



D. M. Therrell High School

An International Baccalaureate World School



Return to Building Playbook

2020-2021

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What Returning to the Building Will Look Like for Students and Staff

At a Glance

When students and staff return to the building, there will be increased health and safety measures in place to reduce the impact of COVID-19 at Daniel McLaughlin Therrell High School.

Responsible Distancing

Responsible distancing practices will be encouraged from arrival on campus through departure. Grab-and-go breakfasts will be available and students will eat in their classroom in order to reduce the amount of students gathered in the cafeteria. Floor markings and directional signage have been placed in high traffic areas. In addition, a plan for traffic flow during transitions has been created to support responsible distancing and limit crowding. Finally, staggered release schedules for lunch and other transitions will be utilized in an effort to decrease the amount of students in the hallway at any given time.

Limited Access to Visitors and Volunteers

In an effort to create a healthy and safe environment by limiting potential COVID-19 exposure whenever possible, visitors allowed inside of the school building will be limited. No classroom volunteers will be utilized at this time. Visitors will not be permitted to enter areas outside of the main office/foyer without expressed permission granted by the principal. The office will be open to assist parents and other visitors by scheduled appointment. Visitors must sign in and out, recording times of entry and exit. Locations visited should be documented. This information will facilitate contact tracing.

Hand Sanitation Stations

Each hallway has been outfitted with hand sanitation stations to encourage proper cleaning practices. Students will be given several opportunities throughout the instruction day to clean their hands with sanitizer or soap and water. Teachers have been provided with additional cleaning supplies in order to spray and wipe down areas to supplement the increased cleaning protocols that have been put in place.

Classroom Modifications

Classroom seating will be responsibly distanced when possible. If tables or other non-mobile seating is being utilized, seating will be marked off to indicate where a student can sit. Administrators will view and approve classroom designs prior to students returning to the building.

Employees are encouraged to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces, including student desks.

See Through Book Bags/Back Packs

In our bid to ensure healthy school operations, we have adopted the policy of allowing students to only carry see-through book bags/back packs. This will reduce the necessity for our staff to touch the inside contents of a book bag when entering school property; thereby preventing and reducing the spread of Covid-19.

Controlled Movement patterns

To promote responsible distancing and to limit COVID-19 exposure, a Building Traffic Flow map has been created to guide the movement of students and staff where possible throughout the day. Signage and directional arrows will be placed through the building. Furthermore, staggered dismissal patterns will be enforced to decrease the number of students moving throughout the building at any one time.

Mass Gatherings

For the safety of staff and students on campus, assemblies and other large gatherings will not be permitted until further notice.

ARRIVAL

Morning Bus Arrival

- To ensure responsible distancing during unloading, one bus will load at a time.
- Traffic will flow on the right side of the hallway. Responsible distancing will be review and enforced.
- Supervision by staff will take place to monitor the traffic flow. Students not requiring a breakfast will report directly to their classroom.
- Students requiring breakfast will report directly to the cafeteria (following the traffic flow pattern), pick up a breakfast, and then exit the cafeteria to report to their classroom.

Student Entry Points

Entry into the building will be as follows:

- Auditorium – Door 1 for 11th grade students.
- Auditorium – Door 2 for 12th grade students.
- Cafeteria for 9th grade students.
- Main Entrance – 10th grade students.

Staff Temperature

- Upon arrival to campus, teachers and staff will enter in the front of the building (A) and have their temperature taken. They will sign the log stating that they have no symptoms and have a mask.
- Staff with a normal temperature will proceed to campus.
- Staff with a temperature 100.4 or higher will wait in their car for 5 minutes, then re-scan.
- If temperature is still at, or above 100.4, please notify administrator. Administrator will contact the nurse to have staffs' temperature checked a third time.
- If the nurse confirms temperature, staff will be sent home with a recommendation to consult a physician.

Student Temperature

- Students have their temperature scanned as they enter campus through their respective entry point.
- Students with a normal temperature will proceed to campus.
- Students with a temperature of 100.4 or higher will be escorted to the triage center (8:00 – 10:30: Lower Gym); 10:30 – 3:30: JROTC (A19). Student information will be logged on a Temperature Tracking Form.
- When temperature is re-scanned and the temperature is normal, they will proceed to class.

- If the temperature is still at, or above 100.4, the nurse re-scans for a third time and if the student's temperature is still at or above 100.4 the nurse will call parents to have them pick up the student. The nurse will instruct the parent to take the student home and consult a physician regarding symptoms prior to returning to school.

Student Breakfast

Students will receive meals in a grab-and-go style in the morning and will be asked to eat in the homeroom.

Late Arrivals/Tardies

- Students who arrive after 8:30 a.m. will be checked into school through the main entrance, where they will get their temperature checked.
- If temperature is normal, the student will proceed to class.
- Students with a temperature of 100.4 or higher will be escorted to the triage center (8:00 – 10:30: Lower Gym); 10:30 – 3:30: JROTC (A19). Student information will be logged on a Temperature Tracking Form.
- When temperature is re-scanned and the temperature is normal, they will proceed to class.
- If the temperature is still at, or above 100.4, the nurse re-scans for a third time and if the student's temperature is still at or above 100.4 the nurse will call parents to have them pick up the student. The nurse will instruct the parent to take the student home and consult a physician regarding symptoms prior to returning to school.

CLASS TRANSITIONS

Foot Traffic

- Students will be directed to “Walk to the Right”
- Hallways will be marked for two-way traffic
- Students will wear masks at all times during class transition

Supervision in the Hallway

- Teachers will be visible at their door during transitions and directing students to keep moving to their next class.
- Hall monitors, clerks and administrators will be at designated locations directing students to move with purpose, follow the say t the right practice down the hallways and stairwells. Ensuring that students are social distancing and wearing their masks at all times during transitions.

LUNCH

Schedule

- 3 x 30 minute lunch periods
- 20 minute transitions between lunches to allow for proper cleaning and for supervision to be in place for the next lunch period.
- Students will be assigned a lunch location: Cafeteria, Auditorium or Main Foyer.

Masks/Hygiene

- Masks will be worn during transition to and from lunch; and during lunch when students are not eating.
- Before entering the cafeteria/auditorium/main foyer, students must use the hand sanitizers located in these area.
- Students are not allowed to pass or share any items, including food, with other students.
- Students will be dismissed by table to dump their trash in the trash can (which will be located at the end of each table).
- As students exit the cafeteria, etc., they will sanitize their hands before heading back to class.

Seating

- Tables will be marked with an “X” where sitting is prohibited to maintain social distancing.

Floor Markings

- Floor markings are placed in the serving lines to indicate social distancing.

Food and Package Deliveries

- Deliveries of personal food by parents or delivery services is not permitted. Deliveries of personal packages (forgotten book bags, uniform, etc.) during the school day are not permitted.

CLASSROOM

Seating

- Furniture placement to maximize classroom space.
- Classroom seating will be responsibly distanced when possible.
- If tables or other non-mobile seating is being utilized, seating will be marked off to indicate where a student can sit.
- Administrators will view and approve classroom designs prior to students returning to the building.

Classroom Entry

- Hall monitors, clerks, teachers and administrators will supervise hallways, reminding students to social distance and wear masks as they report to class on time.
- Hand sanitizing upon entry of classroom.
- Students should seat according to approved classroom design.
- Students will maintain 3 – 6 feet distancing whenever possible.
- Masks should be worn at all times when social distancing cannot be achieved.

Curriculum

- Teachers are encouraged to go paperless or provide one copy per student.
- Technology devices will not be share within class period.
- Classroom library books will be returned to the Media Center each Friday.

Leaving the Classroom

- Seating/Desks must be sanitized between new student groups.
- One student at a time can leave class to use the bathroom. Bathroom passes are single use only and must be discarded after use.
- Clinic passes and office passes will be single use only.
- If student is needing to leave the classroom because they are symptomatic, teacher will contact hall monitor/clerk/administrator to escort student to the nurse's office. Persons escorting student must wear a face mask, shield and gloves.

DRILLS

ALL Emergency Procedures will remain the SAME during “real-life” events, should they occur. Several Emergency DRILLS will be modified this year to allow for social distancing.

Lockdown Drill: This drill will be modified. Classroom teachers will explain the procedures for students and demonstrate as needed.

Fire Drill: During the evacuation process, and while students are holding outside, students will be kept at a reasonable distance apart from each other. These same rules will apply when students are returned inside back to their classrooms. Understandably, this drill will take more time than normal to accomplish, as the entire drill will be considerably slowed down.

Tornado Drill: Students will NOT be removed to the hallways during the drill. Instead, students will remain inside their classroom and will safely practice the drill at their desk as they would an Earthquake Drill.

RESTROOM/WATER FOUNTAIN PROCEDURE

- Use of the drinking fountains is suspended. Water bottle filling stations are provided. With drinking fountains turned off, students will be encouraged to fill bottles at home. At school, they will have access to one of the touchless water bottle filling stations.
- There will be no more students in a restroom than there are sinks.
- When the restroom has reached its limit, students must wait outside of the entrance to the restroom and wait quietly until a person in the restroom leaves.
- Masks must be worn in the restroom at all times.
- Hall monitors will monitor restroom usage to ensure that there is no overcrowding.

DISMISSAL

Afternoon Dismissal

- Dismissal will be staggered.
- Students will exit the building via the entry points.
- Students will board their bus and begin seating from the rear of the bus.

Early Dismissals

- Parents picking up students before the end of the school day must email a copy of their government issued ID with a brief note stating that they are picking up their child.
- Note should include name of student, time of dismissal and reason for dismissal. Both the note and their ID should be emailed to xxxxxxxxxxxxx@atlanta.k12.ga.us, prior to coming to the school.
- At time of student pickup parent will come to the main entrance, press buzzer, let receptionist know why they are there, show ID to camera.
- Student will then be called from class. Parents may not enter the building in these instances.

Work Based Learning and Dual Enrollment

NEED CONTENT

CLINIC

Nurse Bell is available to help create a safe and healthy environment. There will be separate areas to house students, based on their situation:

- Basic first aid: Clinic
- Students Exhibiting COVID-19 symptoms will be escorted to lower gym between the hours of 8:00 – 10:30 am. And to JROTC (A19) between 10:30 – 3:30 p.m., where they will wait until parents are able to pick them up from school.

NOTE: Staff who are escorting students who exhibit COVID-19 symptoms MUST wear a face mask, face shield and gloves.

MAIN OFFICE

Limiting Visitors on Campus

- Front doors will remain locked at all times.
- Parent conferences will take place via ZOOM and/or parent phone conference.
- Stickers will be placed on the ground indicating areas to stand to comply with social distancing guidelines.
- Registration will largely be completed online. If parents must come to the office to complete this process an appointment must be made through the Registrar or the Records Clerk.

Visitors

- All visitors will check in through the main building, where a desk is set up to greet visitors and where their temperature will be taken.
- All visitors entering the building are required to wear a mask.
- If the visitor's temperature is 100.4 or above, the visitor will be asked to leave campus with the recommendation to consult a physician prior to returning to the school.
- If the visitor's temperature is within normal limits, they will be allowed in the building.
- No visitor will be permitted to enter areas outside of the main office/foyer, unless they have verifiable approval from the Principal.

SANITATION & CLEANING



Sanitation, cleaning and disinfection protocols will be in effect which focus on major touch points in common areas such as doorknobs, handles, railings, light switches and soap/sanitizer stations.

Scheduling and Routine: Throughout the day, the custodial staff will implement a routine of surface cleaning in the major touch point areas. Classrooms will be sanitized at least twice during the school day (times will coincide with students' Specials, Lunch pick-up time). Restrooms will be cleaned three times per day (9a, 11a, and 1p)

Deep Cleaning: Custodial shifts that take place after the instructional day will follow normal cleaning procedures to deep clean all areas to be ready for the next day. Disinfecting and cleaning will take place utilizing Environmental Protection Agency-rated virucide cleaners. If a positive COVID19 case is determined within the building, the affected area will be closed of and deep cleaned before students/staff are able to return to that location.

Shared Responsibilities: Teachers and students must work together with custodial staff to promote a clean and healthy environment for everyone within the building. Each classroom will have additional sanitizing wipes and disinfectant spray to clean tabletops, desks, and chairs in between scheduled cleanings.

COVID19 RESPONSE & PREVENTION

Symptomatic persons with confirmed COVID19 or suspected COVID19 can return to school after:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medication AND improvement in respiratory symptoms (e.g., cough, shortness of breath); AND at least 10 days have passed since symptoms first appeared.

Asymptomatic persons with confirmed COVID19 can return to school after:

- At least 10 days have passed since the positive laboratory test and the person remains asymptomatic.
- Note, asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above.

Individuals who have had close contact should be identified and notified (exposed). A report will be made by APS COVID Response personnel to the Public Health Department.

Exposure or Close Contact

You generally need to be in close contact with a sick person to get infected. Close contact includes:

- Living in the same household as a sick person with COVID19
- Caring for a sick person with COVID19
- Being within 6 feet of a sick person with COVID19 for about 15 minutes; OR,
- Being in direct contact with secretions from a sick person with COVID19 (e.g., being coughed on, kissing, sharing utensils, etc.).

Persons who have been exposed to COVID19 can return to school after:

- 14 days have passed since *last known exposure*
- Individuals should be advised to follow the Department of Public Health guidance

COVID19 Symptoms

- Fever (measured temperature above 100.4 degrees Fahrenheit, or you feel feverish)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

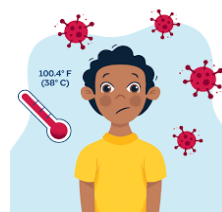
SYMPTOMATIC PERSONS

Persons with symptoms **not suspected to be** COVID19 related (due t alternate diagnosis, etc.) may return:

- After 24 hours of symptom improvement.

Persons with symptoms **suspected to be** COVID19 related may return: (have been exposed to a person with COVID19 or live in an area with local or widespread transmission):

- At least 10 days since symptoms first appeared AND until no fever for a least 3 days without medication AND improvement of other symptoms.
- Siblings and household members also stay home for 14 days, OR
- Release from MD documenting an alternate diagnosis.



APS Face to Face Model

Face-To-Face Features

<p>Receive face-to-face lessons. Students and teachers use personal protective equipment.</p>	<p>K-12 students attend school during standard school hours. Uses Technology to enhance face-to-face instruction.</p>
<p>Traveling To/From School</p> <ul style="list-style-type: none"> • Masks will be required on buses. • Parents able to transport their students should do so. • Buses will be cleaned twice daily. 	<p>What to Expect: Inside the Classroom</p> <ul style="list-style-type: none"> • Students and employees will be required to wear masks/PPE. • Hand sanitizer stations will be available in each classroom. • Students will be seated in a socially distant layout in classrooms with all chairs, desks and other workstations 3 – 6 feet apart.
<p>What to Expect: During a Lesson</p> <ul style="list-style-type: none"> • All students and teachers will use their own instructional supplies and laptop/tablet. • All classroom teachers will have access to MyBackpack, Gsuite, Zoom, and other instructional technology supports. • Paperless means of assigning tasks will drive academic engagement. 	<p>Additional Supports in Addition to face-to-face lessons</p> <ul style="list-style-type: none"> • Real-time support and progress monitoring. • Tutoring. • Student mental health services. • Associated services for exceptional student education.
<p>Best for Families Who:</p> <ul style="list-style-type: none"> • Feel comfortable sending their student(s) back to school. • Have students who attend school physically during traditional hours. 	<p>Best for Students Who:</p> <ul style="list-style-type: none"> • Were less successful with distance learning in the spring. • Need face-to-face, physical interaction with teachers and students. • Are more comfortable with face-to-face reinforcement and support.

APS Site-Based Virtual Model

The APS Site-Based Virtual Model provides the opportunity for students to continue to learn at home while remaining enrolled and taught by a teacher at their home school.

This model is designed for families who don't feel comfortable sending their children back to school but ultimately plan to rejoin their enrolled school in the future. Based on the number of parents who choose this option, the local school will work to provide a virtual option for students.

Site-Based Virtual Features

- Driven by the local school.
- Keeps the student connected to the local school.
- Easily transferrable to face-to-face.

<p>What to Expect for Instruction</p> <ul style="list-style-type: none"> • Student logs in to receive instruction taught by a teacher at their home school on the following days (Monday, Tuesday, Thursday, Friday). • Instruction on Wednesday serves as an intervention day and/or academic support for individual students. <p>Best for Families Who:</p> <ul style="list-style-type: none"> • Would like to maintain their connection to their enrolled school. • Can have student(s) available online during traditional school hours. 	<p>Additional Supports</p> <ul style="list-style-type: none"> • Online tutorial support. • Intervention as needed for social/emotional supports. • Access to teachers during established office hours. <p>Best For Students Who:</p> <ul style="list-style-type: none"> • Thrive through continued relationships with their home school.
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APS ATLANTA VIRTUAL ACADEMY (AVA) MODEL

The APS Atlanta Virtual Academy offers learning anytime and anywhere. It is a flexible and customized learning model that supports students’ unique, individual needs, while satisfying state requirements for completion. This model is designed for families who wish to remain in the virtual environment regardless of shifts in delivery models at the local school.

Features of Virtual Learning in AVA

- AVA Jr. content is aligned with Georgia Standards and taught by certified Atlanta Public Schools (APS) teachers who provide instruction and are available with real time support. Engaging instruction is delivered via live online interactive lessons.
- AVA – Middle and High School students will have an assigned teacher per course. Students will complete engaging rigorous and self-paced lessons and have the option to attend live daily virtual lessons.

<p>What to Expect for Instruction</p> <ul style="list-style-type: none"> • Students log in to receive daily instruction from a certified Atlanta Virtual Academy teacher. Instruction occurs (Monday, Tuesday, Thursday, Friday) • During class time wstudents are able to meet virtually with classmates, participate in activities, and build relationships with their teachers and peers. <p>Best for Families Who:</p> <ul style="list-style-type: none"> • Can commit to virtual learning for the remainder of the semester. 	<p>Additional Supports</p> <ul style="list-style-type: none"> • Online tutorial support • Intervention as needed for social/emotional supports • Access to teachers during live instruction and established office hours. <p>Best For Students Who:</p> <ul style="list-style-type: none"> • Work well and thrive in a virtual environment.
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