

Marlborough Elementary School  
Contact Tracing / Quarantining and Instruction While Students are in Quarantine  
2021 – 2022 School Year

During the 2021 – 2022 school year, if there is a COVID positive case, administration will complete contact tracing. Individuals who have been in close contact to the COVID positive individual for 15 minutes or more over the course of the day (3 feet in classroom, 6 feet in all other locations) will be quarantined for a minimum of 7 days. Symptom free children, who have received a negative test on or after day 5, will be able to return to school on the 8<sup>th</sup> day.

Expectations for quarantine period are outlined below:

Staff:

- Create packets of work that will provide opportunities to practice content being instructed in the classroom. Directions should outline expectations on completion and due dates. Packet should contain materials covering writing, reading, math and science or social studies. Essential arts staff will provide outline of content covered in class and assignment completion expectations.
- Share with Mrs. Barry any areas you would like her to specifically address with children when she reaches out via Zoom.
- Please let us know if technology & charger need to be picked up.
- Provide families with a list of login / passwords needed.

Parents:

- Please help your child keep their device charged.
- Packets of materials will be in office for pick up (office staff will reach out)
- Setup time for Mrs. Barry to have a Zoom session to check in with your child. She will provide a daily check in and, as needed, review assignments.

Children:

- Fully complete work as assigned by staff.
- Keep camera and microphone on when meeting with Mrs. Barry.
- Keep list of questions you have on work – so Mrs. Barry can address them in your session.
- Keep your device charged and ready to use.

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In the very unlikely scenario when we have to quarantine the entire classroom, teacher and students will work remotely for 7 days, with return to in school instruction on the 8<sup>th</sup> day (symptom free and negative test on or after day 5).

Expectations for quarantine period (days 1 – 7) are outlined below:

Children:

- Log in to all required Zoom / Google Meets sessions
- Be actively engaged in lessons
- Be respectful of muting and unmuting microphone (please mute when asked)
- Complete and submit assignments as requested by staff
- Have required materials ready to use
- Leave camera live when required to by staff
- Charge device to ensure ability to be used for the entire day

Parents:

- Assist children with logging into Zoom / Google Meets (if necessary)
- Identify an effective work location
- Communicate with school if need assistance with materials / accessing Zoom or Google Meets
- Provide a location for charging the device

Staff:

- Schedule for entire class quarantine days will be parallel to in school days
- Lunch / recess block will remain in scheduled block (families can schedule and pick-up breakfast/lunch on days quarantined)
- Essential Arts staff will provide instruction during their block
- Login information for the quarantine time provided to your family's night prior
- Schedule and provide direct in-person instruction in:
  - Math
  - Reading
  - Writing
  - Science or social studies
- Outline daily virtual office hour times for students to get assistance with assignments
- Submit attendance after morning meeting: CSDE shared that students will be considered 'present' if they attend minimum of half a day of their virtual learning day
- Post assignments for students to complete

Day 8 – 10:

- In school instruction (symptom free children who receive negative test after day 5) commences
- Provide packets for independent work (children still at home): para-educator will provide daily check in