

City of Biddeford
School Committee
July 14, 2020 4:30 PM Zoom

A. Call to Order:

B. Instructions for Meeting

B.1. Public Viewing:

The meeting can be viewed in the following locations:

Local Cable Access Station

City of Biddeford Website

Please click the link below to join the webinar:

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

Password: 784262

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

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

[Instructions for Public Participation Biddeford 7_14_2020.pdf](#)

C. Roll Call:

D. Pledge of Allegiance:

E. Adjustments to Agenda:

F. Consideration of Minutes:

F.1. Meeting Minutes 6/9/2020

[Meeting minutes 6_9_20.pdf](#)

G. Consent Agenda

G.1. Appointments:

Erin O'Connor ~ Ed Tech III BMS ~ Replacing Meg Carpenter

Marleah Wentworth ~ Student Services Resiliency Coordinator BMS ~ New Position

Esther (Lisa) Miller ~ Ell Ed Tech III BHS ~ Replacing Caitlin Tremberth who moved to a new position in the District

Resignations:

Sherry Perreault ~ Recess Aide JFK ~ Resignation

Rene Arsenault ~ Custodian BHS ~ Resignation

Tammy Graffam ~ Administrative Assistant BHS School Year ~ Resignation

Erin O'Connor ~ FLS Special Education Teacher BMS ~ Moved to a new position in the District

Esther Miller ~ Ed Tech III BPS ~ Moved to a new position in the District

- H. Student Rep Reports:**
- I. Superintendent's Report:**
- J. Committee Reports: Finance/Building, Grounds; Curriculum; Policy; Waterhouse Advisory Committee**
- K. Old Business:**
- L. New Business: Public participation opportunity after each item listed below (3 minutes per item)**
 - L.1. Emergency Remote Instruction Parent Survey Results ~ Chris Indorf and Mandy Cyr
 - Faculty and Staff Return to School Survey Results ~ Chris Indorf
 - Motion to Approve School Committee Meeting Dates 2020-2021
 - Biddeford School Department COVID Guidelines for Return to Work
 - Reopening Schools Presentation
- [School Committee Calendar Template.pdf](#)
- [BSD COVID GUIDELINES FOR EMPLOYEES RETURN TO WORK.pdf](#)
- M. Public Participation: (3 minutes; any item)**
- N. Communications:**
- O. Executive Session:**
- P. Adjournment:**

Instructions for Public Participation

The Biddeford School Committee will hold a meeting on Tuesday, July 14, 2020, at 4:30 PM.

This meeting 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, July 14, 2020, 4:30 PM Eastern Time

Please click the link below to join the webinar:

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

Password: 784262

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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 not 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, June 9, 2020
4:30 pm
Virtual Zoom Meeting
Minutes

Public Viewing:

The meeting can be viewed in the following locations:

Local Cable Access Station

[City of Biddeford Website](#)

Public Participation - [Further Instructions](#)

Please click the link below to join the webinar:

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

Password: 784262

Or Telephone:

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

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

Webinar ID: 921 2625 9425

- A. Call to Order:** The meeting was called to order at 4:40 pm by Mayor Alan Casavant
- B. Roll Call:** Alan Casavant, Nathan Bean, Mandy Cyr, Jeremy Ray, Rebecca Henry, Lisa Vadnais, Amy Grohman, Randy Forcier, and Chris Indorf were all present
- C. Pledge of Allegiance:**
- D. Adjustments to the Agenda:** **ADDENDUM** ~ Approval of [Probationary Contracts 2020-2021](#) ~ Nathan Bean moved to approve the probationary contracts, Randy Forcier seconded and all were in favor.
- E. Approval of Last Meeting's Minutes:** Minutes from [5/26/20](#) ~ Amy Grohman moved to approve the minutes from 5/26/20, Randy Forcier seconded, and all were in favor.
- F. Consent Agenda:** ~ Nathan Bean moved to approve the consent agenda, Amy Grohman seconded, and all were in favor.

Nominations:

- David Nelson ~ Resiliency, Resource, and Trauma Coordinator BHS ~ New Position

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

Appointments:

- Cathy Fecteau ~ Payroll/Acct Payable Assoc Central Office ~ Replacing Jody Williams
- Ashley Hicks ~ Staff Accountant Central Office ~ Replacing Cathy Fecteau

Resignations:

- William Gervais ~ BRCOT Electrical Instructor ~ Moved to a New Position in the District
- Jody Williams ~ Accounts Payable Associate ~ Retired
- Cathy Fecteau ~ Admin Asst Payroll/Accts Payable ~ Moved to a New Position in the District

G. Student Rep Reports:

H. Superintendent's Report: ~ Jeremy Ray thanked everyone in the School Department for a great end to the year and for all their hard work. A survey was put out to families last week. Chris will recap the survey results later in the meeting. We had over 900 responses. Another survey will go out to staff next week regarding return to work. Currently, we are working on putting together the ordering of PPE gear through the Regional Service Center so we will be ready for a September 1st start date. A reminder that the Biddeford High School senior graduation will be on Wednesday, June 17th at the Saco Drive-In. He thanked Mandy, Chris, and Karen for their hard work on a couple of grants over the past month. One grant is for the Summer School and is \$56,000. We will reach out to see if we can access some of that for the Fall. The other is a \$26,000 grant to help homeless youth throughout the Summer. Several committees are meeting to discuss plans for returning in the Fall. Once we have a final product we will report those back to the School Committee. We will discuss more later on in the meeting.

I. Committee Reports:**J. Old Business:****K. New Business:**

- Public Comment on Comprehensive Needs Assessment for JFK ~ On Tuesday, April 18th Mandy Cyr Invited the public to comment on the Comprehensive Needs Assessment for JFK. Team members were selected in order to best represent the diversity of views and experiences in our school and the broader community. Dozens of faculty were engaged in discussion, data digs, goal-setting, and a myriad of other ways to inform our data collection and planning, even if they weren't formal "sitting members" of the planning team. Tonight she reached out to see if there was any additional feedback from the public. No one from the public wished to comment. She encouraged the public going forward to email or call her with any additional questions.
- Return to school [parent survey results](#) ~ Chris Indorf shared the results from the Community Survey which was Parent and Student-Focused. There were 928 responses representing nearly 1200 children, the survey results are statistically valid. C.I. 95%--Margin of error 3%. The Distribution was done

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

electronically by district newsletter, three social media platforms, and InstantAlert. A PowerPoint presentation was given and the results of the survey can be found on our website at www.biddefordschools.me.

- Return to school - reopening process guidance - [draft document](#) ~ A draft document was shared showing the committees being formed to discuss the reopening of schools. The form can be found on our website at www.biddefordschools.me
- Approval of new job description ~ [Technology and Operations Support](#) ~ Nathan Bean moved to approve the job description, Rebecca Henry seconded, and all were in favor.

L. Communications: None

M. Public Participation (3 minutes; any item) None

N. Executive Session: ~ At 5:42 pm Amy Grohman moved to enter into executive session, Randy Forcier seconded, and all were in favor.

- Labor contract negotiations of non-union employees in pursuant to 1 M.R.S.A § 405 (6)(D)

O. Adjournment: The regular meeting was adjourned at 5:42 pm by Amy Grohman and Randy Forcier.

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Signed:

Date: 6/16/20

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vадnais-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

Biddeford School Committee

2020-2021 Meeting Calendar Template

July '20						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
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August '20						
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September '20						
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October '20						
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November '20						
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December '20						
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January '21						
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February '21						
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March '21						
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April '21						
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May '21						
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June '21						
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27	28	29	30			



4:30 pm Meetings



7:00 pm Meetings

BIDDEFORD SCHOOL DEPARTMENT COVID GUIDELINES
RETURN TO WORK RULES AND EXPECTATIONS FOR ALL EMPLOYEES



**Addendum to District Staff Handbook*

"Historically, pandemics have forced humans to break with the past and imagine their world anew. This one is no different. It is a portal, a gateway between one world and the next. We can choose to walk through it, dragging the carcasses of our prejudice and hatred, our avarice, our data banks and dead ideas, our dead rivers and smoky skies behind us. Or we can walk through lightly, with little luggage, ready to imagine another world. And ready to fight for it."

- Arundhati Roy

In response to COVID-19, the Biddeford School Department (BSD) will comply with the guidelines set forth by the federal Centers for Disease Control (CDC), as well as the State of Maine, which are incorporated herein. These BSD Guidelines will be in effect from August 1, 2020 to December 31, 2020 and will be updated with the latest CDC and State of Maine guidelines. Our goal is to continue to minimize the risk of possible transmission of COVID-19 between people. **Therefore, these BSD COVID GUIDELINES are mandatory for all employees.**

The year we are about to embark upon will be a difficult one in which employees will need to be flexible and may need to perform tasks, duties, or be utilized in ways which were not present in previous school experiences. We must consider the work we do for our children as our collective responsibility. With a continued focus on positive relationships, meeting our students' social/emotional needs and the overall wellbeing of the "whole child," we will successfully meet this challenge and become stronger for it.

- Jeremy Ray, Superintendent of Schools

BIDDEFORD SCHOOL DEPARTMENT COVID GUIDELINES
RETURN TO WORK RULES AND EXPECTATIONS FOR ALL EMPLOYEES

Health & Safety

- Before returning to work, employees who have left Maine¹ (beyond State's in the current Executive Order--see footnote below) since July 1, 2020 must provide a negative COVID-19 test result or attest that they have sufficiently quarantined. After August 1, travel outside of Maine must be reported in advance to your immediate supervisor.
- Each day, before entering BSD property, employees must complete a self-assessment for COVID-19 symptoms. Certain responses will require an employee to immediately contact their supervisor and remain off BSD property. *See attached daily self-assessment.*
- All employees will be provided with two [face covering/masks](#) or a shield and must [wash them daily](#). Employees may wear their own face covering/mask.
- Upon entering BSD property, all employees must wear a face covering/mask/shield at all times, unless their immediate supervisor has approved an exception. The following exceptions may be approved, provided that the employee can maintain six (6) feet of distance² – about two arm's length—from others:
 1. When the employee's face cannot safely be covered due to a medical condition.
 2. When there are no others in the same room and the door is closed. For example, working or eating alone in a closed conference room, office, or classroom.
 3. When students request the removal of a covering to hear instruction.
- All employees must wash their hands with soap and water for at least 20 seconds (or use sanitizer if washing is not possible)³ when:
 - The employee's hands are visibly soiled
 - After coughing or sneezing
 - Before and after: eating, using the restroom, or touching bodily fluids
 - Before and after touching common surfaces like workstations, cash registers, table tops, touch screens, door handles, refrigerator doors, buttons or keypads, light switches, cover plates, countertops, bus seat backs, handrails, time clocks, stability poles, bars, windows and window ledges.
- All employees must practice the following proper [CDC infection control measures](#):
 - If coughing or sneezing, employees must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.
 - Avoid touching their eyes, nose, or mouth.
 - Avoid touching any surfaces unnecessarily.
 - Refrain from hugs and hand-shakes.

¹ Except for travel to New Hampshire, Vermont, Connecticut, New York, or New Jersey.

² See [CDC guidance on social distancing](#).

³ See CDC guidance for [proper handwashing](#).

BIDDEFORD SCHOOL DEPARTMENT COVID GUIDELINES
RETURN TO WORK RULES AND EXPECTATIONS FOR ALL EMPLOYEES

- Notify the Human Resources Manager if they, or anyone in their household, has been confirmed to have COVID-19. *See Return to Work guidelines attached.*
- Minimize face-to-face meetings by utilizing alternative methods to move projects forward (i.e. email, conference call, phone call, web-based meetings).
- Follow any additional guidelines established for their specific job role.

Communal Areas/Breakrooms

- School offices are restricted to administrative and office staff. Any other employee seeking to access main office spaces must receive prior approval from the BSD administration.
- Plexiglas barriers will be installed at all public facing work stations, as needed.
- Elevators will be limited to a maximum of two (2) people per ride.
- Eating Restrictions: Shared food is prohibited. There will be no shared utensils or kitchen supplies. Employees who bring their own meals must sanitize appliances after each use and any individual containers/utensils will be discarded at the end of the day. Employees cannot eat in groups inside rooms and occupancy of each room will be limited. Employees may, with the approval of their supervisor, eat lunch outside.

Visitors

- Employees cannot bring visitors/volunteers to BSD property without prior approval by their building administrator and all visitors/volunteers must adhere to these BSD Guidelines and leave BSD property immediately after concluding their business.

Work-Related Travel

- Employees are expected to travel alone in their own vehicles for work and must receive prior approval from their supervisor for work travel. If employees cannot travel alone, they must wear face coverings inside a vehicle.
- Employees must minimize contact with others while traveling and must sanitize BSD vehicles upon return. At their destination, Employees must adhere to any safety guidelines in place at that location, in addition to these BSD guidelines.

Leave

- Employees may have access to the following types of leave for COVID19 related illness:
 - Sick leave & sick bank (if eligible)
 - Families First Corona Virus Act (FFCRA)
 - Family Medical Leave Act (FMLA)

Please contact Tiffany Jackson at 207-391-6897 or twjackson@biddefordschools.me for detailed leave information.

**ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR
TRANSPORTATION STAFF/BUS DRIVERS/VAN DRIVERS/BUS AIDES**

In addition to the BSD COVID GUIDELINES, all transportation employees must:

Health & Safety

- Wash their hands upon entering the workplace and practice frequent hand washing/hand sanitizing throughout their shift, including upon entering/exiting the bus.
- Wipe all commonly used surfaces and hands before and after each use with the cleaning supplies and hand sanitizer available in all public areas. The general rule here is: “if you touch it, wipe it.”
- Only use the time clock at their assigned time to report to work each day. No more than four (4) employees are allowed in the time clock area at a time. Others will be required to wait outside or in the bus garage.
- Wear a face shield while driving with others on board. If a face shield is not possible due to obstruction of vision, a face covering must be worn.

Bussing of Students

- Limit contact between cohorts and direct contact with parents as much as possible by maintaining a six (6) foot distance.
- Seat one student per row in every other row, the seat directly behind the driver must be open. Prohibited seats will be marked with tape. Families will be allowed to sit together.
- Seats in the back of the bus must be loaded first and then move forward. The bus should be emptied from the front and then the back.
- Students will need to practice social distancing when exiting the bus. Use the bus radio and dismiss by rows.
- Several windows should be slightly opened to improve air ventilation.
- Booster seats will be staggered on kindergarten busses.
- Up to two (2) children are allowed in each van. If a second adult monitor is required, only one (1) child will be allowed. The total capacity of a van should not exceed three (3) people at any given time, including the driver.
- The Bus/Van should be swept and sanitized after the completion of each assigned route. See “Prevention Measures” below for more details.

**ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR
TRANSPORTATION STAFF/BUS DRIVERS/VAN DRIVERS/BUS AIDES**

Paperwork/Logistics

- Employees are not allowed in the mechanic area of the Public Works Building. All mechanical issues should be reported to the transportation office.
- Keys will be kept in a designated area on the bus.
- Individual mailboxes will be assigned.
- Driver log books - Yellow papers will remain in the book on the bus until the end of the week.
- A new copy of required weekly paperwork will be placed in the mailbox at the beginning of each week (i.e. mileage reports).
- Behavior reports will be communicated via the school department-issued email account or text message at the end of each bus run.

Prevention Measures

- Bus drivers will be provided safety glasses that should be worn to wash the outside of the bus.
- Floors should be cleaned first. Often when cleaning the floor of a bus, dust and contaminants on the floor become airborne and land on nearby surfaces. By cleaning the floor first, we can later remove these pathogens through the rest of the cleaning process, so this does not occur. School bus floors should be vacuumed with a backpack or canister vacuum when needed. These are more effective at removing dust and soil and they prevent contaminants from becoming airborne.
- Avoidance of mops suggested. Mops collect soil and contaminants, but these also build upon the mop. Use only when necessary, and with approval from an employee's supervisor.
- At the end of each day, all trash cans must be emptied. Designated staff will spray the busses after employees have finished sweeping floors.

**ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR
ADMINISTRATIVE STAFF**

In addition to the BSD COVID GUIDELINES, all administrative employees must:

- Sanitize common equipment (copiers, projectors, monitors, etc.) before and after each use.
- Sanitize own desk, equipment, and office areas on a regular basis (at least daily) to prevent the spread of germs. (i.e. keyboards, telephones, doorknobs).
- Avoid using coworkers' phones, desks, offices, or other work tools and equipment, unless the employee is authorized to do so by the employee's supervisor. If an employee uses a coworker's phone, desk, office, or other work tools and equipment, the employee must clean and disinfect them before and after use.
- All office communications should be by phone, email, or other remote technology and the use of paper is only for permanent records or communications that must be mailed.
- Employees will thoroughly wash their hands after opening and handling mail.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR NUTRITION AND FOOD SERVICE STAFF

In addition to the BSD COVID GUIDELINES, all nutrition employees must comply with the following rules:

Health & Safety

- Staff must wear face covering/shield when preparing food and working with or in proximity to employees or students.
- Food Service Workers must practice [proper handwashing](#) throughout their shift with soap and water for at least 20 seconds. In addition to the circumstances under which employees are required to wash their hands set forth in the district-wide Rules and Expectations, Food Service Workers must wash their hands:
 - Before, during, and after preparing food
 - Before and after work shifts-As employee arrives and leaves
 - Before and after work breaks
 - After putting on, touching, or removing cloth face coverings
 - After removing gloves
 - After directly handling used food service items
 - After touching objects that have been handled by others, such as utensils, menus, cups, and trash
 - After touching dirty surfaces like floors, walls and soiled carriers and equipment
- Employees must be vigilant to maintain six (6) feet of distance while removing or bringing in items to walk-in coolers or storerooms.
- Staff must properly use gloves during food preparation.

Prevention Measures

- Each employee will have an assigned workstation and should limit interactions with other workstations whenever possible.
- Minimize handling cash, credit cards, and mobile devices, whenever possible.
- Practice routine cleaning and disinfection of frequently touched surfaces, such as workstations, cash registers, table tops, touch screens, door handles, refrigerator door handles, microwave door handles and buttons/keypads, light switches and cover plates, counter tops.
- All food served to students must be covered and individually wrapped. Dining utensils are individually wrapped. All meals must be served as a unit.

**ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR
NUTRITION AND FOOD SERVICE STAFF**

- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food or utensils.
- Any food and beverage items served from food service staff will be served by staff following safety and sanitation guidelines, including appropriate personal protective equipment (PPE).
- Staff will increase the frequency of cleaning and sanitizing and keep sanitation charts updated. Pay special attention to cleaning “high-touch” areas.
- Staff will sanitize all surfaces and equipment at days end.
- Managers will complete daily safety and sanitation checklists.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR INSTRUCTIONAL STAFF

In addition to the BSD COVID GUIDELINES, all custodial and maintenance employees must follow facilities documented standard procedures for routine cleaning and disinfecting.

ITEMS THAT NEED TO BE SPECIFICALLY DISINFECTED DURING A PANDEMIC:

- **Restrooms/Bathrooms:**
 - Door knobs or handles
 - Light switches and cover plates
 - Paper towel dispenser knobs or handles
 - Faucet handles
 - Toilet and urinal flush levers
 - Toilet and urinal partitions, doors (including knobs, levers or slides)
 - Other items identified locally
- **Locker rooms:**
 - Door knobs or handles
 - Light switches and cover plates
 - Other items as identified on the checklist provided
- **Classrooms and Office Spaces:**
 - Door knobs or handles
 - Light switches and cover plates
- **Other locations:**
 - Nurse's Office
 - Elevator call and operating buttons
 - Stairway handrails, doorknobs, light switches
 - Hallway door knobs, handles, drinking fountain faucets
 - Vending machines
 - Other items identified
- Special cleaning and disinfecting processes, including wiping down walls.
- Always follow label directions on cleaning products and disinfectants. Be sure to read the label directions carefully and review SDS (safety data sheets). **Prior district training requires the use of gloves for all cleaning and disinfecting procedures regardless of SDS requirements.** For spray application of disinfectants safety glasses or goggles shall be worn again regardless of SDS requirements. Dwell time (wet time on surface) for the application of disinfectants shall be observed as outlined in application instructions.
- Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so.
- Sharing of personal tools shall not be allowed. District provided tools shall be cleaned/ disinfecting prior to use.
- Permission is granted to maintenance employees to travel in district vehicles to a maximum of two individuals both of which must wear face coverings for the duration of trip.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR INSTRUCTIONAL STAFF

In addition to the BSD COVID GUIDELINES, all instructional employees must:

Health & Safety

- Staff will model frequent hand washing/hand sanitizing for students throughout the school day, including upon entering/exiting the classroom.
- Staff will wipe down and sanitize classroom desks and changing stations when students vacate the classroom in the middle of the day. Cleaning products and proper training will be provided.
- **SPECIAL EDUCATION TEACHERS/ED TECHS:** Determination of additional PPE requirements will be made by the Special Education Director based upon the unique needs of each student/situation. Additional PPE may be required for staff working with young children, students with IEPs or student's with specialized health plans such as, but not limited to:
 - Clear face coverings
 - Face shields
 - Kevlar sleeves/arm protectors
 - Gloves
 - Gowns
 - Plexiglass barriers for student desks

Shared Objects

- Teachers should do the following with respect to shared objects:
 - Discourage the sharing of items that are difficult to clean or disinfect.
 - Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
 - Ensure adequate supplies to minimize the sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, manipulatives, and other equipment) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.
 - Avoid sharing electronic devices, toys, books, and other games or learning aids.
 - Remove any furniture, toys, rugs, and other items that cannot be easily cleaned each day.
- Prior to being eligible to substitute within the BSD, substitutes must complete a district sponsored training program. This training program will now include specific information regarding sanitization practices required for each of the categories listed above.
- All substitutes must then follow the specific guidelines listed above for the areas within which they substitute.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR NURSES

In addition to the BSD COVID GUIDELINES, all nurses must:

- Use appropriate PPE when working with students and staff who visit the nurse's office.
- Frequently sanitize the nurses' station and medical equipment as well as areas used for isolation of suspected COVID-19 cases.
- Keep district administration abreast of any notable health trends, and especially any suspected or confirmed cases of COVID-19.
- Nurses should be vigilant and attend to reporting and documentation obligations, including and especially [NNDSS](#).

APPENDIX TO BSD COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

In addition to the BSD COVID GUIDELINES, all social workers, counselors, and coordinators must:

- Support SEL health of students upon reentry in buildings.
- Limit home visits to emergency situations only. Employees should follow the same prevention guidelines above (masks; 6-feet distance, travel guidelines) and remain outside the home whenever possible. No home visits should be made without prior approval from the employee's supervisor.

APPENDIX TO BSD COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

In addition to the BSD COVID GUIDELINES, all technology employees must:

- Staff should continue to attempt troubleshooting tasks remotely.
- Technology staff members may not work on/troubleshoot a device in close proximity to other staff members. A distance of at least six (6) feet must be maintained at all times.
- When working on other individuals' devices, gloves should be worn at all times, and the portion(s) of the device being worked on should be disinfected providing that doing so will not harm the device. Staff will be provided with wipes to accomplish this purpose.
- After all incidents of working on other people's devices, the Technology staff must wash their hands for at least 20 seconds and/or use hand sanitizer.
- Technology staff will devise a system/furniture set up in their own workspaces that will encourage or prevent others from passing a certain point/entering the room.
- Technology staff will encourage staff to drop off devices in need of service. The technology staff will then work on devices without staff waiting to minimize contact.
- When meeting with outside vendors, Technology staff must wear face coverings and require vendors to do the same.
- Technology staff will clean their own workspaces, equipment, desks, devices, etc. daily.

APPENDIX TO BSD COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

In addition to the BSD COVID GUIDELINES, all coaches and stipend positions must maintain adequate cleaning schedules, which will be created and implemented for all athletic facilities to mitigate any communicable diseases. Until an MPA guidance document is produced, please use the [National Federation of State High School Associations Document](#) for detailed guidance.

APPENDIX TO BSD COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

CDC TRAINING VIDEOS:

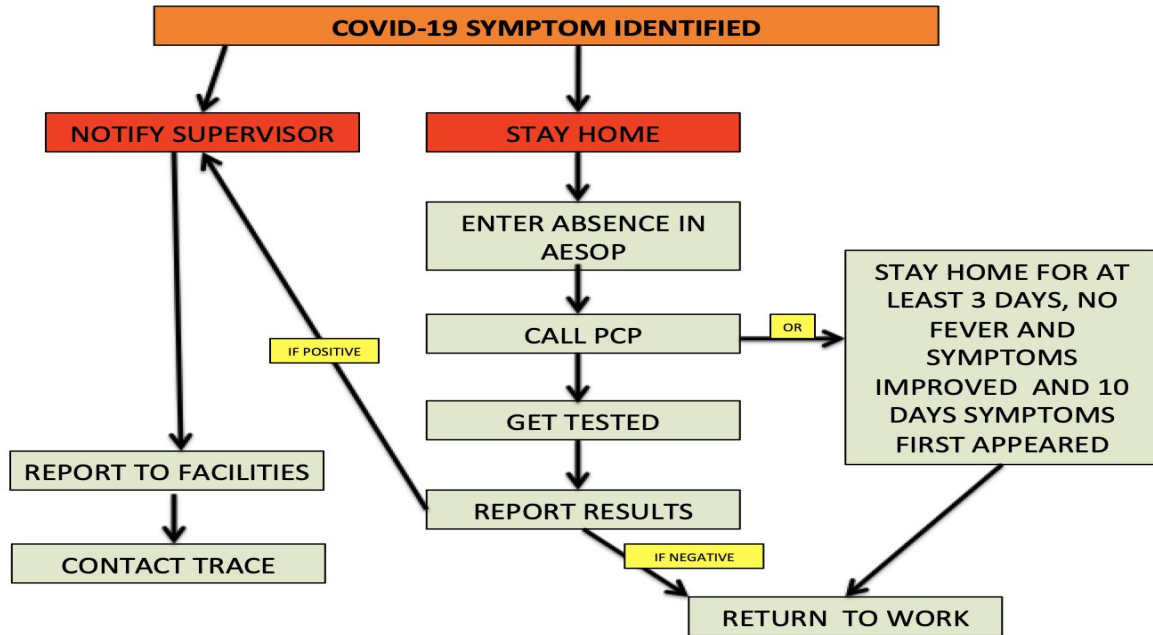
- [Cloth Face Coverings Do's and Dont's](#)
- [Handwashing](#)
- [Social Distancing](#)
- [Stop the spread of germs](#)
- [Know the Symptoms of COVID-19](#)

SELF-ASSESSMENT REQUIRED DAILY BY ALL STAFF:

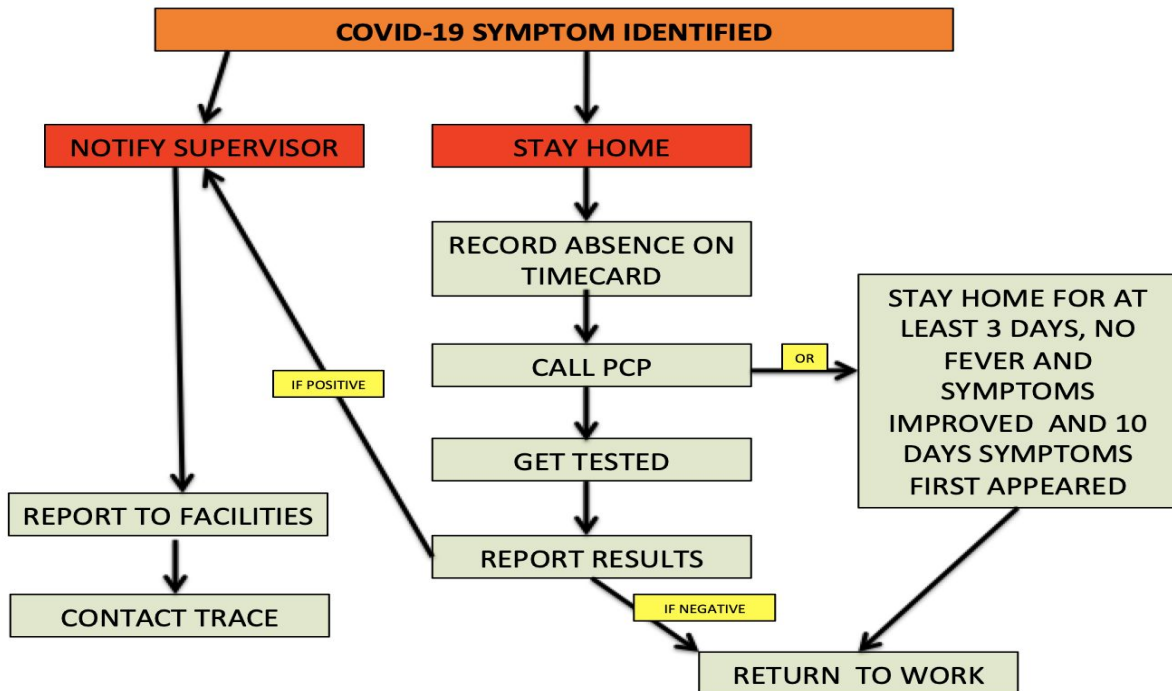
1. Name
2. Phone Number
3. Have I been out of the state (with the exceptions of: NH, NY, NJ, VT, CT) in the last 14 days?
4. Do I or have I been living with anyone who is sick or quarantined?
5. Do I or have I been around anyone exhibiting these symptoms within the last 14 days:
 - a. Do I or have I had a loss of taste or smell?
 - b. Do I or have I had shortness of breath?
 - c. Do I have a fever or feel feverish?
 - d. Do I have a cough or sore throat?
 - e. Do I feel unwell today?

APPENDIX TO BSD COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

GUIDELINES FOR REPORTING ILLNESS - PROFESSIONAL STAFF

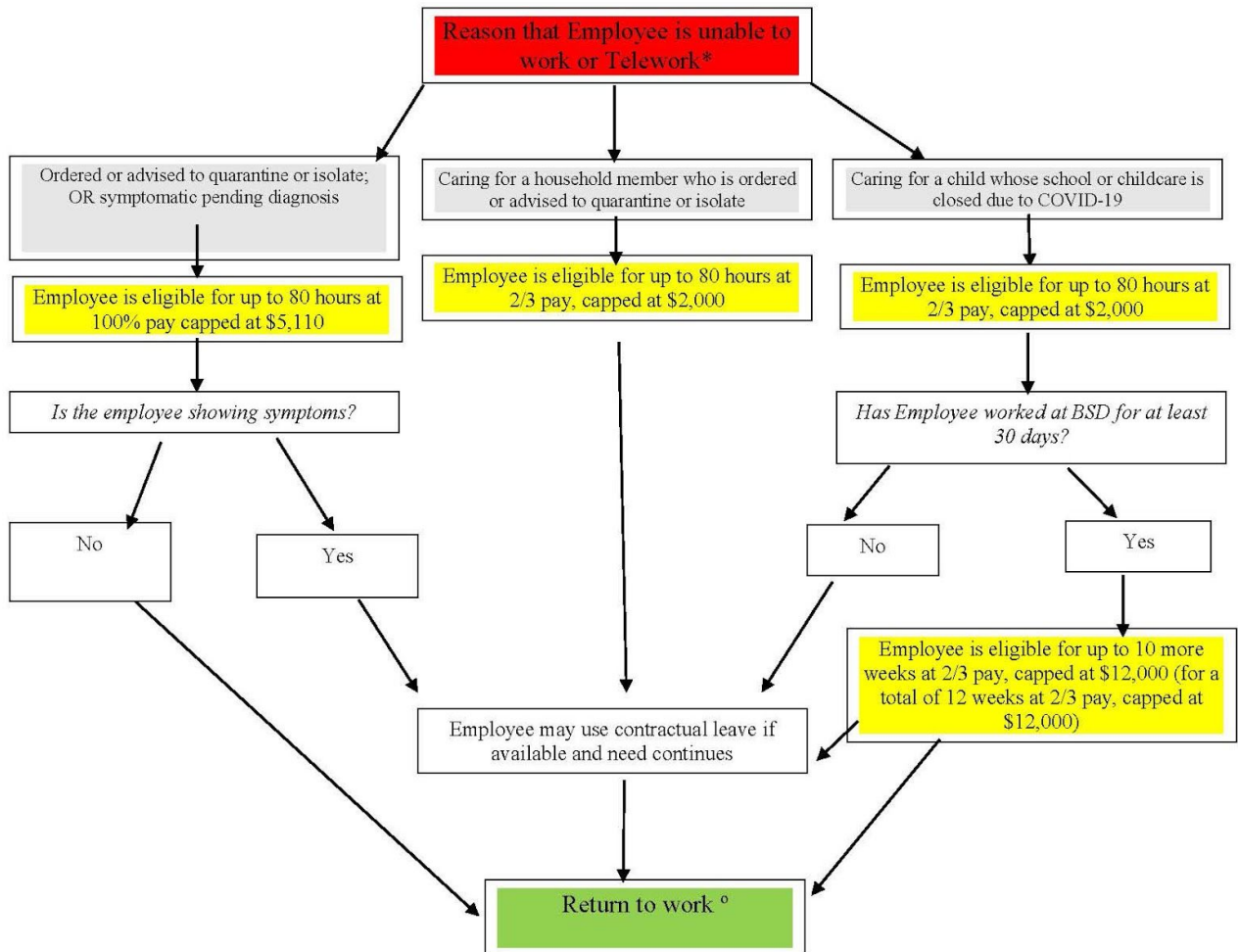


GUIDELINES FOR REPORTING ILLNESS - SUPPORT STAFF



APPENDIX TO BSD COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

COVID LEAVE FLOW CHART



** Prior to accessing FFCRA Leave, an employee must submit an FFCRA Leave Request. BSD may require medical documentation or certification in order to approve an FFCRA Leave Request.*

** Any employee showing symptoms of COVID-19 may only return to work after meeting the standards recommended by the CDC. Any employee who exhausts their FFCRA Leave and/or contractual leave may request an unpaid leave of absence from the Superintendent. The decision to grant such a request is subject to the Superintendent's discretion.*

APPENDIX TO BSD COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

RETURN TO WORK PLAN FOR EMPLOYEES WHO HAVE TESTED POSITIVE FOR COVID-19

The Biddeford School Department will comply with CDC recommendations regarding employees' return to work after testing positive for COVID-19. Under the current CDC guidance, an employee who has tested positive for COVID-19 will NOT be able to return to work until:

- the employee has gone three days without exhibiting symptoms of COVID-19, and at least ten days have passed since the employee's symptoms appeared; OR
- the employee has received two negative COVID-19 test results from specimens taken more than 24 hours apart.

If an employee has been out of work due to testing positive for COVID-19 and the employee has used personal sick leave, FFCRA or FMLA leave, the employee will need to provide a medical note stating that they are medically cleared to return to work prior to doing so.

RETURN TO WORK PLAN FOR EMPLOYEES WHO HAVE BEEN SELF QUARANTINED DUE TO EXPOSURE TO COVID-19

Employees who believe they have been exposed to COVID-19 should STAY HOME, CONTACT THEIR SUPERVISOR, follow [CDC Guidelines for quarantine and self isolation](#), and contact their PCP. Employees who have been tested and the results were negative should communicate those results to their supervisor. Once done, the supervisor may allow the employee to return to work and forward paperwork along to the Human Resources Manager. Employees who have not been tested but who have exhibited symptoms of COVID-19 may not return to work until the employee has gone three days without exhibiting symptoms of COVID-19, and at least ten days have passed since the employee's symptoms appeared.

PLAN FOR "HIGH RISK" EMPLOYEES

The Biddeford School Department will work with each individual employee to provide realistic accommodations to employees who may be in need. Communication is the key to the establishment of effective accommodations for employees. Any employees who have a medical condition that is considered to be in a "high risk" category" should communicate with the Human Resources Manager and provide medical documentation. This will allow the BSD to review the circumstances and to understand if accommodations may be made and if there is a need for remote work. Given that we work in a school system in which the majority of students will be at school, there is no guarantee there will be remote work available. Those employees who must be out and who are unable to work remotely, will need to use available leave provided in the appropriate employment agreement/negotiated contract. Additionally, employees may have access to additional leave via FFCRA or FMLA.



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COVID-19 RETURN TO WORK AGREEMENT
EMPLOYEE TO SIGN AND RETURN TO DIRECT SUPERVISOR

The Biddeford School Department (BSD) must adhere to the guidelines set forth by the CDC as well as the State of Maine in response to COVID-19. Our goal is to continue to minimize the interaction and risk of possible transmission of COVID-19 between employees. Work schedules and workspaces may have been modified or reassigned to ensure employees are safe and able to comply in accordance with the BSD COVID-19 Return to Work Agreement.

I, _____, acknowledge, understand, and agree that while working in a BSD building I am to adhere to the following protocol:

1. I will complete a self-screening assessment daily to check for symptoms of COVID-19. Certain responses will require that I remain home. In this event, I will contact my supervisor immediately.
2. I will enter any BSD building with my identification badge and a face covering each day.
3. I will wear my face covering/mask/shield when in the presence of others (ie. restroom, hallway, any suites, elevator, conference rooms, communal areas, etc.) or maintain six (6) feet of distance--about two arm's length- at all times throughout the workday.
4. I will practice [proper handwashing guidelines](#) and use hand sanitizer upon entering the workplace and throughout the workday. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after coughing/sneezing and using the restroom.
5. I will only utilize the elevator with one additional passenger for a maximum of two (2) people per ride.
6. If during my workday, I begin to experience any signs and symptoms of respiratory illness or spike a fever of 100.4°F or higher, I will notify my supervisor immediately to avoid exposing others in the workplace.

APPENDIX TO BSD COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

7. I will notify the Human Resources Manager if I, or anyone in my household, has been confirmed to have COVID-19. As a response to protect the health and safety of our workforce, we will notify the Facilities Director so the work areas can be sanitized and will follow the CDC guidelines to notify all employees that have come in contact with and/or have been exposed to this person in the most confidential manner possible.
8. I will minimize face-to-face meetings by utilizing alternative methods to move projects forward (i.e. email, conference call, phone call, web-based meetings).
9. I will follow any additional guidelines established for my specific job role and essential travel guidelines which are included in this document.
10. I have watched the CDC training videos included and understand the expectations.

My signature below is an acknowledgment that I have read, understand, and agree to comply with the above terms. I also acknowledge that failure to adhere to this agreement could result in disciplinary action with respect to a violation of the Biddeford School Department policies and procedures. Employees will be notified of updates as guidance may change.

Employee's Signature

Date

Director/Supervisor Signature

Date