



School Based Implementation Planning Template for Chase Elementary

BCPS Reopening Plan Guidance (the “What”)	School Implementation Plan (the “How”)
Health and Safety	
<p>SEL (Baltimore County Public Schools Reopening Plan for SY2021 pp. 4, 22)</p> <ul style="list-style-type: none"> • We will prioritize social-emotional learning and community-building. • Promote healing and build community (in light of COVID-19, race and racism issues). • Use universal strategies to identify student concerns and needs • Provide a system of supports and interventions for student social-emotional well-being, mental health, and overall wellness. • Continue student and family outreach and support. 	<ul style="list-style-type: none"> • We need to meet the children where they are on this journey. Maslow before Bloom. Adults and students learn best when they are healthy, engaged, safe, supported and challenged. • Teachers will continue to have their class meeting each day to stay consistent for the students. • Staff should prioritize to continue to build relationships with our students and their families and try and have fun and joy each day. Allow students to share worries they may have. Please show the children grace as some of them have had no routine with schooling since last March. • Incorporate movement breaks and mindful activities to give the students needed breaks throughout the school day.

<ul style="list-style-type: none"> • Offer professional learning for related services providers to address student social-emotional well-being. • Expand the Culture of Care initiative and Mind Over Matters campaign. 	<ul style="list-style-type: none"> • If a student is showing they are having difficulty or is in crisis, please let Lea and/or Mary Kate know as soon as possible. Email, Text or use the Walkie Talkie. • Guidance counselor will meet with grade levels prior to return to share pictures of our “new look” of Chase Elementary so that the students, parents, and staff will be able to see what our school day will look like and expectations. • We will need to teach daily routines just like at the beginning of the year for our students. We will need to establish routines, expectations and procedures. We will have to add teaching about mask wearing, social distancing, and hand washing. • Staff members should lean on each other their preferred staff members, check in with each other daily and remember that Lea and Mary Kate are here to support you in any way we can.
<p>Screening and Back-to-School Mailing</p> <ul style="list-style-type: none"> • Provided to schools: CDC Poster – Symptoms of Coronavirus (10 per building) • Templates in Schoology group (translations ordered): <ul style="list-style-type: none"> ○ Cohort A/B students: Welcome letter with student name, cohort assignment and start date ○ Cohort A/B students: COVID-19 Health Screening and Emergency Contact Form ○ Cohort C students: Welcome letter with student name ○ Back of welcome letter for all students: How BCPS Is Protecting Students and Staff • Add school-based documents to your mailing/packet (e.g., schedules, transportation) 	<ul style="list-style-type: none"> • Letters and corresponding information will be emailed to parents. • Copies of screening info and magnets will be sent home first day of school.

<ul style="list-style-type: none"> • Contact CAPS or Logistics if you need help with printing/mailing • Given USPS delays, mail as early as possible; consider <u>also</u> handing out on first day • Screening also reinforced through magnet and small poster that students and staff can take home (delivered to each school) • MSDE requires schools using attestation process for daily screening to provide frequent reminders. 	
<p>Face Coverings (Baltimore County Public Schools Reopening Plan for SY2021 pp. 27, 68)</p> <p>Face coverings are required for all persons in a BCPS facility or vehicle as well as on BCPS property. Face coverings are required during transportation to/from school on a bus as well as while outdoors on campuses.</p> <p>Provided to schools:</p> <ul style="list-style-type: none"> • CDC Poster – Cloth Face Covering Required (10 per building) • Off to a Task, Remember to Mask (5 per building) 	<ul style="list-style-type: none"> • Adult and pediatric disposable masks will be kept in the main office and health suite to be distributed to staff/students who arrive to school without a mask, whose masks are soiled or damaged or who wear face coverings not approved by the CDC. Bandanas, masks with filters. • CDC posters will be displayed throughout the school building. • Special Ed teachers will notify teachers which students per their IEP/ 504 plan cannot consistently wear a face covering. Teachers working with these students should wear a face shield in addition to a face mask.
<p>Hand Hygiene (Baltimore County Public Schools Reopening Plan for SY2021 pp. 28 69)</p> <ul style="list-style-type: none"> • Hands should be washed thoroughly with soap and water. If soap and water are not available, alcohol-based hand sanitizer that contains at least 60% alcohol should be used. • Allocate times for hand washing to include before and after meals, upon arrival to schools/offices and home, before and after use of 	<ul style="list-style-type: none"> • Hand sanitizer dispensers will be placed in the lobby and cafeteria. Teachers will have a supply of hand sanitizer in their classrooms • The teacher will dispense hand sanitizer to students upon arrival to school, before and after lunch. • Students in the first grade/K wing may wash their hands, maintaining social distancing, at the sink in the classroom. • Students will be reminded to wash their hands after using the restroom. (Handwashing posters will be placed throughout the school building)

<p>any shared items, after use of the restroom, after sneezing/coughing, and any other time hands are contaminated.</p> <p>Provided to schools: CDC Poster – Handwashing (15 per elementary school and 20 per secondary school)</p>	<ul style="list-style-type: none"> • Each teacher should have a “hand sanitizer station”, in the classroom, where hand sanitizer is kept for students to use after coughing, sneezing, using shared items and other times during the school day their hands may be contaminated. • Students may bring their own hand sanitizer to school for individual use only. If possible, the students name will be written on the bottle of sanitizer. • Handwashing posters will be posted throughout the school building. • Students will inform their teacher if there are no soap or paper towels in the restrooms. Teachers will use their walkie to notify the custodian. • Custodial staff should check restrooms and hand sanitizer dispensers per BCPS enhanced daily protocols. Upon arrival to work and mid-day.
<p>Social Distancing (Baltimore County Public Schools Reopening Plan for SY2021 pp. 27, 68-69)</p> <ul style="list-style-type: none"> • Stagger scheduling of employees to reduce occupancy • Revised classroom configuration (e.g., desks separated by at least six feet and facing one direction) to provide at least six-foot separation between students when developmentally appropriate. • Improved traffic flow plans for arrival, dismissal and change of classes to reduce gathering of students in any area (e.g., use of one-way traffic in hallways, sending students immediately to classrooms upon arrival at school, staggered departure at end of day). <p>Available for order:</p> <ul style="list-style-type: none"> • Social distancing floor marker (inside) • Social distancing sign (outside) • Occupancy signs • Safe seat sign • Closed seat sign 	<ul style="list-style-type: none"> • Schedules have been developed to reduce hallway traffic and accommodate lunch in the classrooms to maintain social distancing guidelines. • Classroom furniture has been configured to identify open and closed seating to align with distancing guidelines. • Signage has been placed around the building.
<p>Cleaning and Disinfecting (Baltimore County Public Schools Reopening Plan for SY2021 p. 69-70)</p>	<p>Per OHS protocols, if a student is sent home with COVID like symptoms the custodian should be notified to clean spaces used by the student prior to referral to the health suite. These include the student’s desk, chair, doorknobs, and any other high touch areas</p>

<ul style="list-style-type: none"> • BCPS has enhanced its daily cleaning protocols by the addition of mid-day cleaning of frequently touched surfaces (e.g., doorknobs, bathrooms, countertops.) • All cleanings will involve the use of EPA approved germicidal agents that kill coronavirus. • Shared use of items will be discouraged. When shared use is necessary (e.g., office copiers or manipulatives for assessments) users will be directed to wash or sanitize hands before and after touching the shared use item. The shared used item will be cleaned in accordance with manufacturer’s guidance for the item. 	<p>in the classroom. Nurse will contact teacher and notify, custodian will report to room and clean areas impacted.</p> <p>Custodial crew has daily checklists they will use to ensure cleaning is done according to guidelines.</p>
<p>Contact Tracing (Baltimore County Public Schools Reopening Plan for SY2021 pp. 81).</p> <p>Requirements: In collaboration with the Baltimore County Department of Health, the Office of Health Services has established protocols for response to persons with COVID-19 illness, exposure to COVID-19 and/or symptoms of COVID-19.</p>	<ul style="list-style-type: none"> • Staff will notify Principal/AP/School Nurse or Adm Secretary if they are absent due to testing positive for COVID, have COVID symptoms or have had close contact with someone who has tested positive for COVID. The case will be reported to OHSCOVID@bcps.org including the name of the employee and their contact phone number. • The school nurse will notify the teacher when a student is being sent home or back to class after being referred with COVID like symptoms. The teacher will turn their walkie to channel 3 so the discussion can be made confidentially. The nurse may contact the teacher using the white phone in the classroom if operational. (Several teachers use the white phone on a consistent basis during the school year to discuss student concerns, illness or injuries) • Parents should notify the school nurse of students who test positive for COVID. If a parent has notified the office staff and/or teacher, the school nurse should be made aware so follow up can be made and contact tracing can occur if needed. • The school nurse will notify staff when a student can return after testing positive and/or quarantining due to COVID. • Contact tracing guidelines for students will be followed per the Manual of School Health Nursing COVID 19 Guidance. PD for nurses regarding student contact tracing are forthcoming.

<p>Isolation Rooms (Baltimore County Public Schools Reopening Plan for SY2021 pp. 71-72, 82-83, 101)</p> <p>Requirement: Students who develop symptoms of Covid-like illness during the school day will be removed from the classroom and cared for in room separate from other students.</p>	<ul style="list-style-type: none"> • The isolation room is in the health suite and will be supervised by the school nurse. If there is a student in the isolation room, the main office will be contacted to supervise the health suite if the nurse is needed for an emergency or when clinical services are needed. • After use, the custodial staff will be notified to clean the isolation room so it may be used for additional students.
<p>Visitors (Baltimore County Public Schools Reopening Plan for SY2021 pp. 31, 73 and 75)</p> <ul style="list-style-type: none"> • Limit visitors to buildings. • Determine business that can be handled remotely. • Require face coverings. • Post signage regarding visitor procedures. <p>Provided to schools: Restrictions of Visitors (5 per building for inside and outside)</p>	<ul style="list-style-type: none"> • Procedure for parent pick up of a student that is ill. Parent calls nurse. Nurse escorts student to Art Room Door. • Sign out process. A sign-out sheet will be provided to the nurse. • Procedure for Med delivery by parent. Parent calls nurse to inform they are at the art room door. Staff will meet parent at car. • Parent visits inside of schools will be limited; parents must have an appointment in advance. Whenever possible, we will conduct business using phone or virtual meetings. When in-person visits are necessary, visitors will be required to wear a face covering and confirm that they do not have symptoms of illness, recent contact with a person with COVID-19, or recent testing for COVID-19. We will structure all visits to ensure social distancing and avoid interaction between visitors and our students.
<p>Safety and Emergency Preparedness</p> <ul style="list-style-type: none"> • Site-based Emergency Plan is updated • Cameras are operational. • Threat Reporting • Bullying, Harassment, Intimidation Reporting 	<ul style="list-style-type: none"> • Emergency plan is updated and school is prepared.
<p>Cohorting (Baltimore County Public Schools Reopening Plan for SY2021 pp. 76)</p> <ul style="list-style-type: none"> • Data to be provided in Focus for use by the principals. • Principals need to coordinate with other impacted schools before moving students. 	<ul style="list-style-type: none"> • Cohorts for each class have been balanced in FOCUS.

<ul style="list-style-type: none"> Principals need to be careful before moving students, due to impact of Transportation. 	
School and System Operations	
<p>Compliance Monitoring (Baltimore County Public Schools Reopening Plan for SY2021 pp. 32)</p>	<ul style="list-style-type: none"> In addition to school administration, school safety managers will conduct spot checks and provide guidance.
<p>Attendance and Engagement (Baltimore County Public Schools Reopening Plan for SY2021 pp. 35-36)</p> <ul style="list-style-type: none"> BCPS teachers will take attendance using the Focus Student Information System (SIS). BCPS has outlined attendance procedures in alignment with MSDE’s COVID-19 Guidance Requirements. In these procedures, attendance is defined as presence and will be recorded for official reporting purposes and for the identification of additional student supports. We will continue to analyze and track individual student attendance and engagement at the school and central office level with a focus on students consistently marked absent, create agile outreach and case management efforts to address student needs, and analyze the quality of student engagement in addition to quantifying student engagement. 	<ul style="list-style-type: none"> Teachers will continue to take daily attendance through FOCUS-SIS. Teachers will contact parents if their student is absent three days to see if they can assist in anyway. After three days, teachers will notify let nurse if the student is ill. If they are not out because of illness, or if the teacher can’t get in contact with the parents, teachers will make social worker aware of primary students K-2 and guidance counselor aware of intermediate students 3-5. Any students who are not engaged and the teacher, Lea/Mary Kate and the administration have not seen positive change, we will reach out to our PPW Gina Vernier to ask for assistance.
<p>Food and Nutrition (Baltimore County Public Schools Reopening Plan for SY2021 pp. 74, 87, 106)</p> <ul style="list-style-type: none"> Meals are available to every student at no cost. No snacks or vending machines will be available. Meal service options: Option 1: Students eat in the cafeteria by class cohort, socially distanced. 	<ul style="list-style-type: none"> Meals will be consumed in the classrooms. Breakfast: Grab-n-Go stations upon arrival. Lunch: Meals will be delivered to classrooms. Support staff will be assigned to each classroom to provide teachers with a duty free lunch. Custodian will provide large trash cans in designated locations. Virtual students will have the ability to obtain lunch from the school through the cafeteria exterior doors via curbside pick-up

<p>Option 2: Meals would be delivered to the students in the classrooms. *Principals would need to provide staff (lunchroom assistants) and coordinate schedule to allow for duty-free lunch for teachers.</p> <ul style="list-style-type: none"> • Multiple meals will be available on Mondays and Wednesdays for curbside pick-up at all secondary schools, selected elementary schools and select community sites. • Reasonable accommodations for special dietary needs. • Food items will be individually wrapped on disposable trays and utensils. • “Contactless” service, no pin pads, no self-service of food or milk. • Trash cans in classrooms or hallways as needed. 	
<p>Transportation (Baltimore County Public Schools Reopening Plan for SY2021 pp. 49)</p> <ul style="list-style-type: none"> • Buses will operate at a limited capacity – up to one student in every seat, with two seats behind the driver vacant. • Students will be required to wear face coverings on the bus. 	<ul style="list-style-type: none"> • Transportation verification form was sent to parents to ensure the school has the correct information regarding pick-up/drop-off location and car riders. • Parents will be notified of bus stop through email or phone call.
<h2 style="background-color: #fff9c4; display: inline-block; padding: 5px;">Instructional Plan</h2>	
<p>Class Assignments and Staffing (Baltimore County Public Schools Reopening Plan for SY2021 pp. 76-77, 89-90, 108, 124, 129)</p> <ul style="list-style-type: none"> • Schools will use cohort information and survey data to determine what, if any, changes are needed to class placement. 	<ul style="list-style-type: none"> • All classes have been balanced to accommodate students for in-person learning.

<ul style="list-style-type: none"> • Students and teachers should be scheduled with the smallest number of students possible 	
<p>Cohort Changes (Baltimore County Public Schools Reopening Plan for SY2021 pp. 76)</p> <ul style="list-style-type: none"> • If a parent wants a change in cohort, the parent will call the school and ask to speak to the principal or assistant principal and make a verbal request. If approved, a change in cohort may result in a change in classroom placement. • Parents will be notified if the request has been approved within 2 school days of the request. • Any student moving from Cohort A to Cohort B must be in Cohort C for 14 calendar days before making the change. • School initiated cohort changes must be done in collaboration with all schools impacted due to sibling relations. 	<ul style="list-style-type: none"> • A form and a link will be sent to parents who wish to change from virtual to hybrid or vice versa. Start dates for changes will be included in the correspondence.
<p>School Schedule (Baltimore County Public Schools Reopening Plan for SY2021 pp. 85,90,104,109,130)</p> <ul style="list-style-type: none"> • Schools must resume a typical school schedule of 6.5 hours (Phase II will utilize a 2-hour early dismissal schedule) • Schools are strongly encouraged to stay with their current master schedule. • In order reduce the overall impact to the school and staff workload and to ensure the on time delivery of student schedules, the following variables are the only ones that can be changed: <ul style="list-style-type: none"> • Individual student schedule • Room changes • Individual student cohort (follow guidelines for cohort changes) 	<ul style="list-style-type: none"> • Master Schedule was developed to incorporate the virtual and in-person students, start date of new schedule is March 1.

<ul style="list-style-type: none"> • Schools are encouraged to use the 2019-2020 SY start and end times. • Schedules must meet all MSDE requirements for synchronous and asynchronous instruction 	
<p>ESOL Services (Baltimore County Public Schools Reopening Plan for SY2021 pp. 93,112)</p> <ul style="list-style-type: none"> • All English Learners must continue to receive services in accordance with federal guidelines whether in virtual or in-person instruction. • ESOL services may be delivered in person, virtually or in a combination of both as needed. • Enrollment numbers may warrant a shift in staffing allocations 	<ul style="list-style-type: none"> • ESOL teacher will receive the cohorting information and the master schedule in order to create a service schedule for ESOL students.

Special Education Services (Baltimore County Public Schools Reopening Plan for SY2021 pp. 6-7;76-77;89-96;108-115;134-137)

Compliance

- Implement supports and services according to student needs
- Continue holding IEP meetings virtually and in-person (parents attend virtually)
- Prioritize IEP team meeting needs by recent DSE guidelines provided

Related Services

- Full-time related service providers assigned to a site adhere to the school specific staff schedule.
- All related services providers submit support schedules to building administrators and the assigned DSE Supervisor.

Teaching/Learning

- Administrators should work with temporary services to hire new AAs allocated to the building (employees active in March 2020 remain active in the system).
- Review the recommended regional program hybrid learning schedule with instructional teams. Modify the schedule, as needed.
- Consider low demand with high engagement activities
- Become familiar with the recommended scope and sequence for FALS/CLS/SCLS
- Review the plan addressing toileting, movement breaks, students who are included for portions of the day, SEL teacher (identify highflyers, create a daily classroom check-in schedule), students who require immediate reinforcement schedule (edibles)

Compliance:

- Services will continue to be provided as written in the IEP. Schedules will be adjusted to support students who remain virtual vs. students who are hybrid.
- IEP team meetings will continue to be held using Microsoft Teams.
- We are caught up on team meetings that were impacted by the ransomware attack.

Related Services:

- Schedules will be developed once cohorts are solidified.

Teaching/Learning:

- Hiring process in progress for AAA allocation.
- No regional programs at Chase.
- No FALS/CALS programs at Chase.
- Breaks will be identified once students return and needs are identified. AAA staff will be utilized to support movement breaks.

There are no 1-5 students with toileting needs or edible reinforcement identified on their IEP's.

Birth-5

- Review the early childhood hybrid learning schedule with instructional teams.
- Facilitate collaboration between IGE/OGE 3s & 4s teachers and instructional teams and prekindergarten instructional teams
- Ensure appropriate number of adults per classroom to support safe learning and social distancing.
- Identify cleaning protocols for toys/manipulatives that would have typically been shared.
- Ensure that appropriate resources/staff are available for arrival and dismissal.
- Have specific plan to address toileting, Where/how to store items the student brings from home

<p>Temporary & Substitute Employee Staffing (Baltimore County Public Schools Reopening Plan for SY2021 pp. 95-96, 136)</p> <ul style="list-style-type: none"> Identify two daily substitutes to pre-assign daily for class coverage as needed. Review school temporary employee list and determine availability/assignment. 	<ul style="list-style-type: none"> School continues to work on this. One sub is available buy only on a part-time basis.
<p>Communication Signs provided to schools:</p> <ul style="list-style-type: none"> CDC Poster – Symptoms of Coronavirus (10 per building) CDC Poster – Cloth Face Covering Required (10 per building) CDC Poster – Stop the Spread of Germs (10 per building) CDC Poster – Handwashing (15 per elementary school and 20 per secondary school) CDC Poster – Stop the Spread of Germs (10 per building) Restrictions of Visitors (5 per building for inside and outside) Off to a Task, Remember to Mask (5 per building) Visitor and Staff Sign-in (explanation and sign-in) Clean and Used Pen Signage <p>Signs available for order:</p> <ul style="list-style-type: none"> Social distancing floor marker (inside) Social distancing sign (outside) Occupancy signs Safe seat sign Closed seat sign 	<ul style="list-style-type: none"> Signage has been hung around school.

Online materials:

- [How BCPS Is Protecting Students and Staff](#)
- [Daily COVID-19 Screening Tool](#)
- [Face Coverings FAQ](#)
- [Social Distancing FAQ](#)
- [Contact Tracing](#)
- [Testing FAQ](#)
- [Parent University InfoCenter](#): index of information in Reopening Plan by 3 categories: Family Choice, Hybrid Learning, Virtual Learning
- [Health Tips for Elementary Students](#)
- [Health Tips for Middle and High School Students](#)
- [Can My Child Go to School Today?](#)
- Social media graphics in development with references to page in Reopening Plan

Videos:

- [BCPS Health Tip – Daily Screening](#)
- [BCPS Health Tip – Face Coverings](#)
- BCPS Health Tip – 5 mitigation practices for younger learners (in production)
- BCPS Health Tip – mitigation practices for secondary students (in production)
- Welcome video from Dr. Williams (forthcoming)