

Ben Bronz Academy
Reopening Plan*
8/13/2021

* This plan is subject to change without notice.

Academic Reopening Model

In-Person Learning (100% in school):

Students will be learning in school 100% of the time while still following mitigation strategies and the updated reopening plan.

Attendance - Student

In order for us to monitor student attendance and illness, it is imperative that you let us know that your child will be absent. Report all absences as early as possible.

Please include the following information:

- the reason for the absence, and
- any symptoms that your child is experiencing.

If you call before business hours, you may leave a voicemail with all of the required information.

Main Office #: (860) 236-5807

Email: katie@benbronzacademy.org

Note: If we do not receive a report of absence and the required information, we will contact you.

If you are not sure if you should send your child to school, please keep your child home.

Bathrooms

Bathrooms will be cleaned and disinfected daily.

BBA Health and Safety Expectations

Students and staff must self-assess using the “Overall Health Status Check” (see Daily Monitoring for COVID-19) before leaving for school.

Students and staff must stay home if they are feeling sick, have any symptoms consistent with COVID, or have had close contact with a person diagnosed with COVID-19.

If students or staff are not feeling well and unsure whether or not to come to school, stay home.

Face coverings or masks required

Students must wear face coverings or masks that completely cover the nose and mouth while inside the school, unless a medical waiver has been approved by our school nurse.

“Mask Breaks” are provided during the day.

Parents are responsible for providing students with face coverings or masks. The school has backup disposable masks available for students who forget them. Students who regularly forget them or need replacements will be charged.

Teachers and staff must wear face coverings or masks that completely cover the nose and mouth while inside the school, with exceptions only for those for whom it is not safe to do so due to medical conditions.

Social distancing required

Students and staff must maintain social distancing to the greatest extent possible. All are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school.

Frequent hand washing or hand sanitizing expected.

Students and staff must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.

Cleaning and Disinfecting

The school will follow all CDC guidelines in regard to cleaning and disinfecting.

Disinfecting will be done daily.

Bathrooms will be cleaned and disinfected daily.

Mediators will disinfect as needed.

Communication

Communication will be shared by the Executive Director, Education Director, and/or Nurses.

Contacts

General/Organizational/Policy Questions:

Katie Butterfield, Administrative Assistant

katie@benbronzacademy.org

Gail Lanza, Executive Director

gail@benbronzacademy.org

Education Questions:

Elaine Hanscom, Administrative Assistant

elaine@benbronzacademy.org

Christina Lamphere, Education Director

clamphere@benbronzacademy.org

Health-Related Questions:

Lori Flaherty, School Nurse

Hilary Sherrill, School Nurse

nurse@benbronzacademy.org

Cleaning/Facility Questions:

Jason Devin, Chief Operating Officer

jason@benbronzacademy.org

Billing/Payment Questions:

Daryl Blinn, Bookkeeper

daryl@benbronzacademy.org

COVID Education/Training

We provide training to our students and staff as needed about COVID, best practices, health and safety, hand washing, hand sanitizing, face masks, etc.

Daily Monitoring for COVID-19

All students and staff are responsible for performing an “Overall Health Status Check” prior to arriving at the school building.

Parents/Guardians: Assess your child each morning using the “Overall Health Status Check” questions prior to sending your child to school.

If you cannot check ALL boxes, your child should NOT be sent to school.

In addition, follow school exclusions regarding illness which can be found in the Parent Portal.

Staff: Self-assess each morning using the “Overall Health Status Check” questions prior to coming to school.

If you cannot check ALL boxes, you should NOT come into school.

Overall Health Status Check:

- Temperature is below 100.4 degrees Fahrenheit
- No symptoms associated with COVID outlined by public health officials
- No sore throat, cough, diarrhea, severe headache, vomiting, or body aches
- Have not traveled to a high risk “red state”
- Have not been exposed to someone who is positive for COVID

All boxes must be checked in order to come to school.

If staff or a student have had close contact with a COVID-19 case, stay home. Follow guidance on what to do when someone has known exposure.

Report absences as soon as possible following Attendance section guidelines.

Discipline for Health and Safety Concerns

To ensure the safety, health, and well-being of our entire building, all health and safety measures must be followed and adhered to. This includes social distancing guidelines, personal hygiene protocols, the appropriate wearing of face masks, following all health and safety guidance given by school staff, unauthorized wandering throughout the building, not utilizing appropriate bathroom facilities, etc.

Any student or staff violating health and safety policies will be sent home.

Face Coverings or Masks

All students and staff are required to wear face coverings or masks as soon as they enter the building.

Students and staff must provide their own face coverings or masks; however, disposable masks will be available, as needed.

Face mask breaks will be safely coordinated throughout the day.

No one will be allowed in the building without a face covering or mask unless a medical waiver has been approved by the school nurse.

Students who refuse to wear a face covering or mask properly will be sent home.

Staff and students may remove coverings or masks when outside, provided that they can meet the social distancing guidelines, other guidelines by administrators, and with permission.

Face Shields

Face Shields alone are not an approved face covering.

When face shields are used, a mask underneath must also be worn.

Any exception to this will be made by the Executive Director, Education Director, or nurse.

First Day of School

The first day of school is Monday, August 30, 2021.

Illness at School

If a student or staff becomes ill at school, the nurse will triage the illness to determine whether or not there are COVID symptoms.

A student who presents with COVID symptoms will be isolated and a parent/guardian will be called. The student must be picked-up within one hour of the phone call.

Staff who present with COVID symptoms will be sent home immediately.

Once the student is picked-up or the staff member is sent home, the isolation room and other potentially infected areas will be disinfected and cleaned following appropriate protocols and recommended guidance.

Learning Platforms

There are a number of learning platforms used to support student learning.

Some of these platforms include:

- Google Classroom Educational Platform. This serves as the hub for all class communication and assignments.
- Teleconferencing Applications for “live instruction” include Google Meet and Zoom
- Fluency program(s)
- Epic
- Reading A-Z
- IXL
- Classkick
- Other educational resources as deemed appropriate for individual classes and students. Most programs will connect through the students’ educational Google account.

Lockers

We will not be using lockers this year.

Students will need to bring a backpack that is large enough to fit their binder and other items.

Lunch

Students are required to bring in a prepared bagged lunch.

There are currently no hot lunch offerings.

Students must provide ice packs or use a thermos to keep food at the appropriate temperature.

Staff will be allowed to use the staff kitchen but should ensure that social distancing guidelines are met. Staff are encouraged to bring their own utensils and dishes.

Mediator/Staff Availability

Mediators and staff are available from 8:00 am – 4:00 pm during the school year.

Office/support staff are available from 7:30 am-4:30 pm during the school year.

Morning Drop-Off (Students)

The earliest that students can be dropped off is 8:00 am.

Students will be dropped off at the front entrance. Parents should pull up and let their child out when they reach the “drop-off” cone. No student should be dropped off in any other area.

If a student is not ready to exit the car, the parent should pull into a parking space to free up the drop-off area for other parents. Once the student is ready, the parent should get back into the drop-off line.

Personal Hygiene

Students will be reminded and expected to:

- Clean hands often
- Avoid close contact
- Follow social distancing guidelines
- Cover coughs and sneezes with their arm
- Wear a face covering or mask whenever in the school building or outside if they cannot space appropriately.

PPTs/Meetings

All PPTs and meetings will be held virtually until further notice.

Quarantine

If a student is required to quarantine and feels healthy enough, they may access an alternative learning model.

Returning to School after Illness – Students and Staff

Students or staff who are sent home with COVID symptoms must:

- Follow current SDE Guidance for Responding to COVID-19 Scenarios in Connecticut School Districts,
- and meet all returning criteria as outlined by the school nurse.

If a student comes to school without meeting the above criteria, the student will be isolated, the parent/guardian will be called immediately, and the parent/guardian must pick up the student within an hour.

If a staff member comes to school without meeting the above criteria, the staff member will be sent home immediately.

Social Distancing

Staff and students will follow recommended social distancing protocols whenever possible.

Social Emotional Learning

Due to the pandemic and the continuing impact of COVID on our students, families, and staff, we are working to address mental health and social-emotional needs.

Student Pick-Up

Parent Pick-Up:

- Parents will not be allowed to congregate at the building and must remain in their cars for pick-up.
- All parents will pick-up their child by entering the “pick-up” lane and waiting for their child in their car.

Transportation Pick-Up:

- Buses will line up in the bus lane and students will be dismissed to their buses individually.

While we will try to be efficient with pick-up, students will be dismissed directly from their classrooms so it will take some time. We are enforcing social distancing guidelines during pick-up so please plan accordingly and be patient.

Technology Issues

Please address all technology issues through the following email address:
techhelp@benbronzacademy.org

Tech Support will be available from 8:00 am – 4:00 pm, Monday through Friday.

Virtual Learning Student Confidentiality

During virtual learning, we are aware that parents, guardians, and family members may be in the general area.

Parents, guardians, or family members may not participate in virtual learning classes.

Due to privacy concerns, all teachers and students in that classroom should be comfortable and in an environment conducive to learning, without the concern of outside people.

Parents, guardians, and family members may not use class time to interrupt instruction, discuss issues with teachers, or give feedback or comments.

Visitors

Until further notice, we will be limiting all visits as listed below:

- Parents and visitors will be allowed in the building for pre-approved scheduled visits.
- Volunteers will be allowed in the building for pre-approved scheduled purposes.
- Professional related-service visitors (OT, S/L, PT, etc.) and interns will be allowed in the building as required by student IEPs, as long as the visitor meets our overall health status check.

Any other exceptions will be made through the Executive Director's office.

Water Coolers

Due to health and safety guidance, we will not provide access to water coolers this year.

Students should bring in enough bottles of water for the duration of the school day.

We will have additional bottles of water available for purchase at snack and lunchtime.