



	<b>High-level Overview</b>
<p><b>Safety Protocols/PPE/ Student Transitions</b></p>	<p><b><u>Front Office Protocol and Building Entry</u></b></p> <ul style="list-style-type: none"><li>● Anyone who enters the building is required to wear a mask.</li><li>● Upon entering the building each individual will have their temperature checked by school personnel.</li><li>● Anyone who is above the required temperature outlined by CDC guidelines or displays COVID symptoms will not be allowed to remain on campus. The CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater.</li><li>● Individuals that display COVID symptoms will be directed to the CARE Room until departure.</li></ul> <p><b><i>* The CARE Room will be monitored by the school personnel. CDC social distancing guidelines will be followed in the CARE Room.</i></b></p> <ul style="list-style-type: none"><li>● Entry doors will remain locked at all times. Parents and visitors must request entry by ringing the doorbell located outside of the main office. The lobby area in the front office doors will have seating for parents. Seating is arranged six feet apart.</li><li>● To minimize congestion in the main office when there are multiple visitors, guests will be asked to remain in their vehicles or outside until they are contacted by front office staff to enter the main office.</li><li>● Visitors will <b>NOT</b> be permitted to enter areas outside of the main office.</li><li>● Teachers must call the front office, clinic or counseling office before sending a student to the designated area. Students must have a teacher issued pass to enter any location. (i.e. main office, clinic, etc.)</li></ul>



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- Faculty and Staff will utilize various entrances upon arrival to minimize congestion in the main office. Upon entering the building, each individual will have their temperature checked and be screened for symptoms.

### **Entering the Building (All Students)**

All students will have their temperatures checked and be screened for symptoms prior to entering their grade level hallway.

- Sixth (6<sup>th</sup>) grade students will enter through the exterior breezeway by the main office and turn right and proceed directly down the hall to the 6th grade wing.
- Seventh (7<sup>th</sup>) grade students will enter through the exterior breezeway by the main office and turn right and enter through the double doors located in the direction of the connections wing.
- Eighth (8<sup>th</sup>) grade students will enter through the exterior breezeway by the main office and walk down the stairs (courtyard/garden area) and enter through the double doors (eighth grade hallway).
- Students that display COVID symptoms will be directed to the CARE Room until departure.

***\* The CARE Room will be monitored by the school personnel. CDC social distancing guidelines will be followed in the CARE Room.***

### **Whole-School Movement**

- All movement will be in one direction when transitioning between classes. Students will remain in homeroom class to receive core instruction via Zoom and will only transition to and from connections classes.
- Only one team will transition at one time; adhering to social distancing guidelines (6 feet apart).



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### **Connections Transitions (By Grade Level)**

In order to adhere to social distancing guidelines, classes will transition to connections (by grade level) utilizing the following transitions routes:

- **PE, ROTC, and Dance**-Enter front glass gym doors. (Theater Arts on alternating days)
- **Health and French**-Enter from the Breezeway
- **Art**-Breezeway then up the stairs
- **Band and Chorus**-Lower level back door
- **Healthcare and ESOL**- Lower level back door, then up the stairs

### **Classroom Space**

- Ensure adequate supplies (e.g. writing utensils, art supplies) to minimize sharing of frequently touched surfaces and shared objects.
- Ensure seating is assigned and consistent each day.
- Ensure there are no shared seating areas in classrooms. ( No shared seating. Lab tables, sit on both ends)
- Ensure seating is distanced (6 feet) as much as possible once face-to-face enrollment is determined.
- Communicate and enforce expectations for limiting the use of shared classroom supplies, electronic devices, toys, books, games, learning aids and manipulatives.
- Communicate and enforce expectations for cleaning and disinfecting frequently touched surfaces and shared materials between users. Teachers will receive a bottle of cleaner and paper towels to sanitize desks four times a day.
- Students must sit in assigned seats each day and a seating chart must be kept by each teacher. The seating chart must be handy and easily accessible.

### **Dismissal (All Students)**

- Students will be escorted out of the building by faculty and staff to ensure social distancing



	<ul style="list-style-type: none"> <li>• Classes will be dismissed over the intercom and/or radios.</li> <li>• Dismissal will be conducted on a rolling basis.</li> </ul>
<p style="text-align: center;"><b>Nutrition</b></p>	<p><b><u>Breakfast</u></b></p> <ul style="list-style-type: none"> <li>• Students should use hand sanitizer (personal or school dispenser) prior to eating.</li> <li>• Students will eat breakfast in the classroom (breakfast will be delivered to the classroom)</li> <li>• Students should use hand sanitizer (personal or school dispenser) after eating.</li> <li>• All classes will be provided with trash bags for waste disposal.</li> <li>• Students will dispose of their individual waste.</li> </ul> <p><b><u>Lunch</u></b></p> <ul style="list-style-type: none"> <li>• Students should use hand sanitizer (personal or school dispenser) prior to eating.</li> <li>• Students will eat lunch in the classroom. (lunches will be delivered to the classroom)</li> <li>• Students should use hand sanitizer (personal or school dispenser) after eating.</li> <li>• All classes will be provided with trash bags for waste disposal.</li> <li>• Students will dispose of their individual waste.</li> </ul>
<p style="text-align: center;"><b>School Instructional Model/Schedule</b></p>	<p><b>Face-to-Face and Virtual Hours:</b>        Monday, Tuesday, Thursday, Friday: 9:05am - 4:05pm        Wednesday: Asynchronous        Face-to-Face and Virtual Students will follow the same schedule  <a href="#">C.W. Long Middle School Master Schedule</a></p>
<p style="text-align: center;"><b>Transportation</b></p>	<p><b><u>Bus Arrival</u></b></p> <ul style="list-style-type: none"> <li>• Students will exit the bus and proceed to the building through the exterior breezeway by the main office.</li> <li>• Students will not be allowed to socialize or congregate when exiting the bus nor while entering through the breezeway.</li> </ul>



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	<ul style="list-style-type: none"> <li>● Buses will release one at a time to ensure congestion of 30 or more students does not occur.</li> </ul> <p><b><u>Car Rider/Walker Arrival</u></b></p> <ul style="list-style-type: none"> <li>● Car Riders/Walkers will not be allowed to enter the building before 8:45 am.</li> <li>● Car Riders will exit vehicles at the top of the car rider lane.</li> <li>● Students will be allowed to enter into the building, through the exterior breezeway by the main office, and through their specified doors.</li> </ul> <p><b><u>Bus Dismissal</u></b></p> <ul style="list-style-type: none"> <li>● Once all buses arrive, classes will be dismissed over the intercom and/or radios.</li> <li>● Dismissal will be conducted on a rolling basis.</li> <li>● Staff will be in place to supervise students and ensure social distancing.</li> </ul> <p><b><u>Car Rider/Walker Dismissal</u></b></p> <ul style="list-style-type: none"> <li>● Car riders will be dismissed at 4:05 pm by grade level or classroom.</li> <li>● Staff will be in place to supervise students and ensure social distancing.</li> </ul>
<p><b>Phase II Parent Informational Meetings/Town halls</b></p>	<p><b>Parent Town Hall:</b>          Wednesday, December 16, 2020 at 5:30 PM  <b>Faculty &amp; Staff Meeting:</b>          Wednesday, December 16, 2020 at 9:30 AM</p> <p><b><i>Townhall recordings are posted on the school's website.</i></b></p>
<p><b>Intent to Return</b></p>	<ul style="list-style-type: none"> <li>● Information regarding Intent to Return for Quarter 4 will be available soon.</li> </ul>