

City of Biddeford
School Committee
September 08, 2020 4:30 PM Little Theater at BHS

Instructions for the Public

Public Viewing:

The meeting can be viewed in the following locations:

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Webinar ID: 943 0995 7864

[Further instructions 9_8_20.pdf](#)

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Adjustments to Agenda:

E. Consideration of Minutes:

E.1. Minutes 8/25/20

[Meeting Minutes 8_25_20.pdf](#)

F. Consent Agenda

F.1. Nominations:

Sarah McCann ~ 8th Grade Science BMS ~ Replacing Chelsea Brittain who moved to a new position in the district

Chelsea Brittain ~ 6th Grade Science BMS ~ New Position ~ Moving from 8th Grade Science BMS

Appointments:

Alethea Deasey ~ CNA/Administrative Assistant ~ New Position

Hannah McCaskey ~ 8th Grade Administrative Assistant BMS ~ New Position

Jacquelyn Leonard ~ Custodian BMS ~ Replacing Gary Tardiff

Denise Doyon ~ Full Time Van Driver ~ Replacing Karen Jordan who moved to a full-time bus driver.

Leah Hayden ~ Resource Teacher BIS ~ New Position

Natorya Kendrick ~ Food Service Worker JFK ~ Replacing Lisa Bedard who moved to

a new position in the district

Alexandria Oliver ~ Nurse BIS ~ Replacing Krista Cushing who is resigning

Cada Driscoll ~ ELL Teacher BIS (one year only) ~ Replacing Rebecca Reynolds who moved to a new position in the district

Laura Carrier ~ CNA Administrative Assistant BMS ~ New Position

Lucille Poisson ~ Ed Tech II BPS ~ Replacing Patty Ledoux who is retiring

Nicole Young ~ Clinic Assistant BPS ~ New Position

Marti Favreau ~ Remote Teacher ~ New Position

Resignations:

Jacquelyn Leonard ~ Lead Custodian BMS ~ Moved to a new position in the district

Zac Wheeler ~ Ed Tech II BMS ~ Resignation

Chelsea Brittain ~ 8th Grade Science ~ Moved to a new position in the district

Patty Ledoux ~ Ed Tech BPS ~ Retirement

Debra Gorton ~ Ed Tech III JFK ~ Resignation

Lucille Poisson ~ Title I Ed Tech II BPS ~ Moved to a new position in the district

G. Student Rep Reports:

H. Superintendent's Report:

I. Committee Reports: Finance/Building, Grounds; Curriculum; Policy; Waterhouse Advisory Committee

J. Old Business:

J.1. a. Second Reading of Policies:

IMB ~ Teaching About Controversial-Sensitive Issues

CHCAA - Approval of Handbooks

[IMB Teaching About Controversial-Sensitive Issues.pdf](#)

[CHCAA Approval of Handbooks.pdf](#)

K. New Business: Public participation opportunity after each item listed below (3 minutes per item)

K.1. Maine Health Advisory Update

Athletic Update and Recommendations

School Lunch Program Status Update

CDC SOP - Investigation of COVID-19 in Pre-K-12 Schools in Maine

Remote Learning Update - Mandy

[Investigation-of-COVID-19-in-Pre-K-12-Schools-in-Maine-DRAFT.pdf](#)

L. Public Participation: (3 minutes; any item)

M. Communications:

N. Executive Session:

O. Adjournment:

Instructions for Public Participation

The Biddeford School Committee will hold a meeting on Tuesday, September 8, 2020, at 4:30 PM.

This meeting will be held in person by the School Committee only in the Little Theater. The meeting for the public will be conducted using [Zoom](#) Webinar, a web-based video conferencing tool, under [1 M.R.S.A. § 403-A](#), which authorizes the school department to hold remote meetings during the state of emergency declared by the Governor due to the outbreak of COVID-19.

Topic: Biddeford School Committee Meeting

Time: Tuesday, September 8, 2020, 4:30 PM Eastern Time

Please click the link below to join the webinar:

<https://zoom.us/j/94309957864>

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 943 0995 7864

As a meeting viewer, you will not be shown on the camera, and your microphone will be muted by default.

What controls should I use to participate in the meeting?

If you would like to participate during the meeting, click the “raise your hand” button at the bottom of the screen at the appropriate time for comment. The host of the meeting will see that you would like to participate and will be able to turn your mic on for you when it is your turn to speak.

If you have joined the meeting by phone only, you will need to use the following codes:

***6-Toggle mute/unmute**

***9-Raise hand**

Do I have to use Zoom to watch the meeting?

No, you will still be able to watch a live stream of the meetings as you usually would on Public Access Channel 1301 or on the city website.

Watch Video: [City of Biddeford Website](#)

Due to the COVID-19 outbreak, the Biddeford School Committee will meet in person but will conduct the public hearing and meeting telephonically. The public will not be allowed to attend the meeting in person. However, the meeting may be viewed live on the City's Public Access Channel or on the City's website: www.biddefordmaine.org, selecting the Government tab and then clicking on "Video/Agendas/Minutes". Copies of the agenda and minutes are available on the City's website and School website www.biddefordschools.me. Questions or comments may be emailed prior to the meeting to [School Committee Members](#), Superintendent, [Jeremy Ray](#), Assistant Superintendent, [Christopher Indorf](#), or Director of Instruction & Innovation, [Mandy Cyr](#).

Biddeford School Department
Tuesday, August 25, 2020
7:00 pm
Live Meeting in Little Theater
&
Zoom "Virtual Meeting"
Minutes

Public Viewing:

The meeting can be viewed in the following locations:

Local Public Access Station
City of Biddeford [Website](#)

Through Zoom:

Please click the link below to join the webinar:

<https://zoom.us/j/92126259425?pwd=aS9OL215MFVJTEVHUWZZUE9kNDJrQT09>

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Telephone Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656

Public Participation - [Further Instructions](#)

- A. Call to Order:** The meeting was called to order at 7:02 PM
 - B. Roll Call:** Alan Casavant, Lisa Vadnais, Karen Ruel, Amy Grohman, Randy Forcier, Dominic Deschambault, Nate Bean, Rebecca Henry, Jeremy Ray, Chris Indorf, and Mandy Cyr were all present
 - C. Pledge of Allegiance:**
 - D. Adjustments to the Agenda:**
 - E. Approval of Last Meeting's Minutes:** Minutes from [8/11/2020](#) ~ Nate Bean moved to approve, Amy Grohman seconded and all were in favor
 - F. Consent Agenda:** ~ Randy Forcier moved to approve the Consent Agenda, Lisa Vadnais seconded, and all were in favor
- Nominations:**
- a. Kaitlin Perkins ~ 4th Grade Teacher 1 year only BIS ~ New Position
 - b. Katherine Brady ~ 3rd Grade Teacher 1 year only BIS ~ New Position
 - c. Frederick Jokinen ~ BRCOT Plumbing & Heating Instructor ~ Replacing Robert Hodgkin
 - d. JoAnn Pion ~ Special Education Teacher BPS ~ New Position
 - e. Jodi Jeannette ~ 6th Grade Teacher BMS ~ Replacing Lindsey Ely

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vadnais-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
Amy Grohman	Rebecca Henry

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent
cc: Mandy Cyr- Dir. Instr. & Inov

- f. Jeremy Goulet ~ Student Services & Truancy Coordinator ~ Replacing Tracy Gibson
- g. Emily Hanson ~ Kindergarten Teacher JFK ~ Remote Teacher 1 year only ~ New Position
- h. Lisa Bedard ~ Food Service Kitchen Manager JFK ~ Replacing Noreen McGovern

Appointments:

- i. Kayla Robinson ~ Ed Tech II BPS ~ Replacing Emily Weeks
- j. Tracie Markell ~ Librarian Ed Tech III BPS ~ Replacing Emily Loiselle
- k. Ariana Wardwell ~ Ed Tech II JFK ~ Replacing Linsey Miller
- l. Amy Dube ~ Administrative Assistant-School Year Only BHS ~ Replacing Tammy Graffam
- m. Stephen True ~ Ed Tech II BIS ~ Replacing Meg Carpenter
- n. Ashley Grindrod ~ Ed Tech II BPS ~ New Position
- o. MaryAnn Richard ~ Ed Tech I BHS ~ New Position
- p. Sandra Harris ~ Full Time Bus Driver Transportation ~ Replacing Christine Thompson

Non-Athletic Stipends ~ [Extra Teaching Positions BRCOT](#):

- a. Eric Wales ~ Extra teaching position in lieu of a prep period
- b. Wayne Hapgood ~ Extra teaching period per teacher's contract
- c. Marc Cadorette ~ Extra teaching period at COT
- d. Debra Hapgood ~ Extra teaching period at COT
- e. Edward Driscoll ~ Extra teaching position in lieu of a prep period
- f. Maureen Redmond ~ Extra teaching position in lieu of a prep period
- g. Mary Maxfield ~ Extra teaching position in lieu of a prep period
- h. Matt Laney ~ National Technical Honor Society Advisor
- i. Matt Laney ~ Technology/Social Media Coordinator

Resignations:

- a. Robert Hodgkin ~ BRCOT Plumbing Instructor ~ Resignation
- b. David Perkins ~ Full Time Driver Transportation ~ Resignation
- c. Angela Rowe ~ Ed Tech II BHP Tiger Center ~ Resignation
- d. Christine Thompson ~ Full Time Bus Driver ~ Resignation
- e. Esther Miller ~ ELL Ed Tech III BHS ~ Resignation

G. Committee Reports:

H. Superintendent's Report:

- a. [Return to School Video](#) ~ Jeremy Ray shared the return to school video with the public. It was an example of what families and students can expect.

I. Old Business:

J. New Business:

- a. [Update on Athletics](#) ~ Dennis Walton shared the latest update on athletics. Currently, this is changing day by day. There has been a lot of discussions around it as well as ways to do it safely if it is approved at some point.
- b. Remote Learning - Mandy Cyr ~ Mandy Cyr shared the plans for remote

School Committee Members:

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Lisa Vadnais-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
Amy Grohman	Rebecca Henry

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent
cc: Mandy Cyr- Dir. Instr. & Inov

learning with the public.

- c. [Flex Day Parameters](#) - Mandy Cyr shared the Flex Day Parameters with the public. The public was allowed to give ask questions.
- d. General Reopening Update ~ Mandy Cyr addressed the public with documents regarding Class Size Grade 1-8, Mentorship/Intern Program, and School Reopening Dates. The public was allowed to give ask questions.
 - 1. [Class Sizes Grade 1-8](#)
 - 2. [Mentorship/Intern Program](#)
 - 3. [School Reopening Dates](#)
- e. First & Second Reading of Policies: The School Committee elected to take these all as a flight. Randy Forcier moved to allow for first and second readings, Dominic Deschambault seconded, and all were in favor. Randy Forcier moved to approve all the policies, Dominic Deschambault seconded, and all were in favor. All policies were approved. The public was allowed to give ask questions.
 - 1. [IFF](#) ~ Remote Instruction
 - 2. [ID](#) ~ School Day
 - 3. [JLCC](#) ~ Communicable-Infectious Diseases
 - 4. [JICA](#) ~ Student Dress
- e. First Reading of Policies:
 - 1. [IMB](#) ~ Teaching About Controversial-Sensitive Issues
 - 2. [CHCAA](#) - Approval of Handbooks

K. Communications:

L. Public Participation (3 minutes; any item)

M. Executive Session: - Collective Bargaining Agreements Between the Biddeford School Committee pursuant to 1.M.R.S.A § 405(6)(D) ~ Decisions were made by the School Committee and will be shared at the next meeting.

N. Adjournment:

Due to the COVID-19 outbreak, the Biddeford School Committee will meet in person but will conduct the public hearing and meeting through a zoom webinar. The public will not be allowed to attend the meeting in person. However, the meeting may be viewed live on the City's Public Access Channel or on the City's website: www.biddefordmaine.org, selecting the Government tab and then clicking on "Video/Agendas/Minutes". Copies of the agenda and minutes are available on the City's website and School website www.biddefordschools.me.



Signed:
Jeremy Ray, Superintendent of Schools

Date: 9/2/20

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vadnais-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
Amy Grohman	Rebecca Henry

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent
cc: Mandy Cyr- Dir. Instr. & Inov

TEACHING ABOUT CONTROVERSIAL/SENSITIVE ISSUES

American academic tradition stresses the free contest of ideas as a vital element both in the development of curriculum and in classroom teaching. Controversial and sensitive issues should not be confused with political speech, and the promotion of equity (see policies [IHAA](#) - Multicultural Education, and [ACE](#) - Equity Diversity & Inclusion). Consideration of controversial and sensitive subjects is an espoused school department value and wholly aligned with the “enduring themes” of the Maine Learning Results for the Social Studies: freedom and justice, conflict and compromise, unity and diversity.

Teaching Controversial Issues

Training in reflective and responsive thinking may be incorporated in course offerings at all grade levels. This training is impossible, or at least severely hampered, if the community does not respect the principles of freedom and recognize that dissent does not necessarily mean disloyalty. However, one form of dissent which is incompatible with freedom is that which attempts to end freedom. Irrational fears do just this, ~~and thereby may~~ but should not block the school in its efforts to handle controversial issues in an atmosphere of freedom and thoroughness.

A. It is the responsibility of the schools to make provision for the study of controversial issues.

1. The policy on controversial issues should be defined in terms of the rights of students rather than in terms of the rights of teachers.
2. The study should be emphasized in high school when most students are mature enough to study the significant controversial issues facing our society. The study should deliver appropriate content based on the maturity of the students at each grade level, as current events impact students of all ages.
3. The study should be objective and scholarly with minimum emphasis on opinion and a maximum emphasis on facts and critical thinking.

B. In the study of controversial issues the students have the following rights

1. The right to study any controversial issue which has political, economic, or social significance and concerning which (at the appropriate level) they should begin to have an opinion;
2. The right to have free access to all relevant information;

3. The right to form and express opinions on controversial issues without thereby jeopardizing relations with the teacher or the school; and
4. The right to study under competent instruction in an atmosphere free from bias and prejudice, and in which the instructor attempts to mitigate the impact of implicit bias.

C. The teacher employs the same methods in handling controversial issues as characterize the best teaching at any time.

1. The teacher, in selecting both the content and the method of instruction, is mindful of the maturity level of the students.
2. The teacher has assured him/herself that the controversial subject to be discussed belongs within the framework of the curriculum to be covered, that the subject is significant as well as meaningful for the students, and that through the discussion, students will have the opportunity to grow.
3. The teacher handles the classroom presentation in ways that will ensure a wide range of information and interpretation for the students' consideration and strives to present a balance among many points of view.
4. The teacher does not use the classroom as a personal forum. The teacher does not employ the techniques of the demagogue or the propagandist for attention, or for the purposes of exerting ideological influence or simply for color. The teacher has the right to identify and express his/her own point of view in the classroom as long as he/she indicates clearly that it is his/her own.
5. The teacher emphasizes keeping an open mind, basing one's judgment on known facts, looking closely at facts to evaluate them in terms of the subject under discussion, and being ready to change one's opinion should new facts come into light.
6. The emphasis always is on the method of forming an opinion as much as on the opinion formed

Adopted: March 1988

Revised: April 27, 1999; August 10, 1999, Revised _____

APPROVAL OF HANDBOOKS

In order to inform students, parents, and staff members of pertinent School Committee policies, administrative regulations, and school rules and procedures, the Superintendent/designee shall publish and annually revise student and employee handbooks containing information about the school system as a whole and the individual schools. Such handbooks shall be of high quality and the contents must conform to School Committee policies, administrative procedures, and state and federal laws/regulations. All handbooks and any revisions shall be approved by the Superintendent, or designee, prior to publication.

The Superintendent, or designee, shall conduct an annual review of staff and students handbooks. All first editions of handbooks and any substantive revisions are to be approved by the Superintendent prior to publication.

Handbooks shall be distributed to all students the first week of each school year and to new students when they enroll. Employees shall receive appropriate handbooks upon their employment and whenever handbooks are revised. **For the purposes of this policy, “Handbook” is anachronistic and may be distributed digitally in consideration of ever-changing health, guidance, civil rights regulations, and federal and state statute. Paper copies of any policy or procedure are available upon request.**

Adopted: March 14, 1995

Revised: April 27, 1999, January 10, 2017, _____



Standard Operating Procedure (SOP)	
Issued: 8/26/2020	Revised: N/A
SUBJECT: Investigation of COVID-19 in Pre-K-12 Schools in Maine	
Office: Maine Center for Disease Control and Prevention	
Division: Disease Surveillance	

I. BACKGROUND AND RATIONALE

SARS-CoV-2, the virus that causes Coronavirus-19 (COVID-19), has become widespread globally and in the United States. Emerging evidence indicates that children of all ages are susceptible to COVID-19 although their clinical presentation is often less severe than that seen in adults. However, severe disease is possible, including rare fatalities and a multisystem inflammatory syndrome in children that can lead to a severe and life-threatening illness in rare cases.

Less clear is the role that children play in transmission of SARS-CoV-2, both to other children and to their adult family members, who could be at increased risk of severe illness. Reports from international settings suggest the possibility of secondary transmission from young children; however, due to school closures across the United States, little U.S.-based evidence is available to confirm these findings. As PreK-12 schools reopen in the fall of 2020, clusters of COVID-19 cases linked to school settings are a possibility. The number of COVID-19 cases will likely vary by community, depending on intensity of transmission in the community, adoption and access to prevention and control strategies, and timeliness of identification of index cases in schools.

II. PURPOSE

This SOP provides a framework for response to case(s) of COVID-19 among students, teachers, or staff within a school. The guidance in this SOP is not exhaustive, nor does it replace direct engagement with Maine CDC. This SOP assumes that students, teachers, and staff comply with the Six Requirements for Safely Opening Schools in the Fall, which are found in the Maine Department of Education's Framework for Reopening Schools and Returning to In-Person Instruction.

III. OBJECTIVES

The primary reason for investigating cases or outbreaks of COVID-19 in schools is to control the outbreak and, with lessons learned from that investigation, help prevent future outbreaks. Specific objectives of investigations may include, but are not limited to:

1. Implementing measures to prevent or mitigate transmission of COVID-19 within a school setting.
2. Determining the magnitude of the outbreak and characterizing the chain of transmission (*e.g.*, secondary transmission among children, school staff members, and household members).
3. Describing characteristics of school populations, including demographic, health status, clinical characteristics (for cases), and exposures, stratified by COVID-19 case status.

IV. METHODS

A. Case Definitions

Maine CDC will follow CSTE case definitions for COVID-19. These case definitions are subject to change. COVID-19 interim case definitions can be found at <https://wwwn.cdc.gov/nndss/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/>

B. Investigation Approaches

Interviews with school staff are useful to assess the school environment and strategies adopted by the school to prevent or mitigate COVID-19 spread. Gathering detailed information on school operations, space layout, number of staff members, teachers and students, class sizes (density), and daily schedule (pick up, drop off, rotation through different classrooms and other school spaces) will help with understanding the daily routine and potential mixing among students from different classes.

Maine CDC will initiate an investigation when it learns of a confirmed case (or cases) associated with a school. In the event that the school is informed of a confirmed case (or cases) of COVID-19 prior to Maine CDC, the school or school administrative unit (SAU) will alert the Maine DOE School Nurse Consultant, who is the primary point of contact for schools to Maine CDC. The DOE School Nurse Consultant will contact Maine CDC's school liaison.

Recommended public health actions will depend on the number of cases, the location of the cases, and the degree of contact those cases may have had with other students, teachers, or staff. Table 1 below summarizes the various stages of public health recommendations based on these factors. It is important to note that the circumstances of a specific outbreak may result in a deviation from these recommendations.

C. School Nurse Responsibilities

The school nurse (or other official designated) affiliated with the school where a positive case is identified will be an essential part of the public health investigation. The school nurse will serve as the primary point of contact for public health investigators. The school nurse or designee should also contact applicable designated school administrators, school health advisor/school physician, and primary care provider of the student with a positive case to inform them of any confirmed cases.

As noted in Section V (Notification and Communication) below, the school nurse shall serve as the primary point of contact with families of confirmed cases. When the school nurse communicates with the family of a confirmed case, the school nurse should share [isolation](#) information as well as [quarantine](#) information for family members living in the same household. Doing so will save time prior to Maine CDC contacting the family and may reduce the likelihood of further transmission. The school nurse should communicate that any school-aged siblings that live in the same household should be sent home from school and placed into quarantine. The school nurse can make social service referrals with family's permission to covidsocialsupport@maine.gov.

The school nurse should recommend that the parent/guardian monitor other family members for symptoms of COVID-19. These include: fever ($>100.4^{\circ}\text{F}$) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. The school nurse should also advise families to ensure that the COVID-19-positive student remain in proper isolation, especially from people who are at higher risk for getting sick from COVID-19. Families with one or more members who test positive for COVID-19 should alert their health care provider, especially if symptoms worsen. In addition, the school nurse can provide a brief overview of the case investigation process, [contact tracing](#), and [Sara Alert system for the family](#).

The school nurse can also then begin the process of determining who within the school may constitute a close contact (*see* Sections F and G below). Although this process can be started by the school nurse, Maine CDC case investigators will assume primary responsibility for contact tracing efforts.

In general, a close contact is defined as someone with exposure to the confirmed case within 6 feet for 15 minutes or more regardless of if individuals were wearing face coverings. To help protect students in the school and out of an abundance of caution, Maine CDC considers everyone within a classroom to be close contacts. In addition to close contacts from the classroom setting, the school nurse can begin to compile information on close contacts from transportation and during extracurricular activities.

E. Laboratory Testing

Maine CDC recommends testing for [all close contacts](#) of persons with SARS-CoV-2 infection 5-7 days after exposure. Because of the potential for asymptomatic and pre-symptomatic transmission, it is important that close contacts of individuals with SARS-CoV-2 infection be quickly identified and tested, even though close contacts must remain in quarantine for 14 days irrespective of the test result. Maine CDC recommends that such testing be performed using PCR as opposed to antigen-based methods at this time. Completeness of reporting for all individuals testing positive or negative can optimize investigation efforts for case classification and provide an initial assessment of attack rates when combined with line lists provided by the school.

Maine CDC will work with School Administrative Units (SAU) to identify potential locations where students, faculty, or staff could obtain COVID-19 testing. State-sponsored sample collection sites can be found on Governor Mills' COVID-19 [site](#); additional options can be found at [Get-Tested-COVID19.org](#).

Maine CDC also recommends that SAUs begin assessing testing options within their communities. For example, an SAU may wish to convene a meeting with local health care providers to determine their ability to conduct swabbing for COVID-19 for a classroom or even an entire school, if needed. As part of this planning process, SAUs should ask area health care providers to evaluate, among other things, the availability of: (1) supplies needed to conduct testing (swabs, viral transport media, etc.), (2) qualified medical personnel who can conduct or observe COVID-19 swabbing among students/teachers/staff, and (3) where such testing could be conducted.

F. Isolation and Quarantine

With respect to isolation and quarantine recommendations, Maine CDC follows the same guidelines for school-related cases as it does for other outbreaks. Students, teachers, or staff who test positive for COVID-19 will be isolated until they meet the U.S. CDC criteria for release for isolation. Maine CDC case investigators release COVID-19 cases from isolation.

All student close contacts of positive cases must remain in quarantine for at least 14 days following their last exposure to the confirmed case. In a school setting, close contacts may range from an entire classroom to the entire school, depending on the number and location of confirmed cases (*see* Table 1 below).

It is important to note that a close contact who receives a negative test result must remain in quarantine for the balance of the 14-day period. Close contacts will be identified using the exposure and infectious periods outlined in the 2019 Novel Coronavirus protocol.

School staff (teachers, nurses, bus drivers, etc.), however, are considered essential workers.¹ For school staff who are close contacts of confirmed cases in a school, the school staff may return to work while in quarantine so long as (1) there are no substitute school staff members available, (2) the school staff members take appropriate infection control precautions, including the use of PPE, and (3) the staff remain in

¹ See https://www.cisa.gov/sites/default/files/publications/Version_4.0_CISA_Guidance_on_Essential_Critical_Infrastructure_Workers_FINAL%20AUG%2018v2_0.pdf

quarantine outside of work.

Maine CDC will use the following criteria when making recommendations around isolation and quarantine for exposed contacts of confirmed cases.

(1) For one or two confirmed or probable case(s) in a student/staff/teacher who has/have been within a single classroom for the entire day:

- All other students/staff/teachers in that classroom are considered close contacts regardless of the setup of the classroom or face covering use.
- Art, library, recess, and cafeteria exposures for student/staff/teacher will be reviewed on a case-by-case basis.
- The classroom where the confirmed case is located should be cleaned according to federal CDC guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>.

(2) For one or two confirmed or probable case(s) in a student/staff/teacher who has/have been in multiple classrooms:

- All students/staff/teachers of any classroom where the student/staff/teacher attended a class are considered close contacts regardless of the setup of the classroom or face covering use.
 - Art, library, recess, and cafeteria exposures for the student/staff/teacher will be reviewed on a case-by-case basis.
- The classrooms where the confirmed case is located should be cleaned according to federal CDC guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

(3) Bus exposures:

- If a COVID-19 case is on the bus for fewer than 15 minutes, no one else on the bus is considered a close contact.
- If a COVID-19 case is present on a bus for greater than 15 minutes, without any assigned seating, and with closed windows, all riders will be considered close contacts.
- Bus rides that fall between these two scenarios shall be assessed on a case-by-case basis by Maine CDC.
- Any bus that carried a confirmed or probable case should be cleaned according to federal CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

(4) After school activities:

- Anyone with more than 15 minutes of cumulative contact will be considered a close contact.
- Indoor extracurricular activities will have to be assessed independently depending on the nature of the activity, the setup of the activity, and the mitigation strategies in place.

G. Outbreak Response

Once a school reaches outbreak status (3 cases within 14 days):

- All individuals associated with the school should be notified by the school of the outbreak (*see* Section V below). School officials should make such notifications in writing, using a template provided by Maine CDC (*see* Appendix A).
- A Maine CDC outbreak investigator will coordinate with the school, and each case will still be assigned a case investigator who will follow the standard investigation protocol.
- If all three cases are within a single classroom, the entire classroom shall be considered a close contact for purposes of quarantine and testing.
- If three cases are spread across multiple classrooms:

- The school moves to remote learning for the period of cleaning following federal CDC guidance <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Maine CDC recommends that students, teachers, and staff be tested for COVID 19.
- **Close contacts:** Students, with a negative COVID 19 test **cannot** return to school. They must complete the 14-day quarantine. Essential workers may return so long as they follow the guidelines outlined in Section F.
- **Non-close contacts** - Students, teachers and staff with a negative COVID 19 test **can** return to school after cleaning is completed
 - Students, teachers, and staff who chose not to be tested must complete the 14-day quarantine.
- Maine CDC will recommend suspending all in person extra-curricular activities for 14 days.
- In situations where students are cohorted in a single classroom and teachers rotate through the classroom, where there is a single case, all the teachers who rotated through the classroom will be considered close contacts.
- Outbreaks are closed 28 days after the last positive test or symptom onset, whichever is later.

The following table summarizes the public health actions that will be taken in response to cases detected within schools.

Table 1: Recommended Public Health Actions for COVID-19 in Schools

Number of Cases	Location	Testing Recommendation	Quarantine Recommendation	Cleaning/Closure Recommendation	Notes
1 or 2	Single classroom	All students/staff within the classroom	All students in the classroom	Clean or leave classroom dormant for 7 days	Additional potential locations for close contacts include busses, after-school activities, etc.
1 or 2	Two or more classrooms	All students/staff within both classrooms	All students in the classrooms	Clean or leave classroom dormant for 7 days	Additional potential locations for close contacts include busses, after-school activities, etc.
3+ (outbreak)	Single classroom	All students/staff within the classroom	All students in the classroom	Clean or leave classroom dormant for 7 days	Additional potential locations for close contacts include busses, after-school activities, etc.
3+ (outbreak)	Multiple classrooms	Entire school	Close contacts: 14 days Non-close contacts: may return following a negative test result.	Clean or leave classroom dormant for 7 days	Additional potential locations for close contacts include busses, after-school activities, etc. If and only if students are cohorted in one classroom, it is possible that only affected classrooms will be closed.

V. NOTIFICATION AND COMMUNICATION

A. Notification of a Confirmed or Probable Case to Maine CDC

School officials may be notified of a confirmed or probable case among a student, teacher, or staff member by the individual or parents (if the case is a student). If school staff are notified by a parent/guardian that their child received notice from their health care provider that the COVID-19 test was positive, school staff should contact the school nurse. The school nurse will notify Maine DOE School Nurse Consultant, who will notify Maine CDC's school liaison of the confirmed case. The school nurse will be the communication link among the family, the Maine DOE School Nurse Consultant, and the Maine CDC school liaison. Following notification, the Maine CDC school liaison will connect the case investigator with the school nurse.

B. Notification of a Confirmed or Probable Case to Schools

Maine CDC will have a designated liaison who will work closely with the Maine Department of Education (DOE) on COVID-related matters in schools. If Maine CDC learns of a confirmed or probable case associated with a school in the course of its review of new cases, Maine CDC's school liaison will alert the Maine DOE School Nurse Consultant. The DOE School Nurse Consultant will alert the school.

C. Communication with Family Members

Maine CDC recommends that the school nurse communicate with the family of a confirmed or probable case (when that case is a student). The school nurse will be best suited to provide information to the family and reassure the family that Maine CDC investigators will be in contact with them. The school nurse should also reach out to the DOE School Nurse Consultant to inform DOE of the case. DOE's School Nurse Consultant will coordinate with Maine CDC's school liaison. The school should notify family members of students that will be in quarantine. A sample letter is available in Appendix A.

D. Communication with School Community

Maine CDC recommends that school community members be notified when a confirmed or probable case has been detected that is associated with the school. The school is best able to notify parents, staff, teachers, and other community stakeholders (*e.g.*, Board of Education, Superintendent, etc.) of the confirmed or probable case(s). Template letters for such communication are available in the appendices.

E. Public Reporting

Maine CDC will report publicly when an investigation has been opened into a potential outbreak of COVID-19 associated with a school, as it does in other settings.

VI. CONTACT TRACING PROTOCOLS IN SCHOOLS

Maine CDC will work with school officials to conduct contact tracing and symptom monitoring for close contacts of confirmed COVID-19 cases within schools.

Maine CDC uses a platform called Sara Alert to conduct symptom checks and monitoring on close contacts of confirmed cases. Maine CDC will enroll asymptomatic close contacts of confirmed cases—whether teachers, students, or staff—into Sara Alert for daily monitoring during the quarantine period. Maine CDC will monitor those close contacts during their quarantine period and, if any of those individuals becomes symptomatic, will provide guidance on testing and other clinical evaluation. The DOE school nurse consultant and the Maine CDC school liaison will have access to the Sara Alert system.

Note that school contacts will be enrolled into a dedicated jurisdiction within Sara Alert. In addition, school-aged children and teachers/staff may be in quarantine and enrolled in Sara Alert but not in the dedicated jurisdiction if their exposure was not related to the school.

VII. GLOSSARY

Term	Definition
Close contact	Being within 6 feet of an infected person (with or without a face mask) for at least 15 minutes (in aggregate for certain situations like athletics), or having unprotected direct contact with secretions or excretions of a person with confirmed COVID-19 during the infectious period
Community transmission	Occurs when individuals acquire COVID-19 through contact with someone in their local community, rather than through travel to an affected location.
Confirmed case	A person who has tested positive for SARS-CoV-2 infection (the virus that causes COVID-19)

Contact tracing	Process of identifying individuals who have had close contact (see definition above) with someone infected with COVID-19
Cohort	A consistent group of students and staff who interacts with each other but not with members of other groups on a regular basis. Groups should be as small as possible, with maximum numbers outlined in the different reopening scenarios. When in a cohort, each group must physically distance themselves from each other and from other cohorts.
COVID-19	Abbreviation for the disease caused by the novel coronavirus SARS CoV-2
Incubation period	The time between exposure to an infection and the appearance of first symptoms. The virus that causes COVID-19 has an incubation period of 2-14 days.
Infectious period (asymptomatic cases)	2 days prior to testing (the date of the swabbing was conducted) until CDC criteria to discontinue isolation are met
Infectious period (symptomatic cases)	2 days before symptom onset until CDC criteria to discontinue isolation are met
Isolation	Process of separating individuals who are infected with COVID-19 from others. Isolation lasts a minimum of 10 days from symptom onset if symptomatic. If a person infected with COVID-19 has no symptoms, isolation lasts a minimum of 10 days from the date of test specimen collection (test). For individuals with severely immunocompromising conditions, isolation is at least 20 days.
Protocol	Recommended actions to follow in the event of a probable or confirmed case of COVID-19 occurs
Probable case	Individual who has at least two of the following symptoms: fever (measured > 100.4 degrees Fahrenheit or subjective), chills (rigors), body aches(myalgia), headache, sore throat, nausea or vomiting, diarrhea, fatigue, or congestion or runny nose OR at least one of the following symptoms: cough, shortness of breath, or difficulty breathing, new loss of smell or new loss of taste AND is epidemiologically linked to another case or has a positive antigen test.
Quarantine	Process of separating and restricting the movement of individuals who were in close contact with someone who tested positive or had symptoms of COVID-19. Anyone who has been in close contact with someone who has COVID-19 must stay home for a minimum of 14 days since the last day of contact with the person with COVID-19 and watch for symptoms of COVID-19. Persons in quarantine should self-monitor for symptoms and seek medical advice and test if recommended by Maine CDC or healthcare provider.
Screening	Assessing individuals for symptoms of COVID-19 verbally or via self/parent attestation. Temperature checks may be performed by the school if desired.
Symptomatic individual	A person who is experiencing one or more of the symptoms of COVID-19 as defined in CDC guidelines
Testing	Two types of tests are available for COVID-19: molecular and antibody tests. Molecular tests indicate if you have a current infection while antibody tests indicate a previous infection. Throughout this document, 'testing' refers to the molecular test to diagnose a person with COVID-19.

Appendix A: Sample notification letters to school communities

Dear Staff, Students, and Families,

This letter is to inform you that an individual associated with (School) recently tested positive for Coronavirus Disease 2019 (COVID-19). There is a possibility that other staff or students came in contact with this individual and therefore may be exposed to the virus. We are informing you out of an abundance of caution. Please monitor yourself/your student for signs and symptoms. Call a health care provider if symptoms start. It is important that you call a health care facility before you show up in person. Stay home if you are sick.

COVID-19 is a respiratory illness that ranges from mild to severe. It can be more severe in adults 60 years and older and in those with underlying conditions. The virus mainly spreads when an infected person coughs or sneezes and an uninfected person breathes in the virus. Signs and symptoms include:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

Please keep in mind that many things can cause respiratory illness, so students and staff should be up-to-date on influenza and routine vaccinations.

Maine CDC or a school representative will contact you directly if you are identified as a close contact of someone who tested positive. Close contacts will be asked to quarantine for 14 days from last exposure to the positive individual. A negative test result does not get an individual out of quarantine.

Maine CDC recommends prevention measures to prevent the spread of COVID-19. These measures include proper handwashing with soap and warm water, which is especially important after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing. When soap and water is not available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are sick. Cover your cough or sneeze into a tissue, then throw the tissue in the trash. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

Questions for the school can be directed at (Name of school representative) by calling (contact number). For general COVID-19 questions, dial 211 (or 1-866-811-5695). You can also text your ZIP code to 898-211 or email info@211maine.org. Call a health care provider for questions about your symptoms. More information can be found at www.maine.gov/dhhs/coronavirus or www.cdc.gov/coronavirus.

Sincerely,

Sample notification letter for close contacts

Dear ,

This letter is to inform you that Maine CDC identified your student as a close contact to a Coronavirus Disease 2019 (COVID-19) case. This means that your student will need to quarantine at home for 14 days from last exposure to this individual. While a negative test result will not get you/your student out of quarantine, testing is recommended five to seven days after possible exposure. Five to seven days is the average length of time it takes to have a viral load that would show up on a test result. If your student tests positive, it may increase the length of time that you/your child would need to stay home until. Currently, your student can come back to school on (DATE) so long as they are still asymptomatic and have not tested positive.

COVID-19 is a respiratory illness that ranges from mild to severe. It can be more severe in adults 60 years and older and in those with underlying conditions. The virus mainly spreads when an infected person coughs or sneezes and an uninfected person breathes in the virus. Signs and symptoms include:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

Please keep in mind that many things can cause respiratory illness, so students and staff should be up-to-date on influenza and routine vaccinations.

Maine CDC recommends prevention measures to prevent the spread of COVID-19. These measures include proper handwashing with soap and warm water, which is especially important after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing. When soap and water is not available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are sick. Cover your cough or sneeze into a tissue, then throw the tissue in the trash. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

Questions for the school can be directed at (Name of school representative) by calling (contact number). For general COVID-19 questions, dial 211 (or 1-866-811-5695). You can also text your ZIP code to 898-211 or email info@211maine.org. Call a health care provider for questions about your symptoms. More information can be found at www.maine.gov/dhhs/coronavirus or www.cdc.gov/coronavirus.

Sincerely,

Sample notification letter for outbreaks

Dear Staff, Students, and Families,

This letter is to inform you that there is an outbreak of Coronavirus Disease 2019 (COVID-19) at (School Name). An outbreak means that there are three or more cases of COVID-19 within a 14-day period that are epidemiologically linked. Based on recommendations from the Maine CDC, we are closing the school for cleaning to help prevent further spread of COVID-19. Your child can return on (date) with proof of a negative PCR COVID-19 test. If you choose to forgo testing, your child can return to school on (date).

Please monitor yourself/your student for signs and symptoms. Call a health care provider if symptoms start. It is important that you call a health care facility before you show up in person.

COVID-19 is a respiratory illness that ranges from mild to severe. It can be more severe in adults 60 years and older and in those with underlying conditions. The virus mainly spreads when an infected person coughs or sneezes and an uninfected person breathes in the virus. Signs and symptoms include:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

Please keep in mind that many things can cause respiratory illness, so students and staff should be up-to-date on influenza and routine vaccinations.

Maine CDC or a school representative will contact you directly if you are identified as a close contact of someone who tested positive. Close contacts will be asked to quarantine for 14 days from last exposure to the positive individual. A negative test result does not get an individual out of quarantine.

Maine CDC recommends prevention measures to prevent the spread of COVID-19. These measures include proper handwashing with soap and warm water, which is especially important after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing. When soap and water is not available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are sick. Cover your cough or sneeze into a tissue, then throw the tissue in the trash. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

Questions for the school can be directed at (Name of school representative) by calling (contact number). For general COVID-19 questions, dial 211 (or 1-866-811-5695). You can also text your ZIP code to 898-211 or email info@211maine.org. Call a health care provider for questions about your symptoms. More information can be found at www.maine.gov/dhhs/coronavirus or www.cdc.gov/coronavirus.

Sincerely,