



*Every Student Matters; Every Moment Counts; On Every Learning Platform*

# **“Return to Learn” In-Person Learning Safety Manual Spring 2021**

## **Introduction**

This procedure manual, although complete in scope, remains a living document. Opportunities remain open for members of our community to raise concerns, seek clarification or bring forward new ideas. At the same time, this document will allow us to move forward in our planning with the aim of reducing the struggles of children and youth under pandemic conditions while maximizing the ability of adults to stay safe and keep the young people entrusted to them safe.

While some details will continue to be refined due to community dialogue and emerging insights from science, this document reflects the best thinking of world-class experts in their fields who are personally invested because their children attend our schools.

Thank you to the members of our team who contributed greatly to the development of this manual.



## **Executive Summary of In-Person Learning Safety Manual**

**Spring 2021**

*(Parenthetical notations indicate the corresponding section in the Covid Procedures Manual, where more information can be found.)*

### **GENERAL OPERATIONS**

- All students must have updated immunization records in order to attend in-person learning.
- No visitors will be permitted to enter the school building at this time. (A1)
- Non-essential APS employees, who are not assigned to a school building, will not be allowed to enter without permission of the principal. (C8)
- Employees, students, and approved visitors must wear an appropriate mask while inside the building. If students arrive without a mask, one will be provided by the nurse. (B2)
- The Main Office will not be accepting drop off items to deliver to students. Students must bring all personal items when entering the building.
- No school tours will be offered during this time.
- All meetings of the public (e.g., PTA, GO Team, SST meetings) will be held virtually. (C8)

### **STUDENT LEARNING**

- All students (In-Person & Virtual) will follow the same schedule from 8:00am – 2:30pm.
- Parents are unable to change the selected delivery model on the Intent to Return survey after the deadline date and until the new survey window opens for the fourth nine weeks.
- All APS students and employees will work/learn remotely every Wednesday for asynchronous learning so that the building can be cleaned and sanitized. (A7)

- 
- Students will not share classroom supplies and should plan to bring or use those assigned to them throughout the day. Do not leave any personal belongings at school. Students will be expected to take home all personal items each day. (B6)

### **NON-TRADITIONAL, IN-PERSON LEARNING**

- Student movement throughout the school building will be very limited.
- All student learning and lunch will take place in the classroom.
- In-person classroom size will be reduced to support social distancing.
- Desks and/or tables in the classrooms will be spaced to allow for social distance. (C1).
- Breakfast and lunch will be delivered to classrooms each day. Students will eat inside their classroom with at least 6 feet of social distancing maintained. When weather permits, classes may be able to eat lunch outside in designated areas according to a schedule. (C13)
- All special area classes will remain virtual. In-Person students will not travel to special area classrooms. Those students will participate in specials virtually with their virtual classmates. Students will remain in their homeroom class with their teacher.
- The media center will be closed to students. However, students will be able to check out books.
- All student personal items will be stored next to the student's desk and chair.
- Classes will be assigned specific times for the bathroom throughout the day, and only small numbers of students from the same class will access the bathrooms at the same time. Individual students will go to the bathroom on their respective hallways only. All bathrooms will be cleaned numerous times during the day on a set schedule. (C4)
- Structured breaks/recess will take place mostly in the classroom. When weather allows, classes will still have recess as part of the scheduled school day. Play zones will be created for specific classes on our playground and field. (C3)
- Bolton sponsored extracurricular activities before and after school will not take place.
- Students will be required to walk on the right-hand side of the hallways.
- Students will be required to follow the directional signage during transitions

### **DAILY PROCEDURES**

- Water fountains have been taken offline and locks installed. Students are encouraged to bring their own water bottles, labeled with their name, to refill at home each day. (B7)
- Morning arrival will occur in three locations. Students who ride the buses will enter, one bus at a time, through the front entrance at the bus lane. Students who are walkers will enter, one at a time, through the door designated for their

---

grade level. Those from the carpool will enter through the rear doors near the carpool lane. Temperature checks and health screenings will occur at all three locations. Parents are required to remain in the carpool lane until their child has cleared the screening process. (C7).

- Upon arrival, all students will be required to go directly to the classroom.
- In an effort to limit movement and unnecessary contact, students who have pre-scheduled doctor or personal appointments during the school day should plan to use virtual learning for that day.
- If possible, appointments should be scheduled on Wednesdays during asynchronous days.
- Early checkouts will be very limited and permitted for emergencies only.
- Dismissal time will be staggered to ensure proper social distancing.
- Students will not be allowed to return to the building to retrieve items left in the classroom or school.
- Classroom doors will be kept open throughout the day to ensure proper ventilation.
- All students and employees must engage in frequent handwashing throughout the day. Although handwashing is highly encouraged, hand sanitizing stations will be provided as an extra safety measure. (B4)

## **HEALTH & COVID PROCEDURES**

- If possible, check your child's temperature each day prior to coming to school.
- All students and employees will have their temperature taken when entering the building. (A1)
- If your child becomes sick at school, you will be expected to pick-up your child immediately.
- Parents should review the "[Guidelines for Keeping Children Home from School Due to Illness](#)" document provided by APS.
- To protect physical distancing and separation between "bubbles," students who need to take medication while at school will be visited by the school nurse. The nurse will provide the necessary medications to students at that time. (C11)
- Students or employees should not come to school if they have a temperature or Covid symptoms. Reference the "[Guidelines for Keeping Children Home from School Due to Illness](#)" document provided by APS for specific details.
- If anyone in your household has tested positive for COVID-19 and you have been advised to isolate or quarantine, please adhere to the public health guidance and do not send your child to school until after the noted timeframe.
- Atlanta Public Schools (APS) will maintain communication with local boards of health for surveillance and tracking of self-reported cases to the school district as applicable. (A6)

- 
- In the event of exposure to Covid-19, the school will follow protocols established by Atlanta Public Schools and local health departments, including the following:
    - Information is shared with the district Coordinator of Comprehensive Health Services who will conduct contact tracing,
    - Communication with families of potential exposure,
    - Depending on the outcome of any investigation, a determination is made as to whether a partial closure is needed or whether select individuals need to be quarantined,
    - The school, classrooms and office areas may need to be closed temporarily as students, teachers, and staff isolate and the areas are cleaned. In consultation with the local public health department, the school district may also decide whether school closure is warranted, including the length of time closure may be necessary. (E2)
  - Quarantined students will have access to their education through virtual learning and Zoom links.
  - All APS employees have completed Covid-19 Safety Standards Training. (F1)
  - Our community must be prepared for the possibility that a second “wave” of rising COVID-19 cases may cause state officials to call for another long-term shutdown of schools. In the event of school closure, all students will return to virtual learning. (B9)
  - As students begin to re-enter, our focus will include working to ensure all students and staff remain safe and healthy. If a child exhibits any of the identified COVID symptoms, they will be isolated with our nurse awaiting their parent/guardian’s arrival. For all other illnesses, we will follow the APS board policies and ask that families err on the side of caution if your child is feeling under the weather during this phase.

## **TRANSPORTATION**

- Students will be required to wear masks and maintain physical distance while on the bus. However, given current realities, it is likely not possible to consistently maintain the recommended six feet social distancing on school buses. (C11)
- Student temperatures will not be checked prior to getting on the bus.
- Parents who are not comfortable with the bus, should use carpool for drop-off and arrival.

## **STUDENT INFORMATION & COMMUNICATION**





- Contact the Main Office by phone (404-802-8350) or email ([Jessica.Rodriguez@atlanta.k12.ga.us](mailto:Jessica.Rodriguez@atlanta.k12.ga.us)) if your address, phone number or email has changed. Infinite Campus and the student permanent record folder will be updated to ensure that parents receive updated communication.

- Current “Proof of Residency” documents (Lease, GA Power, Affidavit, Lease Verification, Supporting Documents) must be on file in order for students to attend in-person learning.
- Visit the Bolton Academy website at <https://www.atlantapublicschools.us/bolton> and the Atlanta Public Schools website at <https://www.atlantapublicschools.us/> for continuous updates and information.

# APSprotects

## Student, Staff + Facility Safety

Atlanta Public Schools (APS) is constantly working proactively to keep our students and staff healthy and safe, especially in our COVID-19 environment. Here are just a few of our ongoing health and safety efforts:

AIR	WATER	BUILDINGS + BUSES	PEOPLE
 <ul style="list-style-type: none"> <li>· Invested \$68 million to upgrade our heating, ventilation and air conditioning (HVAC) systems</li> <li>· Serviced and monitored over 20,000 pieces of HVAC equipment in schools and buildings</li> <li>· Upgrading HVAC system filters to most efficient version the system can handle</li> <li>· Increasing pre-occupancy and post-occupancy HVAC run times from two hours to three hours</li> </ul>	 <ul style="list-style-type: none"> <li>· Continuous flushing and disinfecting of water sources in buildings (water fountains, sinks, showers, etc.)</li> <li>· Proactive testing for Legionella pneumophila</li> <li>· Use of bottled water and bottle filling stations in schools</li> </ul>	 <ul style="list-style-type: none"> <li>· Use of fogging machines for commercial-grade cleaning/sanitizing of schools and buses</li> <li>· Twice daily wipe downs and overnight cleaning of high touch common areas</li> <li>· Use of hand sanitizing stations in common areas and classrooms</li> <li>· Set building capacity levels at 60% for in-person learning to implement social distancing to the greatest extent possible</li> <li>· Limited use of APS facilities by outside organizations</li> </ul>	 <ul style="list-style-type: none"> <li>· Developed a comprehensive COVID-19 testing strategy</li> <li>· Providing personal protective equipment (PPE) for students and staff and requiring the use of PPE in schools and buildings</li> <li>· Additional screening measures and temperature checks upon entry into buildings</li> <li>· Practicing social distancing and other protocols per CDC guidance</li> <li>· Limiting class sizes and the number of people in buildings</li> </ul>

For more information on the District's health and safety efforts, visit [www.atlantapublicschools.us/reopen](https://www.atlantapublicschools.us/reopen)



---

# CONTENTS

<b>Section A: Maintaining Health and Safety</b>	<b>8</b>
A1. Daily Health Checklist	8
A2. Students Who Need Medical Attention Including Due to COVID-like Symptoms	8
A3. Protocol for Staff Members Who Develop Symptoms While at School	9
A4. Return to Work or School	9
A5. Tracking and Tracing	10
A6. Asynchronous Learning Wednesdays	11
<b>Section B: Cleaning, Hygiene and Environmental Health</b>	<b>11</b>
B1. Investing in Protective Equipment	11
B2. Face Coverings and Masks	11
B3. Public Health Signage	14
Signage will be used throughout facilities for reminders on health practices, protocols, and hygiene.	14
B4. Procedures to Ensure Frequent Hand Washing	14
B5. How to Cough or Sneeze	15
B6. Difficult-to-Clean Classroom Materials	16
B7. Protocols for Cleaning Facilities under Standard Conditions	16
B8. Ventilation	18
B9. Be Prepared for Long Term, COVID-Related, Districtwide Shut-Down	18
<b>Section C: Physical Distancing</b>	<b>18</b>
C1. Maintaining Physical Separation	18
C2. Separating Classes within the school	21
C3. Utilizing Outdoor Space(Outside Classes, Recess & Outdoor Lunch)	21
C4. Procedures for Student Use of Bathrooms	22
C5. Prohibition on Gatherings and Field Trips	22
C6. Avoiding Clusters and Groupings	23
C7. Eliminating Unnecessary Entry into School Buildings	24
C8. Parent/Caregiver Meetings and Visits to the School	25
C9. Policy on Tutors and School Volunteers	25
C10. Safe Administration of Medication	25
C11. Transportation Procedures	25
C12. Food & Nutrition Services	26

---

<b>Section D: Communication</b>	<b>27</b>
<b>Section E: Exposure and Potential Exposure Response</b>	<b>29</b>
E1. Coordination with Public Health Officials	29
E2. Emergency Building Closure Policy	29
<b>Section F: Education and Training</b>	<b>31</b>
F1. School-Based Procedure Documentation	31
F2. Employee Communication and Training	31
F3. Ongoing Education for Adults	32
<b>Section G: Scheduling</b>	<b>32</b>



---

## Section A: Maintaining Health and Safety

### A1. Daily Health Checklist

As part of the social impact of re-opening, students and employees must stay home if they:

1. Have any [symptoms of COVID-19](#)
2. Have tested positive for COVID-19 and have not yet been cleared to return to work/school by a medical professional.
3. Are in contact of someone *confirmed* to have COVID-19 within the past 14 days.

All students and staff will have a temperature screening upon arrival.

To keep teachers, staff members, and students (with their families) safe, all visitors to Bolton Academy will not be permitted to enter the buildings.

### A2. Students Who Need Medical Attention Including Due to COVID-like Symptoms

A number of changes to health procedures have been put in place to maintain the highest safety standards when students need medical attention during the school day.

Most importantly: the nurse's clinic/office will no longer accept drop-ins or have an open door policy during the school day. Teachers and staff must call ahead for any unexpected medical need including illness or injury so that the nurse can be prepared.

**If a student exhibits any symptom of illness**, teachers will contact the nurse via the front office. The nurse will ask a few questions to determine whether the student needs to go to the "Care Room" or can be seen in the regular school health office.

#### Care Room Procedure (Isolation Room)

- Staff and students that present with symptoms of communicable disease (fever (100.4), cough, runny nose) during health screenings should be evaluated by the school nurse for further follow up.
- If symptoms are confirmed, symptomatic individuals will be escorted to Room 107 and parents will be contacted for pickup and provided further guidance by the school nurse. Schools will ensure symptomatic students safely remain under the supervision of a staff member until parents or guardians arrive.
- Individuals presenting with a fever cannot return until symptom-free for 24 hours without fever reducing medications. If a healthcare provider suspects COVID-19

---

or they have been identified as a “close contact” to a confirmed positive case, they should remain out of school and follow the “return to school and child care guidance after Covid-19 illness or exposure”.

- Cleaning and disinfection of the designated space will take place within 24 hours following the student’s departure per DPH guidelines.

#### ***School Clinic Procedure***

- Students who will visit the clinic for issues outside of COVID will be evaluated and care will be provided as necessary.
- The student will either go back to the class or be dismissed according to the nurse’s evaluation. If the student needs to be picked up, the student will be escorted outside rather than the parent entering the building to pick them up.

### **A3. Protocol for Staff Members Who Develop Symptoms While at School**

A teacher or staff member who develops symptoms during the day must notify the Administration in order to arrange backup supervision of students and leave as soon as possible.

Employees who develop symptoms at home should contact their healthcare provider and obtain testing at their nearest and most convenient location. Employees may refer to the [Georgia Department of Health](#) for current testing locations in Georgia.

### **A4. Return to Work or School**

COVID-19 can be without symptoms, or present with a range of symptoms - from mild to life-threatening. Anyone who answers YES to any question on the daily health checklist must follow the [procedures](#) described by the APS health services department.

### **A5. Tracking and Tracing**

#### ***How will the district track and trace COVID-19 Cases?***

COVID-19 is a reportable disease and confirmed cases are reported by the laboratory or health care provider. Atlanta Public Schools (APS) will maintain communication with local boards of health for surveillance and tracking of self-reported cases to the school district as applicable.

---

APS Comprehensive Health Services department will monitor and maintain self-reported COVID-19 cases. All surveillance and case investigation efforts will be in collaboration with local and state public health officials to ensure the safety of students and staff. Centers for Disease Control and Prevention (CDC), Georgia Department of Public Health (DPH), Georgia Department of Education (GADOE), local Board of Health (BOH-Fulton and DeKalb) will serve as resources to develop and revise school health guidance.

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, schools closures will be implemented for the timeframe designated by local public health officials.

(Non-Outbreak Closures) When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, classrooms and office areas may need to close temporarily as students, teachers, and staff isolate and the area is cleaned. In consultation with the local public health department, the school district may also decide whether school closure is warranted, including the length of time closure may be necessary.

During either scenario of closures, virtual classes will resume.

Contact tracing will be implemented based on the Georgia Department of Public Health (DPH) and local Boards of Health (Fulton and DeKalb) Guidelines for reportable diseases.

## **A6. Asynchronous Learning Wednesdays**

All APS students and teachers will be home every Wednesday for asynchronous learning. This day will be used by teachers to plan high quality instruction for students. Teachers may work with students providing interventions during this time. Assignments and activities will be placed in Google Classroom for students to participate in during the day.

---

# Section B: Cleaning, Hygiene and Environmental Health

## B1. Protective Equipment

Bolton Academy will provide constant support to students and staff to facilitate hand-washing and sanitizing. The district has provided protective equipment for the CARE room and to disinfect the classrooms. In addition, plexiglass shields have been installed in the Main Office.

## B2. Face Coverings and Masks

Employees, students and visitors must wear an appropriate mask or face covering while inside the building, APS transportation, and within < 6 ft. of another person outdoors. Face coverings are particularly important during talking, movement/physical activity, coughing and sneezing.

APS will provide two cloth masks to all employees and students and disposable surgical-grade masks are available as needed. We will share information about appropriate mask-wearing techniques. Backup, high quality masks will be readily offered to students and visitors who arrive at the building without one, and schools will assist families with masks if they have any difficulty securing them.

Face shields will be available to those employees working with students/individuals for whom viewing facial expressions is especially important (disabilities).

Mask breaks will be provided during meals. Lunch will be eaten in classrooms with the appropriate social distancing.

### Recommended Masks

- It is important to be aware that different masks, fabrics, and materials [provide different levels of protection](#) to the wearer and the public. The gold standard are masks that filter out > 95% of all sized respiratory droplets.
- Cloth Face Masks vary in quality and level of protection. For greatest effectiveness, pay attention to:
  - **Fit:** Cone- or cup-shaped masks that seal well to the sides of your face and do not touch your mouth are best. A bendable metal strip in the nose-bridge piece holds the mask in place and seals the gaps below your eyes.

- 
- **Comfort:** You should be able to breathe easily with the mask fitting snugly. If the ear loops are too tight, or too loose, use adjustable velcro 'earsavers'. For cloth masks, wear glasses on top of masks to reduce fogging.
  - **Filtration:** Two, or better three, layers provide the greatest filtration to block infectious particles. The mask should be thick enough that you cannot see through it.

### **May NOT be Worn:**

- Masks with valves are unsafe for others and will not be allowed unless covered by a second, surgical-quality mask.
- *Bandanas, gaiters, and fleece or knitted face-coverings do not stay in place well, and are not as effective.*

### **Mask-Wearing Tips**

- Surgical masks may be reused as long as there is no visible damage, dirt or bad odor. Leave them for several days in a non-humid environment as explained [here](#). Whereas bacteria and fungi grow on cotton, they do not grow on the material that surgical masks are made of.
- Wash cloth masks or face shields daily and label them to avoid confusion.
- Earsavers that connect the earloops behind the head may be purchased online to improve the fit of the mask and also reduce ear-strain.
- Carry 3-4 masks with you in order to change masks in case of sneezing or other soiling.

### **Backup Face Coverings**

- Additional face coverings will be on hand in case of a need to change after sneezing for example.
- Bolton Academy recognizes that students may arrive at school without a mask or face covering, and under no circumstances will a student be denied access to school in this instance. Students will be provided with a mask or face covering to use during the day, and schools will reach out to support families who need assistance obtaining a face covering for their student(s).

### **Limited Exceptions**

In instances where mask-wearing causes physical or emotional distress to a student due to a severe disability or medical concern, families should reach out to the student's IEP team or Ms. Lawrence to discuss solutions. Speaking with a doctor about the best choice for a child who is unable to wear a mask is encouraged.

## B3. Public Health Signage

Signage will be used throughout facilities for reminders on health practices, protocols, and hygiene.

- **Signage**
  - Provided COVID-19 and Social Distance Packages for schools and administrative buildings
  - School leaders determine placement for their respective buildings
  - Copies can be made as needed from supplemental packet provided to each school



## B4. Procedures to Ensure Frequent Hand Washing

All students and staff must engage in frequent handwashing, including upon arrival, after recess, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. We understand that hand washing will have an impact on time available for teaching and learning during the school day.

APS has purchased additional hand sanitizing stations. Although handwashing is highly encouraged, hand sanitizing stations will be provided as an extra safety measure.

---

Custodial staff will ensure that soap dispensers and disposable towels are stocked, and that supplemental hand sanitizer is available throughout the building.

Signage will be posted in schools with reminders that appropriate public health practices call for individuals to use soap and water to wash all surfaces or their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.

The school nurse will consistently provide training tutorials regarding proper handwashing techniques. Teachers will be required to share the handwashing video periodically.

## **B5. How to Cough or Sneeze**

Coughs and sneezes that are not related to COVID-19 or other illness will understandably occur, and Bolton Academy will need to teach proper coughing and sneezing etiquette when wearing a mask. It is still a good idea to cough or sneeze into one's elbow, with a mask on. Then, the student or staff member must wash their hands and change to a clean mask at the next opportunity, placing their original mask in a Ziploc bag. If coughing is repeated, students should be evaluated by the school nurse and possibly sent home. Adults should arrange coverage and leave in order to be tested.

## **B6. Difficult-to-Clean Classroom Materials**

Educators and custodians will do their best to provide high hygiene standards outlined in these protocols. However, it is recognized that in a classroom, many times, multiple hands will touch one item. We will do our best to limit objects that require or allow multiple hands on them and are requested to wipe down any materials that have to be in the room on a frequent basis. Going further, wherever possible, non-educational items that are touched frequently by multiple hands and cannot be wiped clean will be removed from the classroom.

- Classroom libraries and shelving may be turned towards the wall
- All items that are considered "shareable" items will be removed or placed in teacher closets

It is highly encouraged that students do NOT leave any personal belongings at school. Students will be expected to take home all items at the end of each day.

---

## **B7. Protocols for Cleaning Facilities under Standard Conditions**

In accordance with CDC guidance, normal routine cleaning with soap and water removes germs and dirt from surfaces, which lowers the risk of spreading COVID-19 infection.

Current guidance from health experts indicate that airborne transmission is of greater concern than surface transmission. However, teachers and staff are encouraged to clean and disinfect shared materials and items that are difficult to clean.

During routine cleaning, custodians will use effective all-purpose cleaners as they typically do when a virus is not present. Classrooms will have improved routine cleaning and disinfecting of facilities.

Deep cleaning of facilities will occur when students and staff are not present in buildings.

Floors in all common areas will be washed daily. Classroom floors will be washed a minimum of twice per week and more frequently if required.

Each teaching or administrative staff member will be given basic cleaning supplies, which they may use at their discretion to complement the cleaning conducted by the custodial staff.

Automatic hand sanitizer stations will be placed in each classroom and throughout the building.

High touch areas, such as door knobs, railings, light and water fixtures, elevator buttons, counters, chair arms, phones, etc. will be sprayed using a non-toxic, EPA-approved disinfectant. The surface will be left to air dry, unless it has to be used immediately, in which case it will be wiped down. The district will provide EPA approved disinfectant spray in each core classroom.

Custodians **will not** attempt to make disinfectant dilution stronger than it will be when filled through a mixing station. A stronger solution will not be more efficient or effective because coronaviruses are readily destroyed by soap. All cleaning solutions will be kept out of the reach of children. For safety and environmental health reasons, educators and other non-custodial staff should not bring or request donations of cleaning supplies, with the exception of disinfectant wipes. APS/Bolton Academy will provide supplies



---

needed for everyday use. Custodians will conduct high touch common area wipe downs for at least two cycles. They will also monitor hand soap and paper towels throughout the day.

### **Water Fountains**

All water fountains are currently closed. A bottle filling station has been installed outside of the cafeteria and upstairs on the 2nd and 3rd grade hallway. Students and staff are encouraged to bring refillable bottles that are labeled for individual use.

### **HVAC**

The pre-occupancy and post-occupancy run times have increased from 2 hours to 3 hours. The HVAC system has been updated to begin running earlier in the morning. All systems have received updated filters and are routinely serviced.

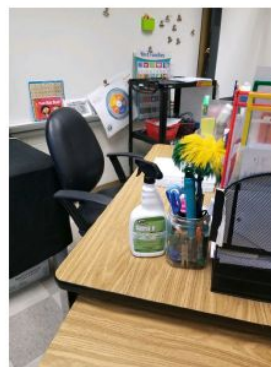
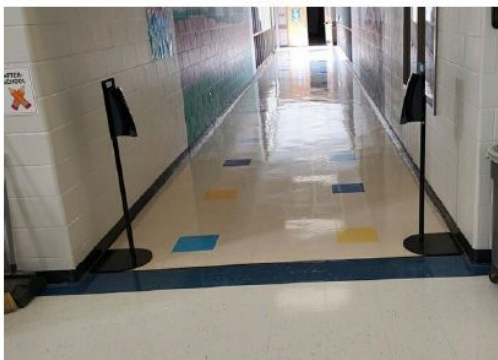
### **Plumbing**

The Office of Facilities has initiated weekly water flushing during building low occupancy periods

## **Facilities Services Return to School Prep**

### **• Hand Sanitizer + Disinfectant**

- Installed hand sanitizer stations in common areas and by time clocks
- Installing hand sanitizer stations in core classrooms (timeline 09.30.20)
- Provided EPA approved disinfectant (spray) in each core classroom
- Installing paper towel dispenser in each core classroom



---

## **B8. Ventilation**

Although research is ongoing, consensus has emerged about the importance of ventilation in reducing the chance that the virus will spread. The district will begin running all systems 3 hours prior to student arrival to push additional clean air in and increase circulation.

Fresh air adds additional safety to spaces and should be maximized where possible. To improve ventilation further at the level of individual rooms, teachers will keep their classroom doors to the hallway open unless student safety is an issue.

## **B9. Be Prepared for Long Term, COVID-Related, Districtwide Shut-Down**

Our community must be prepared for the possibility that a second “wave” of rising COVID-19 cases may cause state officials to call for another long-term shutdown of schools. In the event of a longer-term shut-down, APS will make every effort to provide staff, students and families with opportunities to remove belongings and needed materials on the last day before the shut-down.

# **Section C: Physical Distancing**

## **C1. Maintaining Physical Separation**

Current guidance seeks to maximize the benefits of in-person school while providing science-based minimum safety requirements. Schools will provide six feet of physical distance to the greatest extent possible. Within classrooms, individual student desks or tables will be separated from surrounding desks/tables. The district suggests a minimum of 60 sqft per person in each classroom. The average classroom size is approximately 749 sqft which would account for 12/13 students per classroom.

### **Homeroom Classrooms**

- Students and staff will wear masks while in the classroom.
- Markings and signage will be posted on floors and walls to remind students and employees to remain six feet apart when waiting to enter the building, standing in line for elevators, walking in hallways, etc.

- 
- Adjustments will be made to seating and desks, when necessary, to allow for employees to maintain social distance when completing work.
  - In-person class size will be reduced and adjustments to seating/desks will be made in support of social distancing practices when feasible. The standard classroom size can accommodate approximately 13 students using this model.
  - During transitions from classroom to classroom, building administration will control the dismissal of classes using a staggered release.
  - Public health guidelines will be followed for the assembly of students in common areas (e.g. gymnasium, cafeteria, library, labs and playgrounds).

- **Classroom Set Up**

- Classrooms will be set up for small classes sizes to allow for social distancing as much as possible.



---

Additional considerations must be made to ensure physical separation and limit the amount of movement within the building daily. These considerations are made for Specials classes, IRR, ESOL and EIP students.

### **Specials**

- All Specials classes (Art, Music, PE, Media, and Spanish), will follow their current schedule. Library/Media will still occur on Asynchronous Wednesdays. For students that are in-person, the homeroom teacher will remain in the classroom

---

and the students will participate in Specials via Zoom. All Special classes will remain virtual for all students.

### **Interrelated Services**

- Students with an IEP, who are not in a low-incidence Special Education class, will be scheduled according to their IEP services in accordance with the decision made by the family to be in-person or to remain virtual.
- Students with an IEP for Speech Services and/or OT/PT will receive their Services virtually.

### **ESOL**

- All ESOL classes will continue to be virtual in Zoom breakout rooms. Face-to-face ESOL students will need to bring their laptops to school to receive ESOL support services virtually.

### **EIP**

- EIP services will be virtual and will receive support services from the EIP teacher.

The administrative team will develop and communicate passing protocols to maintain this distance when students are entering and exiting the building and moving through the school (including to and within restrooms) as best feasible. Specifically, staff and students will be educated about not mingling or lingering in hallways, and following one-way traffic patterns to minimize respiratory air exchange between groups.

Educators and other employees who work with students who require closer proximity will be provided with additional protective equipment including eye protection (e.g., face shields), a mask/face covering, and gloves. Disposable gowns will be readily available, and must be used in any instance in which educators or staff may come into contact with bodily fluids.

### **Hallway Traffic**

One way traffic will flow through each hallway. In an effort to minimize interactions of different groups, teachers will be required to travel in hallways in one direction at all times. Additional time will be given to grade levels to reach their final destination.

### **Entry/Exit Points**

See Arrival (section C7) for more information on designated entry and exit points.

### **Stairways**

After morning arrival, stairway traffic will flow in one direction. The center stairway will be for traffic going up, the stairs at the rear and sides of the building will be for traffic going down.

---

## C2. Separating Classes within the school

To reduce the risk of transmission of COVID-19 within buildings, inter-mingling between groups of students will be kept to a minimum. One way to think of this is creating “bubbles” within which a group of teachers and students will regularly interact, being careful not to step outside of their own bubble.

The use of bus transportation and the presence of siblings in schools means that “bubbles” are not perfect, but schools will do what they can to minimize contact between students and staff in other bubbles to the greatest extent possible.

## C3. Utilizing Outdoor Space for Recess

**Recess** - Playground zones will be created and homerooms will be assigned to a different zone daily. They will follow a rotation schedule **similar** to the following:

Time	Class	Location- Rotation
9:45-10:10	Pre-K	Playground/ Courtyard
9:45-10:10	Pre-K	Playground/ Courtyard
Cleaning		
10:20-10:40	Traditional K	Playground/ Classroom/ Courtyard
10:20-10:40	K DLI-1	Courtyard/ Playground/ Classroom
10:20-10:40	K DLI-2	Classroom / Courtyard/ Playground
Cleaning		
10:45-11:05	Traditional 4th	Playground/ Classroom/ Courtyard
10:45-11:05	4th DLI-1	Courtyard/ Playground/ Classroom
10:45-11:05	4th DLI-2	Classroom / Courtyard/ Playground
Cleaning		
11:30-11:50	Traditional 3rd	Courtyard/ Playground/ Classroom
11:30-11:50	3rd DLI -1	Playground/ Classroom/ Courtyard
11:30-11:50	3rdDLI-2	Classroom / Courtyard/ Playground
Cleaning		
12:00-12:20	1-Traditional 5th	Playground/ Classroom/ Courtyard
12:00-12:20	2-Traditional 5th	Courtyard/ Playground/ Classroom
12:00-12:20	3-Traditional 5th	Classroom / Courtyard/ Playground
Cleaning		
1:00-1:20	Traditional 2nd	Playground/ Classroom/ Courtyard
1:00-1:20	2nd DLI -1	Courtyard/ Playground/ Classroom
1:00-1:20	2nd DLI-2	Classroom / Courtyard/ Playground

---

Cleaning		
1:30-1:50	Traditional 1st	Classroom / Courtyard/ Playground
1:30-1:50	1st DLI -1	Playground/ Classroom/ Courtyard
1:30-1:50	1st DLI-2	Courtyard/ Playground/ Classroom
Cleaning		

## C4. Procedures for Student Use of Bathrooms

To ensure physical distancing, routine student bathroom usage will be scheduled at the school level, ensuring limits on the number of students per bathroom at one time. For multi-stall bathrooms, every other stall will be taped off and every other sink will be taped off. Classrooms will be assigned to use a specific bathroom throughout the building.

When individual visits are necessary, students will go to the bathroom on their hallway. There will be signs to remind students of the need to social distance. There will be markers outside of the bathroom for students to wait if necessary.

## C5. Prohibition on Gatherings and Field Trips

In person, school-wide assemblies are prohibited. With the exception of virtual field trips, all physical field trips are prohibited until further notice.

## C6. Avoiding Clusters and Groupings

Schools will establish procedures for reducing the opportunity for clusters of students to form, including establishing hallway traffic patterns, managing entry into the building, and rotating recess locations. Students arriving on school buses will enter the building with their own bus bubble and, whenever possible, other bus bubbles will be monitored to enter with a time-delay in order to reduce hallway mixing.

### Arrival

#### Buses

As buses arrive, they will be unloaded one bus at a time. Students will enter and stand in the designated area for screening. They will follow the pathway arrows to their classroom. Every attempt will be made to keep students 6ft apart at all times.

#### Car riders

Car riders will start entering the building at 7:45 a.m. They will go to the designated area for temperature checks. Screening questions will be assessed in a designated area.

---

Students will follow the pathway arrows to their classroom. Parents are required to remain in the carpool lane until their child has cleared the screening process. Staff members will communicate via walkie-talkies when parents may leave campus.

### **Walkers**

Walkers will start ending the building at 8:00 a.m.. They will have designated areas to enter.

Kinder and Pre-K: side door (carpool side of building)

1st and 4th grade: side door (playground side of building)

2nd-3rd grade: main doors

5th grade: playground side door

Students will go directly to their classroom. Breakfast and lunch will be delivered to classrooms. Tardies will begin at 8:25 a.m.

### **Dismissal**

Students will be staggered according to their mode of transportation. Grade levels will be dismissed at different times to ensure that grouping/clustering does not occur.

Dismissal will be called out specifically for students who are bus riders over the intercom and walkers and carriders will appear in the [daily dismissal log](#).

Dismissal Procedures:

Mode	Procedure	Stairs
Buses	2nd and 4th: individual buses 1st and 5th: individual buses 3rd: individual buses Prek and K: individual buses <i>*Bus numbers are announced over intercom</i>	2nd, 4th, and 5th grade: use stairs by class to dismiss; 3rd grade: use center stairs  <i>*Walkers will be dismissed through the media center doors.</i>
Walkers	Called individually from classroom using <a href="#">daily dismissal log</a>	
Car rider	Called individually from classroom using <a href="#">daily dismissal log</a>	
After -care	Picked up from classroom by PSC staff (escorted to aftercare room)	

---

Schedule	
2:10 p.m.	Announcements
2:15 p.m.	First bus called
2:20 p.m.	Walkers and Car riders called
2:25 p.m.	Aftercare students are picked up by PSC staff

## **C7. Eliminating Unnecessary Entry into School Buildings**

All student drop-offs must take place outside of the school including on the first day of school. Our staff will welcome and greet all students, ensuring a safe transition to the classroom.

Non-essential APS staff who are not assigned to a school building will not be allowed to enter without express permission of the Principal and confirmation that they will wear a face covering. Masks will be offered in case the visitor must gain access to the building but does not have an effective face covering. Once in the building, they will limit movement within the building and avoid movement during class breaks.

## **C8. Parent/Caregiver Meetings and Visits to the School**

When it is necessary for parents/caregivers to attend a gathering at their child's school all meetings shall be held virtually/remotely. This includes curriculum nights, open houses, GO Team, PTO, and other group meetings with parents/caregivers.

All meetings will be conducted virtually until further notice.

## **C9. Policy on Tutors and School Volunteers**

All visitors to the building that are not employed by APS or expressly working at Bolton Academy will not be permitted to enter the building. This is inclusive of all parents & guardians.

## **C10. Safe Administration of Medication**

To protect physical distancing and separation between “bubbles”, students who need to take regular medication while at school will be visited by the school nurse. Nurse will provide the necessary medications to students at that time.



---

## C11. Transportation Procedures

### On the Bus

One of the most challenging spaces for physical distancing is on the bus. The safety of students, employees, and drivers is our highest priority, and everyone must do their part to stay safe. All students will be required to wear masks and maintain physical distance while on the bus. However, given current realities, it is likely not possible to consistently maintain the recommended 6 feet social distancing on school buses. APS encourages families to make transportation decisions that they believe are best for their children.

### **General Health and Safety Measures (all vehicles and routes)**

Families will be encouraged to voluntarily walk, drive or bike to school, in order to help us provide maximum physical distancing for those who need transportation.

- Before entering the building, students will be pre-screened and temperatures will be checked. Anyone with a temperature at or above 100.4 will not be permitted inside. Individuals must stay home if they have any symptoms of COVID-19. Student's temperatures will not be checked prior to them getting on the bus.
- Students, drivers and monitors (if present) must wear masks or face coverings, at all times.
- APS will provide an emergency supply of masks and face coverings, available on all vehicles, in case a student arrives without one.
- Hand sanitizer will be kept aboard the bus and used throughout the day.
- Windows on the vehicle will be kept open to the greatest extent possible. During bad weather, even a crack of outside air will assist with ventilation. If windows must be closed, the ventilation will be set to bring in fresh air / to prevent recirculating air.
- Vehicles will be cleaned with a nonhazardous disinfectant (or plain soap and water) between every route, with weekly enhanced cleaning.
- Parents/caregivers will be encouraged to speak with their child(ren) about following the driver and monitor's instructions including sitting where they are asked to, **even if it means not getting to sit with their friends.**
- If a driver, monitor or student becomes sick with COVID-19, those who were potentially exposed will be notified based on bus-specific contact information gathered at the time of each student's departure from the bus; and thorough cleaning and sanitization will take place before the vehicle can be used again.
- Parents and caregivers will be encouraged to reinforce bus rules about maintaining quiet, calm behavior on the bus. Loud talking, yelling or singing are known to more widely disperse infectious respiratory droplets.

---

## C12. Food & Nutrition Services

Schools will develop a meals schedule that allows for students to eat as a class in their classroom. Kitchens will adapt their production schedule to have meals delivered based on the specific lunch schedule of the school.

The procedure will be as follows:

- Breakfast will be delivered to classrooms each morning.
- Teachers will be given a roster daily to highlight students **who are eating school lunch**. They will place this list on their door each day by 9:00 a.m. Lunch will be delivered to the classroom door by cafeteria staff. Staff will be assigned to supervise students during the student's lunch period, so teachers will have a duty free lunch.
- At this time there is no cost to families for school meals. Teachers will complete meal orders for all in person learners. Please contact your child's teacher if you do not wish to be included in the meal program.
- Students will eat inside their classroom with at least 6 feet of social distancing maintained. Students will be provided with a quiet activity to do at their seat when they have finished eating, to ensure that they do not shout or move around while masks have been removed by all or a portion of students.
- Teachers will need to clean up after the students' lunch period. Trash will need to be put into a provided trash bag and wipe down the desks.

Drinking fountains will be turned off. We encourage all families to send your child to school with a water bottle that has their name and homeroom teacher's name clearly marked. To avoid crowding at the bottle filling station, students and staff will be encouraged to bring their own filled water bottle each day.

## Section D: Communication

Bolton Academy and Atlanta Public Schools are committed to providing our parents with the most up to date information possible.

(Cases Reported by Board of Health): First and foremost, COVID-19 is a reportable disease and confirmed cases are reported by the laboratory or health care provider to the local board of health. Atlanta Public Schools (APS) maintains communication with local boards of health for surveillance and tracking of self-reported cases. Cases

---

reported by the board of health are managed by the local entity and communication is provided by the individual parties.

(Cases Reported by Parents or Staff): APS' Comprehensive Health Services department also monitors and maintains self-reported COVID-19 cases. If a student or staff person tests positive and it is reported to school administrators, the information is shared with HR and health services for case investigation (which includes tracking and tracing) in collaboration with local boards of health. Once a case has been identified, parents 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.

Contact tracing will be implemented based on GA DPH and local Boards of Health Guidelines(Fulton and Dekalb) for reportable diseases.

### **Updates**

Updates will continue to be given via the Bolton Academy website and weekly newsletter. Please be sure that the front office and your child's teachers have updated contact information for you.

### **Parents Communicating with Homeroom Teachers and School**

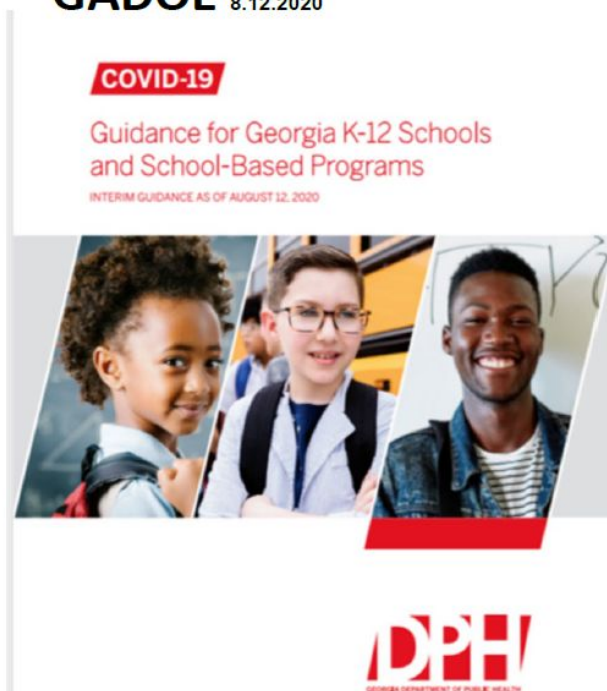
Parents should always inform teachers of student absences, vacation days, etc. Please communicate with the teacher through Remind, Class Dojo or email according to the application agreed upon for each individual class.

---

## Section E: Exposure and Potential Exposure Response

### E1. Coordination with Public Health Officials

#### Updated Guidance from DPH and GADOE 8.12.2020



In order to secure the health, safety, and protection of children and their families across the state of Georgia, the Governor's Office worked closely with the GA Department of Public Health (DPH) and Department of Education to develop guidance for Georgia's schools and school-based programs. The toolkit includes required and recommended health related guidance for:

***Families and Students***  
***School Districts***  
***Healthcare Providers***



### E2. Emergency Building/Classroom Closure Policy

- What is the process for communication if a student or staff tests positive and the school is informed?
  - Information is reported to APS HR and Health Services
  - Employee follows the guidelines provided from their healthcare provider.

- 
- District prepares and provides communication letter to send home to parents. Phone calls are also made in follow up for individuals identified as close contact.
  - The district, in consultation with the local boards of health, provides names of individuals determined to have been in close contact for case consultation.
  - Depending on the outcome of the investigation, a determination is made as to whether a partial closure is needed or whether select individuals need to be quarantined.
  - Due to privacy requirements, APS will not identify any individual who tests positive for COVID-19.
- After re-opening, what will outbreak related closures look like?
    - According to DPH, "A COVID-19 outbreak in a school setting 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, school closures will be implemented for their time frame designated by local public health officials.
- What happens if someone tests positive for COVID?
    - If a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, classrooms and office areas may need to close temporarily as students, teachers, and staff isolate and the area is cleaned. In consultation with the local public health department, the school district may also decide whether school closure is warranted, including the length of time closure may be necessary.
- What will happen if the spread increases after returning? Will we return to virtual?
    - Once we reopen schools, the district will follow the guidance outlined by the Department of Public Health and local boards of health as outlined below:

- 
- (Outbreaks) According to DPH, “A COVID-19 outbreak in a school setting 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, schools closures will be implemented for the timeframe designated by local public health officials.
  - (Non-Outbreak Closures) When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, classrooms and office areas may need to close temporarily as students, teachers, and staff isolate and the area is cleaned. In consultation with the local public health department, the school district may also decide whether school closure is warranted, including the length of time closure may be necessary.
  - During either scenario of closures, virtual classes will resume.

## **Section F: Education and Training**

### **F1. Employee Communication and Training**

A mandatory video training, *COVID-19 Safety Standards Training* is posted on the internal staff website. All APS Employees are mandated to participate and pass the COVID19 training and assessment.

### **F2. Ongoing Education for Adults**

All adults must work together as partners to ensure the safety of the school community. To support understanding and awareness of health guidelines and requirements, Bolton Academy will communicate and provide reminders about the following:

- weekly reminders about morning health checks that include how to obtain testing and who to notify if they answer yes to any questions;
- what to do if you have symptoms, have potentially been exposed, or test positive for COVID-19;
- medical conditions that place individuals at higher risk should they be exposed to COVID-19;

- 
- mask requirements, including sending at least one backup mask to school with the student, along with a Ziploc bag in case the mask needs to be changed during the day; as well as instructions for proper [mask wearing](#) technique;
  - hand-washing technique;
  - cough/sneeze etiquette;
  - flu vaccine information (with Department of Public Health);
  - the importance of updated parent/caregiver contact information; and
  - school-specific procedures.

### **F3. Educating Students on Safety Precautions**

Bolton Academy will review health and hygiene procedures with students including the importance of mask wearing, physical distancing, proper mask wearing technique (including not touching one's face), proper hand-washing and cough/sneeze techniques and other key messaging.

## **Section G. Scheduling**

All students, face-to-face and virtual, will follow the same schedule from 8:00 a.m. - 2:30 p.m. Arrival will be staggered, therefore tardies will begin at 8:25 a.m.

The Special schedule will stay the same for the students, but will be conducted virtually. It is imperative that face-to-face students bring their devices to school daily.

Students will continue with asynchronous learning on Wednesdays through the remainder of the 2020-2021 school year.