

Parkside Elementary School Re-Opening Plan



January 2021

(Subject to change due to updates prior to opening.)

Revised 01/20/2021

Timeline

January 4 th	Teachers Professional Development Day
January 5 th	Students Return to Virtual Learning (1/2 Day 11:30 end time)
January 6 th	Asynchronous Wednesdays start
January 7 th – 15 th	Virtual Learning Continues
January 19 th	Teachers return to school to teach virtually
January 25 th	8:00 – 2:30 Daily Schedule starts for all students
January 25 th	Pre K – 2 nd grades students return for in-person virtual
February 1 st	3 rd – 5 th grades students return for in-person virtual

Arrivals and In-Takes

PPE and Screening Team

In-take for Teachers and Staff

- ✓ Masks required
- ✓ All teachers and staff will report to the front office prior to going to classrooms
- ✓ Temperatures will be taken and recorded by assigned team members
- ✓ Hand sanitizer will be provided

Intake for Students

- ✓ Masks required
- ✓ Bus – student temperatures will be taken and recorded by assigned team member as students exit the bus
- ✓ Car- student temperatures will be taken and recorded by assigned team member as students exit the car

- ✓ Walkers – student temperatures will be taken and recorded by assigned team member as students enter the building
- ✓ All students will report directly to their homeroom classes
- ✓ Hand sanitizer will be provided

Intake for Visitors

- ✓ Masks required
- ✓ Visitors temperatures will be taken and recorded by assigned team member in the front office
- ✓ Hand sanitizer will be provided
- ✓ Social Distancing will be enforced
- ✓ Limited number of visitors at a time

Time	Who	Location	Screen by
7:00 AM – 7:30 AM	Teachers and staff	Front door	Ms. Strickland, Ms. H.G., Ms. Harris, Mr. Foster
7:30 AM – 8:00 PM	Students	Front door	Ms. Strickland, Ms. Taylor, Ms. Lowe, Ms. Norton, Ms. Brown
8:00 AM – 2:30 PM	Visitors	Front door	Ms. McConnell, Ms. Alexander

*Masks will be provided for students and staff if needed.

Assignment of Learning Spaces

Class Size

- ✓ Limit of 15 students in a single space
- ✓ Students will be moved to another class on the team, if a classroom exceeds the 15 student limit
- ✓ Desks will be at least 4 feet apart

(Subject to change due to teachers and staff being approved to telework) Teachers who will telework from home.

Pre K	Kindergarten	1 st Grade	2 nd Grade	3 rd Grade	4 th Grade	5 th Grade
Ms. Williams #23	Ms. Lopez #32	Ms. Stitt #92	Ms. Rucker #90	Ms. Dottery #103	Ms. Alexander #110	Ms. Byrd #146
Ms. Gibson #24	Ms. Williams #35	Ms. Moore #87	Ms. Underwood #89	Ms. Goens #104	Ms. Conner #108	Ms. Baker #142
	Ms. Lofton #34	Ms. Fassinger #84	Ms. Johnson #88	Ms. Smith #105	Ms. George #109	Ms. Williams #143
	Ms. Miles #36	Ms. Manning #86	Ms. Duff #91	Ms. Bowie #106	Dr. Becknell #99	Ms. Evans #147
	Ms. Fulmer #33	Ms. Miles #85				

CARE Room

The CARE room, (Room 48B), will be used by staff and students who show signs or symptoms of Covid19.

Day	Time	Personnel
Monday	8:00 – 11:00	Mr. Foster
	11:00 – 2:30	
Tuesday	8:00 – 11:00	Mr. Foster
	11:00 – 2:30	
Thursday	8:00 – 11:00	Mr. Foster
	11:00 – 2:30	
Friday	8:00 – 11:00	Mr. Foster
	11:00 – 2:30	

The media center, teacher's lounge, cafeteria and gymnasium will be closed unless used for facilitating larger classes to accommodate social distancing. No one will be permitted to commune in these areas.

Departure and Release

Release

- ✓ Students will be released based on how they get home
- ✓ Students will use hand sanitizer as they exit their classrooms to be dismissed
- ✓ Homeroom teachers will line up students and walk them to the front of the building
- ✓ Students will be required to wear masks
- ✓ Social Distancing will be enforced
- ✓ Car Riders will be called 2:05 To Gym
- ✓ Walkers will be called 2:15 To Music Hall
- ✓ Bus Riders will be called 2:30 To Front doors

Bus Dismissal Schedule	Red	2:30
	Blue	2:35
	Yellow	2:40
	Green	2:45

Safety Practices and Routines

If a student or staff member shows Covid-19 symptoms

- ✓ Report to the CARE room until parents are contacted and arrive
- ✓ Send home immediately and advised to self-isolate for 7 days
- ✓ Encourage to get tested for Covid-19
- ✓ If no test is taken, then the student must stay out of school for 7 days
- ✓ If test comes back as negative for Covid-19, return to school and end self-isolation
- ✓ If test comes back as positive for Covid-19, advise to receive medical advice and treatment
 - Class or group sent home and told to self-isolate for 14 days
 - If other cases are detected within the school, the district will investigate and advise

Classroom Expectations

- ✓ Teachers and students will wear a mask while in the classroom.
- ✓ Teachers and students will use hand sanitizer upon entering the classroom each day.
- ✓ Teachers will use disinfectant spray/wipes to wipe down high touch areas throughout the day.
- ✓ All classrooms will have socially-distant fixed seating.
- ✓ Students must sit in the same desk daily.
- ✓ Group activities and any close contact between individuals should be avoided.
- ✓ Equipment and supplies should not be shared.

Student Expectations

- ✓ Always wear a mask in the building, other than eating.
- ✓ Use sanitizer to disinfect hands upon entering the leaving the classroom each day.
- ✓ Wash hands with soap regularly throughout the day.
- ✓ Always sit in the same desk.
- ✓ Do not move tables and chairs.
- ✓ Maintain a safe distance from others in the classroom.
- ✓ Do not share materials and supplies.
- ✓ Avoid coming in close contact with teachers and peers.

Cleaning

- ✓ Custodians will disinfect and wipe down all high-traffic surfaces twice daily or more
- ✓ Wednesday – school closed for deep cleaning

Personal Protective Equipment (PPE)

- ✓ Sanitizer station
- ✓ Disinfectant Spray bottle
- ✓ Paper Towels
- ✓ Face-masks
- ✓ Gloves
- ✓ Gowns (upon request)
- ✓ Face Shields (for special education units)

- ✓ Access to water and soap
- ✓ CARE Room

Tracking Cases within APS

- ✓ In the event a student or staff person receives a positive test result for COVID-19, they must first notify the school or workplace.
- ✓ Upon receipt of the reported positive COVID-19 case at an APS school or office location, we work directly with our local boards of health (Fulton County and DeKalb County) as they conduct contact tracing.
- ✓ Based on the guidance provided by the local BOH and our APS health services department, notifications are sent to impacted staff, students, and families.
- ✓ If an individual is found to have close contacts while contagious, those who were in close contact will be required to quarantine.



Student Cases

- ✓ **Step 1 (Report):** Parent reports positive student diagnosis to principal or school nurse. In the event that notification is provided to principal, information should be shared with the school nurse for follow up.
- ✓ **Step 2 (Trace):** School nurse contacts the Health Services Manager and initiates the case investigation process including an exposure assessment to identify close contacts. Health Services Manager notifies the local public health department immediately when a positive COVID-19 case is identified in the school setting (as required by § OCGA 31-12-2).
- ✓ **Step 3 (Notify & Inform):** In collaboration with Health Services, memorandums are drafted by the school nurse and distributed to impacted staff/students/parents by the school principal.
- ✓ **Step 4 (Quarantine & Clean):** Anyone who was within 6 feet of the case for > 15* min cumulatively in a school setting such as a classroom, school bus, extracurricular activity, meeting, etc. will be quarantined. Principal contacts Robert Palmer in facilities for deep cleaning/disinfection of classroom and/or shared spaces the diagnosed individual was in. This may include busses if the student was transported via bus as well.

Staff Cases (Contact with someone with confirmed COVID-19)

- ✓ Report positive contact to the principal as soon as possible.
- ✓ The principal will send you an email copied to HR with the details of your close contact with a confirmed COVID-19 person.
- ✓ HR will reach out to you with next steps.

- ✓ You do not report to work in person until you have been instructed to do so by me or district officials.

Staff Cases (Tested Positive for COVID-19)

- ✓ Report the positive test result to the principal as soon as possible.
- ✓ The principal will send you an email copied to HR, and our health services department with the details of your positive COVID-19 results.
- ✓ HR and Health Services will reach out to you with next steps.
- ✓ You do not report to work in person until you have been instructed to do so by me or district officials.
- ✓ A negative COVID-19 test is required to return to work after a positive diagnosis or report of an exposure to a close contact.

What constitutes an outbreak related to closure?

- ✓ According to DPH, “A COVID-19 outbreak in a school setting will is defined as: Two or more laboratory confirmed COVID-19 cases among students or staff with illness onsets within a 14-day period, who are epidemiologically linked (e.g., have a common exposure or have been in contact with each other), do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing”. If an outbreak is confirmed, building closures will be implemented for the timeframe designated by local public health officials.

What is the time frame for reporting exposure?

- ✓ Once a case has been identified, staff persons are contacted within the same day if possible (not to exceed a period of 24 hours) to inform them of potential exposures. Written communication is sent per our procedures for notification that include the date of exposure, length of quarantine period and public health resources.

Who will quarantine in the event of a positive case?

- ✓ In the event of an identified positive case of COVID-19, all close contacts (as identified by case investigation in collaboration with health services) must be excluded (recommended for quarantining) from the school or workplace until fourteen days after last contact with case.
- ✓ If a close contact becomes ill and is diagnosed with COVID-19, they must remain excluded for their isolation period and until told they are no longer contagious.

Testing Strategy (Groups included)

- ✓ Students, teachers and staff with symptoms identified through the health screening protocols.
- ✓ Students, teachers, and staff who have had contact with someone with COVID-19 in the school.
- ✓ All student, faculty and staff with possible exposure in the context of an outbreak setting.

Testing Strategy (testing locations)

- ✓ Dobbs ES – 2025 Jonesboro Rd SE
- ✓ Hollis Innovation Academy – 225 James P Brawley Dr. NW

- ✓ King Middle School – 545 Hill St. SE
- ✓ Miles Elementary – 4215 Bakers Ferry Rd. SW
- ✓ Toomer ES – 65 Rogers St. NE
- ✓ Whitefoord Early Learning Academy – 35 Whitefoord Ave. SE

Facts To Know

- ✓ The air in the classroom changes 6.7 time an hour.
- ✓ The air filters have been upgraded to the highest our units can hold (MERV-13).
- ✓ The returns have been adjusted from 15% to 70% to bring in more fresh air.
- ✓ It is not necessary to leave doors and windows opened during class.
- ✓ Going outside for class or lunch is always an option, if the weather permits.

Daily Schedules (Updated classes will be posted on site 1/15/21)

Instructional Schedules Virtual & In-Person (8:00 AM – 2:30 PM)

Kindergarten – 2nd Grade

8:00 – 8:15	8:15 – 9:15	9:15 – 9:25	9:25 – 10:25	10:25 – 11:25	11:25 – 12:45	12:45- 1:45	1:45 – 2:30	1:45 – 2:30
SEL	ELA Writing	Brain Break	Math	Guided Reading	Lunch	Specials	Sci. Mon. &Tues.	S.S. Thurs. & Fri.

3rd Grade – 5th Grade

8:00 – 8:15	8:15 – 9:30	9:30 – 10:30	10:30 – 11:30	11:30 – 12:30	12:30 – 1:30	1:30 – 2:30	1:30 – 2:30	
SEL	ELA Writing	Specials	Math	Lunch	Guided Reading	Sci. Mon. & Tues.	S.S. Thurs. & Fri.	

Breakfast & Lunch Schedules

Grade	Breakfast Time	Lunch Time	Delivered by
Pre K	7:45 – 8:00	11:25 – 11:55	Pre K Paras
Kindergarten	7:45 – 8:00	11:35 – 12:05	Kinder Paras
1 st Grade	7:45 – 8:00	11:45 – 12:15	Mr. Swindle
2 nd Grade	7:45 – 8:00	11:55 – 12:25	Ms. Dunn
3 rd Grade	7:45 – 8:00	11:30 – 12:00	Ms. Holloway
4 th Grade	7:45 – 8:00	11:40 – 12:10	Mr. Marable
5 th Grade	7:45 – 8:00	11:50 – 12:20	Mr. Fannin

- ✓ Use of sanitizer before and after eating
- ✓ Students will eat in the classroom
- ✓ Trash will be placed inside a large disposal bag and place outside door to be collected by custodial staff

Professional Learning Communities Schedule

Grade Level	Day	Time
Kindergarten	Mondays & Wednesdays	TBD
1 st Grade	Tuesdays & Wednesdays	TBD
2 nd Grade	Wednesdays & Thursdays	TBD
3 rd Grade	Mondays & Wednesdays	TBD
4 th Grade	Tuesdays & Wednesday	TBD
5 th Grade	Wednesdays & Thursday	TBD

Staff Meetings	Mondays	3:00 – 4:00
PLC	Wednesday	8:00 – 11:00
Professional Development	Wednesday	12:00 – 3:00 (1 st & 3 rd Wednesday)
Interventions	Wednesday	12:00 – 2:30 (2 nd & 4 th Wednesday)