctor and understand testing requirements.

### **Protocol for Returning to Hybrid Learning based on COVID**

If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the Director should work with the local board of health to determine if it is likely that there is transmission happening in school.

- Follow up with each individual case.

When there is suspected in-school transmission beyond one cohort or a small number of cohorts, school and district leaders must consult with the local board of health as to next steps:

- Review of the specific COVID-19 public health metrics for the municipality and the specific cases could lead to, for example, deciding to close part of the school or the entire school for a short time (e.g. 1-3 days).
- When there are multiple cases in multiple schools, school and district leaders must consult with the local board of health as to next steps:
  - Review of the specific COVID-19 public health metrics for the municipality and the specific cases could lead to, for example, deciding to:
    - Shut down the district for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation.
    - Shut down the district for the longer duration of a 14-day quarantine period.
    - Before a final decision is made on a school or district closure, the Director must consult with DESE for further guidance.
    - Contact the DESE Rapid Response Help Center at 781-338-3500

### **Communicating with Families**

SICS Social Media platforms will be used to repeatedly communicate essential information about SICS Hybrid Model, cohorts, and COVID safety protocols.

- Print, robocalls, and website will be used to communicate health and safety protocols.
- In conjunction with the nursing department, email and/or a phone number will be used for two-way communication with families having questions about COVID and safety protocols.
- Working with the nursing department and administration families will be provided education on the following topics:
  - Stay home if you are sick
  - Parent responsibilities if student becomes sick while at school
  - Immunization requirements
  - Mask wearing protocol

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## **Facilities Management**

### **Air Quality**

- New controls have been installed on air handling/HVAC system which allows the building to maximize amount of outside air that it is placed into the system. Currently the machines are using 25%-30% outside air (depending on unit). As the weather improves that number will increase up to 75%, depending on the day.
- Increased the frequency with which fresh air is recirculated through the building to the maximum amount each air handling unit is designed for.
- SICS has improved its filtration. We have installed the highest MERV level allowed in each of our HVAC units and have doubled the number of times we are changing the filters.
- Air purifiers have been purchased for the nurses' stations and the wellness room that will be set up when the children return.
- SICS is in the process of buying "Hydroxyl Blasters" which will purify the air and all surfaces within a 20,000 square foot area.

### **Surface Cleaning**

- SICS has implemented a three times daily sanitizing procedure in which all occupied areas are sanitized prior to staff and students entering the building, again at mid-day and once more after dismissal.
- SICS has purchased backpack and hand-held electrostatic sprayer/foggers to best implement its cleaning system.

### **Personal Protection**

- SICS has placed hand sanitizing stations throughout the building.
- SICS has plenty of masks on hand and will replenish them as necessary.
- Each classroom will be well stocked with masks, hand sanitizer, sanitizing wipes and sprays to insure everyone's confidence in the cleanliness of their classroom environment.
- Plexiglass shields have been purchased for all staff who interact with students one-on-one or in close proximity.

### **Other Items**

- SICS installed a new 500 gallon hot water heater to better insure the rapid flow of hot water throughout the building.