

VRAE Plan/Protocols for Reopening

General Rules

- Visitors are not permitted into the building. Only staff and students will have access.
- Staff and students must wear a mask from the moment they exit their cars.
- Students will follow signage and report directly to their classroom.

School Liaison

- Debra Hansen will serve as the COVID-19 Health and Safety Compliance Liaison.
- Liaison will present all current information about reopening plans including safety requirements. Contact information will be made available to all staff and students at the presentation as well as being posted on both levels of the building.

Online Learning Coordinator

- Susan Dimauro will provide assistance and coordination of online learning.
- Susan is a technology teacher that has established a strong working relationship with the teachers at VRAE. She has worked in numerous capacities and will be involved in the Google training for staff.

Communication Plan

- Links to State of Connecticut and Shelton Public Schools will be available on our website.
- Any changes to policies, class schedules, closures and openings will be sent via Remind, as well as posted on our website and social media pages.
- Communication will be done daily in person and weekly updates will be disseminated via Remind.
- Student information has been collected for all students who attended VRAE last year and has been made into a shareable document that includes addresses, emails, and telephone numbers. This document will be shared with coordinators of all programs. After registration, the list will be updated as needed.

- Teachers will ask for any updated information on a weekly basis and will communicate these updates to the office manager to update the master list.

Equity

- Any student who requires support with technology will work with the technology coordinator to obtain a device.
- Any student who requires support with online instruction will work with teacher and program coordinator to develop a plan of action.
- Lessons can be made available in hard copy as needed.

Facilities/Training

- Visual guidance will be provided to support adherence to social distancing.
- Desks/tables/seats will be positioned facing in the same direction.
- Flow of individuals will be monitored to avoid large groups arriving/departing. Class start and end times will be staggered.
- All students and staff are required to be screened for any observable illness (cough, respiratory distress) prior to accessing classrooms.
- Students and staff will be encouraged to self-report symptoms or exposures.
- Hand hygiene will be reinforced to staff and students.
- All participants must wear a face mask on school property with the exception for whom the use of a face mask would be contrary to his/her health or safety. In the event of a medical exception consultation with the COVID-19 Health and Safety Compliance Liaison for Shelton Public Schools would take place to follow district guidelines.
- Students and staff who do not have a face covering will not be permitted in the building. Disposal masks will be issued on a case by case basis.
- One student at a time will use the bathrooms on the classroom level. Signage will be in place.
- All building needs being addressed with the City of Shelton.
- Signage on social distancing and hygiene practices will be hung in all classrooms and common areas.

- The COVID-19 Health and Safety Compliance Liaison will provide in person training on social distancing, cleaning protocols and hygiene practices to staff and students at the beginning of each semester/trimester or new student registration.

Classroom Layout

- Maximum group size will be limited to 10 students and 1 teacher.
- Desks/tables/seats will be positioned facing in the same direction.
- 6 feet of distance between student seats has been designated and labeled in each classroom.
- Face shields will be provided to staff for extra protection during interaction with students where a 6 foot distance cannot be maintained.

Health and Safety Policies and Protocols

- All participants must wear a face mask on school property with the exception for whom the use of a face mask would be contrary to his/her health or safety. In the event of a medical exception consultation with the COVID-19 Health and Safety Compliance Liaison for Shelton Public Schools would take place to follow district guidelines.
- Staff and students must wear a mask from the moment they exit their cars.
- Disposable masks will be provided to any staff or student who does not have one.
- All students will be greeted by a staff member at the sanitation station for hand hygiene, mask check, and possible temperature check.
- All students and staff are required to be screened for any observable illness (cough, respiratory distress) prior to accessing classrooms.
- Any student who does not comply will report directly to the COVID-19 Health and Safety Liaison or the administrator on duty.
- The COVID-19 Health and Safety Compliance Liaison will provide in person training on social distancing, cleaning protocols and hygiene practices to staff and students at the beginning of each semester/trimester or new student registration.
- Hand sanitizer, wipes, paper towels will be kept in each office, classroom, bathroom, and common space.

- Students and staff will be encouraged to self-report symptoms or exposures.
- The COVID-19 Health and Safety Compliance Liaison will gather and safeguard any information regarding student/staff health.
- Any student exhibiting symptoms will leave the building immediately and the COVID-19 Health and Safety Compliance Liaison will communicate with district liaison and the Naugatuck Valley Health District.
- Hand hygiene will be reinforced to staff and students.
- Alcohol based sanitizer will be made available at the entrance and in every classroom.
- Signs will be posted
 - Stop the Spread – Handwashing
 - Social Distance
 - Mask Zone
- All rooms will be cleaned daily.
- Bathrooms will be cleaned twice a day.
- Stairwells will be cleaned daily.

Registration

- All registration will be done by appointment only.
- Using the appointment system will confirm the intent of students to participate in the program.
- Registration will include all testing that is required at the beginning of the school year.
- Staff will review all student information for accuracy at the time of registration.
- Students will be signed up for the Remind system to ensure effective communication of all school news.

Instruction, Attendance, Assessment and Testing

- All staff will attend a workshop on Google classroom that will include effective virtual learning best practices. Lesson development will be modeled by the online learning coordinator.
- Students will begin the year in hybrid classes which allow for Google classroom training for students. Teachers will monitor student online success and will address any needs with the support of the online learning coordinator and the technology coordinator.
- Google classroom will be used for distance learning along with a variety of tools, websites and platforms that are developed for adult learners.
- Students will receive ongoing training from their classroom teachers at the start of each semester/trimester to review their usage of synchronous or asynchronous work.
- All ABE/GED, ESL and CDP classes will use Google classroom with lessons that are designed by teachers to meet content standards. ABE/GED classes will continue to use CCRS standards in all lessons to ensure that students can attain their established performance outcomes. Credit Diploma will have 12hours of contact time in addition to the teacher verified hours for attainment of credit. All CDP classes will follow the curriculum/CCRS standards and will complete teacher assessments. ESL classes will use all CASAS aligned resources and lessons to ensure that students work toward attainment of established performance outcomes.
- Registration will be completed in person by appointment to ensure security of information.
- Assessment, placement and testing will be completed during the appointment-based registration process.
- Students in ABE, CDP and ESL will begin the year in hybrid classes which will be cohorted when possible. These classes can be converted to online only if the guidelines for the county change.
- If a student requires support, materials and instruction can be delivered in the best method for the student need.
- Students may continue online learning once they are trained in Google classroom.



- Attendance will be required unless student is ill. Each student will meet in person one day/night a week with their teacher to fulfill the 12-hour requirement. Teachers can also meet this requirement in Google meet or Zoom sessions.
- Students sign off during registration will include an online learning sign off addendum.
- Students needing a device will work with the technology coordinator to receive what is necessary to participate in online learning.
- Google classroom will be used by each teacher to receive and assign students work.
- Staff will work remotely on a hybrid model. Any staff wishing to continue this method can work within their program if the need is present.