



Recovery Plan: School Safety and Operations

OVERVIEW

Talbot County Public Schools (TCPS) Safety and Operations staff has developed this recovery and re-opening plan with the primary objective of providing for the safety and wellbeing of our students and staff as they begin to return to our school facilities during the current recovery stage (Stage 2 - Yellow). The TCPS plan is also meant to adhere to and align with the guidance provided by the Maryland State Department of Education's, Maryland Together Recovery Plan, the Talbot County Health Department, and the Centers for Disease Control (CDC).

TCPS and our local stakeholders have taken significant time to develop and review this working document that provides a framework for the return of our staff and students, while considering the changing landscape surrounding the COVID-19 pandemic. As TCPS moves forward to the start of our school year and the return of students and staff, this plan will remain fluid so as to meet the evolving circumstances. If the Governor's Office, in conjunction with the State Superintendent, moves into the next recovery stage (Stage 3), TCPS will adhere to the guidance that is given at that time.

In summary, the TCPS leadership team and stakeholder committee members respectfully submit this document that outlines our plan to manage the safe re-opening of our school operations and look forward to the feedback resulting from the review process.

The following plan provides District Guidelines. Individual schools will determine class schedules and all building logistics.

SCHOOL SAFETY AND OPERATIONS ACTION PLANS

TCPS COVID-19 REQUIREMENTS FOR OPENING SCHOOLS - ACTION PLAN SCHOOL OPERATIONS

The following action plans are meant to provide TCPS families assurance regarding the implementation of facility management and cleaning protocols that will ensure the safety and wellbeing of our students and staff during the COVID-19 epidemic. The following safety protocols are meant to adhere to and align with the requirements and recommendations associated with the Maryland State Department of Education's, MARYLAND TOGETHER Recovery Plan, which includes guidance from Centers for Disease Control (CDC), and the Maryland Department of Health:

SCHOOL OPERATIONS

Topic:	MSDE and/or Public Health Guidance (summary):	TCPS Action Plan:
Classroom Capacity with Social Distancing - Student to Teacher Ratio	Consider modified classroom layouts that allow for six (6) feet between seats, when applicable.	TCPS is currently planning for a maximum operational capacity of 50% at the start of the school year. With that plan in mind, all of our facilities would be adapted to have each classroom operate with a socially distanced capacity of between twelve (12) and fifteen (15) occupants, depending on the specific building and classrooms. Classrooms will be arranged in a grid pattern to provide one directional seating with 6' between desks when possible. The TCPS plan to require age appropriate students to wear face coverings would allow for larger class sizes (beyond the 6' social distancing recommendation), if needed to accommodate the 50% student return rate. (appx. pp. 33)
Cleaning of Facilities	Implement strategies to maintain healthy environments through appropriate cleaning measures, including the cleaning of high traffic surfaces more frequently.	TCPS is planning to provide additional daytime custodial staff to implement the necessary cleaning of high traffic surfaces (e.g., door handles, sinks, railings, etc.). Consistently throughout the school day, TCPS will utilize COVID-19 rated cleaning products across all of our facilities. Through our standard cleaning processes, the appropriate chemical application, and the purchase of innovative cleaning equipment, our custodial staff will be capable of cleaning all the necessary surfaces each evening, after the school day. TCPS will also provide our staff the appropriate Personal Protective Equipment (PPE) to utilize while applying the necessary chemicals to disinfect all areas of our school buildings. Guidance from the Talbot County Health Department will be considered if enhanced cleaning is required due to situational changes surrounding COVID-19.
Cleaning of Facilities - Chemical Storage	Ensure safe storage of cleaning and disinfectant products.	Cleaning and disinfectant chemicals used in our school buildings will be stored in a secure locations (custodial closets), which are always locked and only accessible by staff.
Lockers and Cubbies	Consider avoiding the use of student lockers and cubbies.	TCPS will not allow students to utilize lockers or cubbies. Students will be required to utilize backpacks at all grade levels.
Entering and Exiting School Buildings	Develop and implement a plan to encourage social distancing when students enter and exit the building.	Administrative staff at each building will develop a plan that will utilize various tools (building layout, schedule, school communities, etc.) To encourage social distancing when entering and exiting the building.

SCHOOL OPERATIONS		
Topic:	MSDE and/or Public Health Guidance (summary)	TCPS Action Plan:
Face Coverings (Staff)	All staff members are required to wear face coverings. Please refer to Appendix #90 for additional information.	TCPS staff members are required to wear face coverings throughout the school day. Individuals should be frequently reminded to not touch the face covering and be provided information on the proper use, removal, and washing of cloth face coverings.
Face Coverings (Student)	All students are required to wear face coverings. Please refer to Appendix #90 for additional information.	All students will be required to wear a face covering while on school grounds. Special exceptions will be made for students on an individual basis.
Hand Sanitizer	Encourage students to wash hands or use hand sanitizer frequently throughout the school day. Provide hand sanitizer (with at least 60% alcohol) to support healthy hygiene behaviors.	Appropriate hand sanitizer will be available at all TCPS buildings. Hand sanitizer stations will be placed strategically throughout the common areas of the school buildings, and teachers will be provided hand sanitizer bottles for their classrooms. Frequent hand washing will also be encouraged and appropriate posters will be placed throughout the building to emphasize hand washing protocols.
HVAC Systems	Ensure building mechanical systems are functioning properly to ensure appropriate ventilation.	As part of the TCPS comprehensive maintenance plan, the TCPS maintenance department will ensure that all building mechanical systems, including the HVAC systems, will function properly to allow for appropriate airflow in all school buildings. TCPS will provide HVAC equipment filters with the greatest Minimum Efficiency Rating Value (MERV) allowed by the product specifications, which will vary by system..
Physical Barriers (sneeze guards)	Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).	Physical barriers will be installed in all main office/reception areas to protect our staff, students, and visitors.
Shared Objects	Consider methods that will reduce the use of shared objects within the school building.	TCPS will require teachers to minimize the items in their classrooms that would be considered shared, and TCPS will utilize available resources to provide for those instructional tools that are required, and implement the necessary cleaning regimen. (e.g., gym equipment, art supplies, electronic devices, etc.)
Staff Illness (during the work day)	Develop and implement a plan to accommodate staff that become ill during the work day.	Please refer to the "Safety and Protection of Students/Staff" section for the associated information.
Student Illness (during the school day)	Develop and implement a plan for a student illness during the school day.	Please refer to the "Safety and Protection of Students/Staff" section for the associated information.

SCHOOL OPERATIONS		
Topic:	Maryland State Public Health Guidance	TCPS Action Plan:
Student Transitions & Physical Guides	Develop and implement a plan that will minimize interactions during student transition times.	TCPS will require School Administrations to develop a plan that considers only allowing one-way traffic through certain portions of their buildings. In addition, the use of floor markings that designate walk areas that encourage social distancing will also be implemented (appx. pp. 47). A formal evaluation has been completed for each school and an individual plan has been developed that addresses the specific safety needs, relating to transitioning within the building.
Symptom Screening (Staff)	Staff should be screened for temperature prior to active duty.	Immediately upon entering the building and before reporting to designated work assignment, all staff will be screened for temperature.
Symptom Screening (Student)	Student health screenings should be considered by each jurisdiction.	TCPS is currently considering a process that will require students to be temperature checked prior to entering the school building. Due to a number of complicating factors surrounding student safety, this process will be implemented after further consultation with the Talbot County Health Department.
Water Fountains	Encourage staff and students to bring their own water bottles to avoid use of common area fountains, and disinfect the fountains regularly.	TCPS will be capping the bubbler on each of our common area water fountain stations and installing a bottle filler function in an effort to prevent the spread of infection. All water sources for consumption within our school buildings will be flushed appropriately prior to school occupation.
Windows/Doors	Consider allowing windows and doors open to allow greater airflow, so long as doing so does not pose a safety risk.	TCPS plans to allow teachers to open the windows in their classrooms if the weather permits. Exterior doors cannot be opened without creating a safety risk for the building occupants.

TCPS COVID-19 REQUIREMENTS FOR OPENING SCHOOLS - ACTION PLAN SAFETY AND PROTECTION OF STUDENTS/STAFF

PREPARING FOR AND ACTION WHEN STAFF, STUDENTS OR FAMILY MEMBERS BECOME ILL

The following protocols are meant to adhere to and align with the requirements and recommendations associated with the Maryland State Department of Education's Maryland Recovery Plan, the CDC, and The Talbot County Health Department. The following action plans are designed to secure the safety and protection of students and staff in the educational setting who may have come in contact with someone confirmed to have Covid-19, may be exhibiting symptoms of Covid-19, or have tested positive for Covid-19 (*Special note: All TCPS nurses are employees of the Talbot County Health Department (TCHD)).

**SAFETY AND PROTECTION OF STUDENTS/STAFF
PREPARING FOR AND ACTION WHEN STAFF, STUDENTS OR FAMILY MEMBERS BECOME ILL**

Topic:	Maryland State Public Health Guidance	Talbot County Health Department/Talbot County Public Schools Action Plan
<p>Students or Staff present without symptoms but were in contact with person diagnosed with Covid-19.</p>	<p>Remain home 14 days from point of contact before returning to work/school unless testing positive for Covid-19. Appendix #89</p>	<p>School Based Staff - If already home, remain there and report results to appropriate administrator immediately •If at work, report situation to appropriate administrator and return home immediately • Participate in distance learning or working from home if applicable. Talbot County Education Center Staff •If already home, remain there (contact supervisor). •If at work, return home immediately. •Human Resources will notify Talbot County Health Department and follow their procedures. All staff participate in distance learning or working from home if applicable. Student • If already at home, remain there (parent contacts school) •In school: If appropriate wear face mask •Move student to predesignated area in nurses’s office or other designated area. Remain 6’ apart. •Call parent to pick up immediately •Staff not to transport student home. Participate in distance learning while home. •When exposure to a positive case occurs, the appropriate supervisor/administrator is responsible for contacting the Health Department immediately. The Health Department is then responsible for proceeding with the necessary Contact Tracing. Any student or staff member who is determined to have been a close contact of the positive case will be notified as soon as reasonably possible. •Please reference the Talbot County Health Department for additional information: https://health.maryland.gov/talbotcounty/Pages/home.aspx</p>
<p>Student or Staff report that they have tested positive for Covid-19 less than 10 days ago</p>	<p>The person should stay home at least 10 days since the symptoms first appeared AND until no fever is present for at least 24 hours without medication AND improvement of other symptoms. Appendix #90</p>	<p>School Based Staff - If already home, remain there and report results to appropriate administrator immediately •If at work, report result to appropriate administrator and return home immediately • Participate in distance learning or working from home if applicable. TCEC Staff - If already home, remain there (contact Supervisor) •If at work, return home immediately and contact supervisor • All staff participate in distance learning or working from home if applicable. Student - If already at home, remain there •Parent(s) should contact school immediately upon receiving test results •Move student to predesignated area in nurses’s office or other designated area. Remain 6’ apart. •Call parent to pick up immediately •Staff is not to transport student home. •Participate in distance learning while home. Please see Guidance on Interpreting Covid-19 test results (appx. pp. 53) • When a positive case occurs, the appropriate supervisor/administrator is responsible for contacting the Health Department immediately. The Health Department will then proceed with the necessary Contact Tracing. Any student or staff member who is determined to have been a close contact of the positive case will be notified as soon as reasonably possible. •Please reference the Talbot County Health Department for additional information: https://health.maryland.gov/talbotcounty/Pages/home.aspx</p>

**SAFETY AND PROTECTION OF STUDENTS/STAFF
PREPARING FOR AND ACTION WHEN STAFF, STUDENTS OR FAMILY MEMBERS BECOME ILL**

Topic:	Maryland State Public Health Guidance	Talbot County Health Department/Talbot County Public Schools Action Plan
Staff or Student exhibits the symptoms of COVID-19:	If staff or student is not tested but has had symptoms, they can return to work/school under the following conditions: • at least 3 days (72 hrs) have passed since no fever without the use of fever reducing medication and: improvement in symptoms and: at least 10 days have passed since symptoms began. • If student or staff has negative Covid-19 test they may return to work/ school once there is no fever without the use of fever reducing medications and have felt well for 24 hours.	Symptoms of COVID-19 or like illness include the following criteria: new onset of shortness of breath; OR at least two of the following: fever of 100.4 or higher, chills, muscle pain, sore throat, headache, loss of sense of taste or smell, and gastrointestinal symptoms (nausea, vomiting, or diarrhea) School Based Staff •If already home, remain there (contact appropriate administrator). •If at school, apply mask (if not already wearing one), report illness to appropriate administrator, and go home immediately and seek medical care. (Do not report to nurse's office. Can call for advice.) •If not well enough, isolate until able to get home or to medical assistance •The appropriate administrator will notify the school nurse for possible preliminary contact tracing. • Close off and ventilate area used by sick staff member, wait 24 hours then clean and disinfect. •All staff participate in distance learning or working from home if applicable. TCEC Staff •If already home, remain there (contact appropriate supervisor). •If at work, apply mask (if not already wearing one), report illness to appropriate supervisor, and go home immediately. •If not well enough, isolate in designated area until able to get home or receive medical assistance. •Close off and ventilate area used by sick staff member, wait 24 hours then clean and disinfect. •All staff participate in distance learning or working from home if applicable. Student • If already at home, remain there (parent contacts school). •Isolate student in predetermined area with supervision while remaining 6' away. •Arrange transportation home (not TCPS vehicle) • Close off and ventilate area used by student. Wait 24 hours to clean and disinfect, if applicable •Participate in distance learning while home. TCHD will advise on the need for testing based on the specific situation. If student tests positive then refer to the positive test section for more information.
Staff's children (families) become sick with COVID-19 symptoms, test positive for COVID-19 or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.	Advise not to come to school and immediately contact Human Resources.	HR will notify contact person at the TCHD and follow their procedures. When a positive case occurs, the Health Department is then responsible for and proceeding with the necessary Contact Tracing. Any student or staff member who is determined to have been a close contact of the positive case will be notified immediately, or as soon as reasonably possible.
Staff or students hesitant to report for work/school due to underlying health conditions.		Each case will be considered on an individual basis. Staff will contact the HR Department. Students will be referred to the Student Services Department.
*In accordance with State and Local Laws and Regulations, school administration will notify the appropriate health officials, staff, and families immediately of any case of Covid-19 while maintaining confidentiality in accordance with the American Disability Act (ADA). TCPS will follow the instructions from the local health department for all matters regarding quarantine, exclusion, and return to school for persons with a positive test for COVID-19 and those who had close contact with the COVID-19 like illness.		

TCPS COVID-19 REQUIREMENTS FOR OPENING SCHOOLS - ACTION PLAN
SAFETY AND PROTECTION OF STUDENTS/STAFF
 MAINTAINING A HEALTHY ENVIRONMENT

SAFETY AND PROTECTION OF STUDENTS AND STAFF- MAINTAINING A HEALTHY ENVIRONMENT		
Topic:	MSDE and/or Public Health Guidance (summary):	TCPS Action Plan:
Social Distancing	Ensure sufficient social distancing with at least 6' between people at all times in school buildings and on school buses/vans. Limit number of people in any given room or vehicle to no more than 50% capacity.	•Mark waiting area, classrooms, rest rooms, etc. To keep people 6' apart. •Limit visitors to building •Monitor and restrict to only necessary movement of students. • Frequently remind students to stay 6' apart.
Reduce the spread of the Covid-19 virus by the contamination of the persons eyes, nose and mouth.	Wearing a face cover is required to prevent the spread of Covid-19. It is especially important when a 6' distance between people can't be maintained. Droplets from a persons cough, sneeze, or breathing can travel through the air. Wear a face mask and don't touch your face. When removing a mask, pull it away from the face by grasping the ear loops and fold the outside corners together. Do not touch the surface of the mask. If the mask is cloth, wash it in the washing machine with other clothing using regular detergent on warmest appropriate setting. Masks may also be soaked in a bleach solution of 4 teaspoons per quart of water for 5 minutes.	•Check temps of all staff entering the building. • All staff are required to wear a face covering. •All students are required to wear a face covering (with special exceptions on an individual basis). •Masks should be used on buses, vans, inside and outside of school building. •TCPS will provide masks to those who need them.
Reducing the spread of infection through touch.	The covid-19 virus can remain on a surface up to 72 hours.	Limit the use of shared objects, e.g. Physical Education equipment, art supplies, toys and games. Keep children's belongings separate. Don't share electronic devices, toys, books, games or learning aides. Have students use book bags rather than lockers.
*Safe Schools has videos available for staff that address PPE, cleaning and disinfecting your workplace, managing stress and anxiety and transition to a remote work force.		

TCPS COVID-19 REQUIREMENTS FOR OPENING SCHOOLS - ACTION PLAN

STUDENT SERVICES

The following action plans are meant to provide Talbot County Public School families assurance regarding the implementation of response protocols that will ensure the safety and wellbeing of our students and staff during the COVID-19 epidemic. The following safety protocols are meant to adhere to and align with the requirements and recommendations associated with the Maryland State Department of Education's, MARYLAND TOGETHER Recovery Plan, which includes guidance from Centers for Disease Control (CDC), and the Maryland Department of Health:

STUDENT SERVICES		
Topic:	MSDE and/or Public Health Guidance (summary):	TCPS Action Plan:
Academic and School Success	<ul style="list-style-type: none"> • Assist with student scheduling • Monitor Student attendance and intervene as needed • Provide audience for post secondary planning. 	<ul style="list-style-type: none"> • School Counselors will provide whole and small group sessions to address the adjusted learning environments, tips for success in those environments, and skill development for learning in those adjusted environments. • School counselors will register/enroll and transfer students as needed. • School counselors, Pupil Personnel Workers, and Social Workers will provide individual case management for students and monitor academic success/needs and progress toward graduation. • High School Counselors will assist students with various processes that include, but are not limited to: college search, scholarship applications, college applications, post-secondary planning, career exploration, and dual enrollment. • Dropout Prevention & Re-engagement Specialists will provide case management of progress toward graduation for targeted population of students. • School Counselors will facilitate Multi Level Intervention Plan meetings to address academic concerns for students through a process that involves tiered interventions. • Student Services staff will provide wrap around services to students to assist with the return to school, and the development of coping/resiliency skills needed to successfully respond to circumstances resulting from COVID 19.
Attendance	Recording and monitoring student attendance, and intervening with student attendance Issues.	<p>Attendance Guidelines: All students are expected to attend school five days a week and to attend all classes in which they are enrolled during both virtual and hybrid learning periods. Teachers will record daily attendance in PowerSchool for all students.</p> <p>During periods of virtual learning, students will be counted as present if they regularly engage in communication with a teacher and/or other school staff (school counselor school social worker, school administrator, school secretary, or student services worker). Engagement must be met at least once every calendar week, and may include things such as:</p> <ul style="list-style-type: none"> • Participation in synchronous learning • Electronic submission of assignment(s) • Exchange of emails, telephone calls, or written correspondence with school staff (as listed above) • Record of student access to the learning management system (FROG) • Home visit by school staff (as listed above)

STUDENT SERVICES

Topic:	MSDE and/or Public Health Guidance (summary):	TCPS Action Plan:
Attendance	Recording and monitoring student attendance, and intervening with student attendance issues.	<p>During periods of learning in a hybrid model, students will be counted as present when physically attending as scheduled, and counted as present if meeting indicators of engagement (as listed above) during the virtual portion of the hybrid setting. Students who do not meet the indicators for engagement during the virtual learning periods, or who do not physically attend as scheduled in the hybrid setting will be marked absent.</p> <p>Intervention for Attendance Issues: Students with attendance issues will be monitored by school staff in a progressive manner. Teachers will be the first to initiate intervention, followed by continuum of specialized interventions from the school counselor, school social worker, school administrator, and student services worker. The specialized interventions will be developed and monitored through a team approach using the Multi-Level Intervention Process (MLIP) and may address any obstacles to engagement and/or learning using a data focused approach.</p>
Family Supports	Support families as needed in a variety of ways.	Pupil Personnel Workers and School Social Workers will work with families to address the needs of the whole family and access necessary services as needed. • Pupil Personnel Workers and School Social Workers will conduct limited home visits as necessary to meet the needs of students and families. • They will Strategically address the needs specific to our special populations that include, but are not limited to: McKinney-Vento, Foster Care, Informal Kinship, and Home/Hospital Instruction.
Mental Health	<ul style="list-style-type: none"> • School counselors will provide age appropriate classroom guidance lessons to address various student needs • Build student skills for coping and resiliency • Provide whole group, small group and individual counseling as necessary. • Refer students to community agency resources as needed. • Work with administrators to plan for sudden school closures. • Collaborate and consult with staff to meet student needs. • Assist staff in accessing resources to meet their own needs. 	<ul style="list-style-type: none"> • School Counselors will facilitate Multi Level Intervention Plan meetings to address any student concern, develop appropriate interventions, and make referrals to outside agencies as needed. • Mental Health Coordinator will facilitate referrals to community agencies for care, and assist parents with management of insurance coverage. • Mental Health Coordinator will assist student services staff with assessment for threat or suicide. • School counselors, Pupil Personnel Workers and School Social Workers will consult with staff and administrators to assess the individual needs of students and access the resources to meet those needs. • School Counselors will provide whole and small group sessions as needed to address student issues that include, but are not limited too: mindfulness, trauma, coping skills, and resiliency. • School Counselors will coordinate Social/Emotional Learning (SEL) lessons with classroom teachers using the Second Step program. • Pupil Personnel Workers and Social Workers will monitor students as they return to school and provide follow up to parent concerns.
Transitions	<ul style="list-style-type: none"> • Hold virtual meetings for transitions • Share transitioning materials • Collaborate among schools for transitioning • Conduct student sessions to assist with preparing for transitions • Prepare to offer building tours and meetings when safe to do so. 	<ul style="list-style-type: none"> • School Counselors and Pupil Personnel Workers will hold virtual transition meetings among staff to assist with students moving to new schools (rising 6th and 9th graders). The purpose of the meetings will be to facilitate the transfer of information necessary for student to meet success in new school. • School Counselors will meet with students (in person or virtually) to facilitate the transition to a new school, answer any questions, address an concerns, and problem solve any issues related to transition. • School Counselors will conduct building tours virtually or in person. • School Counselors will conduct parent information sessions virtually.

TCPS COVID-19 REQUIREMENTS FOR OPENING SCHOOLS - ACTION PLAN EXTRACURRICULAR ACTIVITIES

The following action plans are meant to provide Talbot County Public School families assurance regarding the implementation of extracurricular activity protocols that will ensure the safety and wellbeing of our students and staff during the COVID-19 epidemic. The following action plans are meant to adhere to and align with the requirements and recommendations associated with the Maryland State Department of Education's, MARYLAND TOGETHER Recovery Plan, which includes guidance from Centers for Disease Control (CDC), and the Maryland Department of Health:

EXTRACURRICULAR ACTIVITIES		
TOPIC	MSDE and/or Public Health Guidance (summary):	TCPS Action Plan
Out of School Time for Clubs and Organizations	Ensure sufficient social distancing with at least 6' between people at all times in school buildings and on school buses/vans. Limit number of people in any given room or vehicle to no more than 50% capacity.	TCPS is still considering the appropriateness of allowing in person after school clubs and organizational meetings. Virtual meetings will be encouraged and in person meetings must follow the "Safety and Protection of Students and Staff" section protocols, specifically the social distancing guidance (pp. 2). Sponsors must consider how all students can participate if attending on A days/B days schedule, since all students will not be on campus at the same time.
Band Performances	Ensure sufficient social distancing with at least 6' between people at all times in school buildings and on school buses/vans. Limit number of people in any given room or vehicle to no more than 50% capacity.	TCPS is recommending a virtual performance option until which time social distancing and the wearing of masks is no longer required. When possible, performances will be recorded in advance and allow for at-home viewing/streaming. The following guidelines will pertain to any in-person band performances: reduced performance times, e-tickets and online ticket sales only, staggered check-in times, extended arrival time for audience, publicize safety and protection protocols in advance of the performance, ask audience and band performers to adhere to the precautions, social distance performers across the entire stage, provide appropriate isolation around each performer.
Choral Performances	Ensure sufficient social distancing with at least 6' between people at all times in school buildings and on school buses/vans. Limit number of people in any given room or vehicle to no more than 50% capacity.	TCPS is recommending a virtual performance option until which time social distancing and the wearing of masks is no longer required. When possible, performances will be recorded in advance and allow for at-home viewing/streaming. The following guidelines will pertain to any in-person band performances: reduced performance times, e-tickets and online ticket sales only, staggered check-in times, extended arrival time for audience, publicize safety and protection protocols in advance of the performance, ask audience and band performers to adhere to the precautions, social distance performers across the entire stage, provide appropriate isolation around each performer.
Theatrical Performances	Ensure sufficient social distancing with at least 6' between people at all times in school buildings. Limit number of people in any given room to no more than 50% capacity.	TCPS is recommending that theatrical performances be placed on hold until health concern restrictions have been relaxed by the CDC, the Maryland Department of Health, and the Talbot County Health Department.

TCPS COVID-19 REQUIREMENTS FOR OPENING SCHOOLS - ACTION PLAN

FOOD SERVICE SAFETY

The following action plans are meant to provide Talbot County Public School families assurance regarding the implementation of food and nutrition operations, that will ensure the safety and wellbeing of our students and staff during the COVID-19 epidemic. The following safety protocols are meant to adhere to and align with the requirements and recommendations associated with the Maryland State Department of Education's, MARYLAND TOGETHER Recovery Plan, which includes guidance from Centers for Disease Control (CDC), and the Maryland Department of Health:

FOOD SERVICE SAFETY		
TOPIC	MSDE and/or Public Health Guidance (summary):	TCPS Action Plan
Meals - Children Bring Their Own	Have children bring their own meals as feasible.	Children are allowed to bring their own meals with a no sharing policy strictly enforced.
Meals - Children Purchase at School	Serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.	Food service will prepare and label meals for those students with dietary restrictions. Before school resumes teachers and school leaders shall review food allergy and 504 plans for all children with food allergies. Classroom teachers would need to ensure that individual students receive their assigned meal with a no sharing policy strictly enforced. Lunches provided in the classroom would be served in closed disposable containers.
Disinfect Surfaces	Disinfect surfaces after food contact is made.	If students are required to eat in their classrooms, TCPS staff will disinfect desks after meals. If students are permitted to eat in the cafeteria, food service staff would disinfect all food service areas between each lunch. A no touch POS system with be implemented, providing students with a bar code scan card. Physical barriers will be installed between servers and cashiers.
Disposable Food Service Items	Use disposable food service items.	TCPS will only utilize disposable products including closed disposable containers for food and utensils.
Drinking Fountains	Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.	TCPS will be capping the bubbler on each of our common area water fountain stations and installing a bottle filler function in an effort to prevent the spread of infection. All water sources for consumption within our school buildings will be flushed appropriately prior to school occupation.
Enhanced Sanitation Measures	Address enhanced sanitation measures related to student meals service, including student hand washing, appropriate sanitation measures for touch-contact surfaces used by students during meal service in schools (such as point of service touch pads, tables and chairs, carts used in transportation, etc).	TCPS will encourage students to wash their hands prior to eating. Free standing touchless hand sanitizers need to be placed at each serving line if served in the cafeteria. If served in the classroom each space will have a hand washing or hand sanitizer station available for students. If visiting the cafeteria all lines would be cleaned and sanitized between each lunch/class. The POS would be touchless as we would provide a scan card for students to use. If allowed to sit in the cafeteria TCPS custodial staff would have to clean and sanitize tables between each lunch/class. If meals are served in the classroom all equipment and carts utilized will be cleaned and disinfected after each use.

FOOD SERVICE SAFETY		
TOPIC	MSDE and/or Public Health Guidance (summary):	TCPS Action Plan
Face Coverings (staff)	Required that staff wear face coverings.	Sodexo will provide all employees two cloth face coverings and will have disposable masks if needed. Please refer to the "Safety and Protection of Student/Staff" section for additional guidance.
Feeding Students - Distance Learning or Altered Schedule	Develop plan to provide school meals to students not attending school.	TCPS will develop a meal pickup plan at each of our schools for those students taking part in distance learning or are not attending due to an altered school schedule.
Food Offered at Any Event	If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family style meal.	TCPS sponsored events that require meals will be provided in closed disposable containers.
Food Safety Protocols	Food Safety protocols and staff training, modified package, and sanitation.	The TCPS food service contractor, Sodexo, has a very rigorous food and environmental safety program. Sodexo has policies and procedures pertaining to employee safety requirements surrounding COVID 19. Sodexo began using closed containers for many of our food products at the end of February and March. Sodexo ensures all food is served in closed disposable containers. Sodexo has trained current staff to clean and disinfect and would continue to train any additional staff that return.
Food Service Model	Feasibility for food service model shift from traditional cafeteria line model to other potential models.	TCPS will implement a food service model that is dictated by the requirements associated with the pandemic at the time of re-opening schools.
Food Supply Chain/ Logistics and Operation	Address capacity factors such as the food supply chain, hot and/or cold holding equipment, dry food storage area, food preparation space, equipment for transportation of meals inside a school building (such as carts and racks), and equipment for transportation of food and meals between building (such as refrigerated truck, hot and cold holding equipment, food storage bins, etc).	The TCPS food service contractor, Sodexo, currently has all vendors ready for the new school year including Sysco, Cloverland Dairy, Schmidt Bakery, DOD, Keany produce, Teddy Bear produce, and Dori Foods. If meals are served in the classroom, Sodexo would need to purchase hot and cold holding equipment in order to ensure food is served at the correct temperatures. Sodexo currently has enough dry food storage area and food preparation areas. Based on student volume, Sodexo would only deliver food between buildings if the volume at certain schools was so low it would not pay to operate the kitchen. If Sodexo did that, they would need to have a vehicle for transporting the meals. This would also require them to purchase hot holding and cold holding equipment for the vehicle. Current dry storage and food preparation space is adequate.
Hand Washing (staff)	Individuals should wash their hands after removing their gloves or after directly handling used food service items.	TCPS cafeteria staff wash their hands between each task. Gloves are worn but not a substitute for washing hands. Staff must follow the washing for 20 seconds rule, rinse, dry with paper towel, turn faucet off with paper towel then throw towel away. Sanitize hands. No other staff is allowed in the cafeteria.
Hand Washing (student)	Enforce strict hand washing with soap and water after food contact.	TCPS staff will require students to wash their hands before and after meals.

FOOD SERVICE SAFETY

TOPIC	MSDE and/or Public Health Guidance (summary):	TCPS Action Plan
Health and Safety measures for Nutrition Staff	Determine health and safety measures for School Nutrition Staff, such as daily temperature check and a schedule for virus testing, protocols for isolation and containment for prevention of virus outbreak, access to and maintenance of PPE, etc.	Please refer to the "Safety and Protection of Student/Staff" section for guidance.
No Share Policy	Ensure that there is a "do not share" food policy among students.	A no share policy will be enforced by TCPS staff if meals are served in the classroom or in the cafeteria. Teachers should refresh their understanding of food allergies, including symptoms of allergic reactions to food.
Plans In event of Positive Cases	Plan in the event of positive cases of COVID 19 in the food and nutrition staff and /or increased volume of staff absenteeism.	The TCPS food service contractor, Sodexo, will address each situation on an individual basis. Staffing levels are sufficient to accommodate moderate staff absenteeism related to COVID-19.
Staff at Higher Risk	Offer options for staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).	The TCPS food service contractor, Sodexo, will address each situation on an individual basis.
Water Supply	Prior to reopening take steps to: Minimize the risk of diseases associated with water, by ensuring that all water systems and features (e.g. sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown.	All water sources for consumption within our school buildings will be flushed appropriately prior to school occupation.