



Barack & Michelle Obama Academy

2020-21 Staff Return to School Plan (January 2021) *

STAGGERED STAFF REPORTING TIME & BUILDING ENTRY

TIME	STAFF MEMBERS	Parking & Entry Point
6:45 AM - 2:00 PM	<ul style="list-style-type: none"> ● Custodial Team ● School Nutrition Staff 	Park in Rear Parking Lot Enter Building at Rear Entry Door
7:15 AM - 2:30 PM	<ul style="list-style-type: none"> ● Front Office ● Administration ● Instructional Leadership Team ● Nurse and staff supporting temperature checks 	Park at Front Parking Lot Enter Building Through Front Doors
7:15 AM - 2:30 PM	<ul style="list-style-type: none"> ● PreK Teachers ● Kdg Teachers ● First Grade Teachers ● Autism Unit Teacher 	Park in Rear Parking Lot Enter and Exit Building at Rear Entry Door
7:20 AM - 2:30 PM	<ul style="list-style-type: none"> ● Second grade Teachers ● Third grade Teachers ● K-2 Special Education Teacher 	Park in Rear Parking Lot Enter and Exit Building at Rear Entry Door
7:20 AM - 2:30 PM	<ul style="list-style-type: none"> ● Fourth grade Teachers ● Fifth grade teachers ● Social Worker ● Counselor ● Specials Teachers ● 3-5 DSE Teachers 	Park at Front Parking Lot Enter Building Through Front Doors
7:25 AM - 2:30 PM	<ul style="list-style-type: none"> ● Paraprofessionals ● Hourly Teachers 	Park at Front Parking Lot Enter Building Through Front Doors
2:30 PM - 5:00 PM	<ul style="list-style-type: none"> ● Afterschool Providers ● Intervention Staff (if applicable) 	Park at Front Parking Lot Enter Building Through Front Doors

- **YOU MUST KRONOS IN DAILY BY 7:30 AM REGARDLESS OF YOUR ASSIGNED ARRIVAL TIME BY COMPUTER OR PHONE.**

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PRIOR TO ENTERING THE BUILDING

1. *If you are ill, or if you believe that you have been exposed to Covid-19*, please stay at home. Immediately **CALL** Principal Christian (404-216-9114) to inform her. **DO NOT COME TO THE SCHOOL.**
2. The building will be open on **Monday, Tuesday, Thursday, and Friday beginning January 4, 2021** from **7:10 AM-3:00 PM.**
3. Wear a **mask covering your nose and mouth** once you exit your vehicle and approach the building

STAFF ENTERING THE BUILDING PPE Requirements for the Building

1. You will need to arrive on campus at your assigned time.
2. Please be mindful that you will still need to clock in via the Kronos app by 7:30 AM daily regardless of the time you are assigned to report to the building by computer or phone.
3. **All faculty and staff are expected to be at your duty station by 7:30 AM daily.**
4. You must wear a mask covering your nose and mouth (except when you are **alone** in your classroom or office) and practice physical distancing at all times while on campus.
5. When you arrive, the School Nurse or assigned staff member will meet you inside the door to take your temperature and ask health screening questions. People with temperatures above 100.4 degrees will be sent home and not allowed to enter the building. People who are cleared to enter will receive a wristband to be worn while on campus. For the safety of all, we ask that you do not enter the building until you have been screened by the Nurse or designated staff member.

Sample temperature log:

Name	Temperature	Have you recently tested positive for COVID19?	Have you recently been in contact with someone who tested positive for COVID19?	Have you recently or are you currently experiencing body aches, fever or chills?	Have you recently or are you currently experiencing loss of taste and/or smell?
			Yes No	Yes No	Yes No

6. **Please refrain from using handicap parking spaces unless you have a decal. Please park in a parking space and not on the curb.**

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SCHOLAR ARRIVAL

Location	Time	Description
<p>Bus Lane (Thurmond Street Side Entrance)</p>	<p>7:15 a.m. -UNTIL</p>	<p>Bus Managers are those staff that arrive at 7:15 a.m. They will greet, monitor, and assist scholars coming off the assigned buses. Other staff will provide daily support and serve as a back-up when others are absent. (See Bus Manager Assignment Sheet)</p> <ul style="list-style-type: none"> ● Bus Managers report to buses to assist in transitioning scholars to homeroom. ● Buses will unload one bus at a time. ● Bus managers will check that scholars are wearing their masks appropriately and dismiss scholars to health screeners. ● Scholars who do not meet building entrance criteria (temperature screening) will be escorted to the care room. <p>Homeroom teachers will be inside of their classrooms to greet and receive scholars by no later than 7:30 AM.</p> <p>Additional staff will be strategically placed in the hallways to ensure appropriate physical distancing continues as scholars travel to their designated homeroom.</p>
<p>Carpool (Rear Parking Lot Maple Street Entrance)</p>	<p>7:15 a.m. - UNTIL</p>	<p>Carpool Managers will Direct cars to pull all the way down to the gate before dropping off scholars.</p> <ul style="list-style-type: none"> ● Greet, monitor, and

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		<p>assist scholars getting out of cars (i.e., opening car doors)</p> <ul style="list-style-type: none"> • Scholars will then follow Covid-19 protocols prior to exiting carpool. • Scholars who do not meet building entrance criteria (temperature screening) will be returned to the care of the parent dropping off. • Homeroom teachers will be inside of their classrooms to greet and receive scholars by no later than 7:30 AM. <p>Additional staff will be strategically placed in the hallways to ensure appropriate physical distancing continues as scholars travel to their designated homeroom classrooms.</p>
<p>Main Lobby Late Arrivals</p>	<p>7:30 a.m. - UNTIL</p>	<p>Monitor the door to ensure that late arriving scholars are following school covid-19 protocol to enter the building.</p> <ul style="list-style-type: none"> • Provide Tardy Passes for those scholars arriving late. <p>Scholars who do not meet building entrance criteria (temperature screening) scholars will be returned to the care of the parent or escorted to the care room.</p> <p>Additional staff will be strategically placed in the hallways to ensure appropriate physical distancing continues as scholars travel to their designated homeroom classrooms.</p>

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WHILE IN THE BUILDING Safety Protocols/PPE Requirements for the Building

1. At minimum, the following items will be in your classroom:
 - a. Masks (covering your nose and mouth)
 - b. Face Shields (Adults- to be worn with your mask if you choose)
 - c. Scholar Pencil Boxes with materials
 - d. Chair pockets for each scholar
 - e. Wipes
 - f. Disinfectant Spray
 - g. Clear student partitions
2. Remain in your classroom spaces as much as possible. If you leave the classroom, you must wear a mask and practice physical distancing.
3. Teachers and scholars should only transition to the following locations:
 - Closest restroom (following your restroom schedule)

TRANSITIONS

1. **Specials** services will take place within each *homeroom classroom* to help reduce COVID-19 exposures through limited transitioning.
2. The following areas are off-limits (unless you work in these areas):
 - Teacher's dining area
 - Parent Center
 - Media Center
 - Cafeteria
 - Elevator
3. If you encounter other staff in the hallways as you transition, please remember to exercise physical distancing guidelines and maintain a minimum of 6 ft. distance.
4. Please keep your wristband on at all times to indicate that you have been cleared by the nurse. If you see someone without a wristband, please inform administration via phone immediately.
5. In the event that you need to use the restroom, please use the designated staff restrooms on your hallway. Remember to maintain physical distancing and wear your mask.
6. Please do not leave exterior doors propped open.
7. Once you have been admitted to the building, please do not leave campus without approval from Principal Christian.

TEACHER WORKROOM

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Please adhere to the following procedures for utilizing the workrooms:

STAFF MEMBERS	Workroom
Pre-K Team Kindergarten Team First Grade Team Autism Team Counselor Social Worker AVLF Instructional Coaches	Room #110
Second Grade Team Third Grade Team Fourth Grade Team Fifth Grade Team DSE Team MTSS GNETS Behavior Specialist Media Specialist	Room #310

- Teacher workrooms are located on the first and third floors. Staff members should only use their assigned workroom space.
- No more than 3 people can be in the workroom at a time.
- Adhere to physical distancing practices - wear masks and maintain 6 feet distance.
- Wipes will be available to you to wipe down the copy machine before and after each use.
- Leave the doors propped open at all times.
- Copying should be limited, as we have learned to rely on our use of digital resources.
- Use of the copy machine after school hours is allowed. Please be reminded to follow the physical distancing guidelines above.
- Please make sure you clear the workspace for the next group (wipe down machines, take all your items with you, etc.)
- If you want to send copies to the printer, take your laptop **and** paper with you during your assigned time only.

WHILE IN MY CLASSROOM -Classroom Set-Up to Maximize Social Distancing

1. Scholars should remain 6ft apart from each other to the best extent possible. Additional open spaces (carpet, kidney table, and small tables) can also be used for seating. All desks will face forward. In the event that tables are utilized within a room, no more than 3 scholars will be seated at the table. (One scholar at each end and one in the middle)
2. Physical distancing guidelines will be followed to the best extent possible.

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3. All instruction will be facilitated with physical distancing in mind by teachers.
4. Small groups and centers may be implemented as long as physical distancing guidelines are being followed. Other open spaces **closest to your classroom** can also be used for small group instruction if there are additional teachers physically present.
5. Group gatherings (SEL, Guided Reading, etc.) should not take place on the carpet.
6. Scholars will be supplied with a personal pencil box and chair pouch to house all their items.
7. Scholars should use their own materials. There should be no sharing of materials or belongings.
8. Scholars should remain in their seats to the best extent possible.
9. Materials, tables, and chairs should be wiped down frequently.
10. All desks and counter surfaces must be cleared of personal items and wiped down at the end of the day by teachers.

INSTRUCTIONAL MATERIALS

- Scholars should keep a set of all instructional materials in their desk or in a designated area. Each scholar's material box should be labeled with their name.
- Leveled readers should be wiped down and stored properly after every use.

TECHNOLOGY

- Scholars should not share technology.
- Teachers should ensure all technology is working properly and ready to begin instruction prior to scholar's arrival.
- Charging stations (if available) should be strategically placed in the classroom to ensure usage and physical distancing.
- Headphones have been ordered for each scholar.

REQUEST FOR ROOM REPAIRS

- If you have maintenance needs in your classroom (HVAC, insects, broken furniture, etc.), please email them to Maria Scott.

TECHNOLOGY EQUIPMENT

- Verify that you have your board or panel remote control, Recordex, VGA Cable, USB Cable, HDMI Cable and sound cable.
- Verify that all peripherals are connected to the boards and (Doc Cameras, User Response devices, etc.) are located in the classroom.
- Email Ms. Foushee (loraine.foushee@atlanta.k12.ga.us) and the Assistant Principals, if you have any technology needs.

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RESTROOM BREAKS

- Restroom occupancy within the building will be limited due to COVID-19. There will be no more than 3 scholars within the restroom at any given time. Teachers will continue to encourage scholars to practice physical distancing while in the restroom. Signage and markings will also be utilized.
- Scholars will be reminded of the importance of restroom and hand washing expectations.
- Restroom breaks will be scheduled twice a day. Refrain from sending groups of scholars to the restroom.
- **Custodial staff will conduct cleaning throughout the day**

RESTROOM SCHEDULE

Grade Level	Time/Location			
		Morning	Location	Afternoon
Pre-K	Palmer/Wallace	8:15	Pre-K Classroom	11:30
Kdg	Long	8:15	Long's Classroom	11:30
	Marshall	8:15	Marshall's Classroom	11:30
1st Grade	Freeman	8:15	Freeman's Classroom	11:30
	Driger	8:15	Driger's Classroom	11:30
	Lundy	8:15	Lundy's Classroom	11:30
2nd Grade	Dixon	8:15	Hallway Restroom	11:15
	McClung	8:45	Hallway Restroom	11:45
	Mcmillan	9:15	Hallway Restroom	12:15
3rd Grade	Brignac	9:45	Hallway Restroom	12:45

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	Odom	10:15	Hallway Restroom	1:15
4th Grade	Eason	8:15	Hallway Restroom (Gym Side)	11:15
	Lyle	8:45	Hallway Restroom (Gym Side)	11:45
5th Grade	Johnson	9:15	Hallway Restroom (Gym Side)	12:15
	Reese	9:45	Hallway Restroom (Gym Side)	12:45
DSE	Goines (Autism)	8:15	Hallway Restroom (Gym Side)	11:30
	Fredrick (GNETS)	8:15	Hallway Restroom (Gym Side)	11:30

BREAKFAST & LUNCH PROTOCOLS

- Breakfast and lunch will be provided and consumed in the classroom.
- Gloves will be provided to staff.
- Scholars will eat lunch at their scheduled lunch time.
- Scholars are allowed to bring a snack to school that are enclosed in individually labeled and wrapped containers. No sharing.
- Breakfast and lunch will be delivered to the classroom each day based on attendance taken by 8:00 AM.
- Each classroom will be given a trash bag to throw AWAY classroom trash.
- Large rolling trash cans will be placed in the middle of each grade level pod.
- Teachers will have a duty-free lunch.
- Scholars will have access to drinking water.
- Parents will not be allowed to eat with their scholar.

DAILY LEARNING EXPECTATIONS

- Teachers will follow their daily instructional schedules to the best extent possible on Monday, Tuesday, Thursday, and Friday.
- Wednesdays are designated as time for independent learning and support. This may include intervention, academic supports, planning, office hours, or professional learning.
- Scholars are expected to leave devices at school except for Tuesdays and return on Thursday.
- Scholars who do not bring their device will complete a work packet.

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WELLNESS

- Each classroom will be stocked with a first-aid kit to support scholars who may present minor scrapes or cuts.
- Teachers are encouraged to triage any minor concerns and reach out to the nurse if more supplies are necessary.
- If scholars need medical attention, buzz the front office and the nurse will be notified.
- NO scholar should be sent to the front office or to the nurse without buzzing the front office.

CARE ROOM

- Our Care Room will be located downstairs near the nurses' office.
- The Care Room will be equipped with cots that will be sanitized after each use.
- The scholar will be monitored at all times by a designated staff member in full PPE until the parent/guardian arrives or the sick bus may be available.
- The staff member monitoring the Care Room will be trained and fitted for a N95 mask.
- Parents/Guardians will be asked to pick up scholars, including others living in the same household of the scholar exhibiting symptoms, at front parking lot.

STAFF, PLC, AND GRADE LEVEL MEETINGS

- All staff, grade level, and PLC meetings will continue to be held in the virtual space (Zoom).
- Staff members will receive weekly calendar invites with links to all assigned sessions.

BEHAVIOR

We will uphold and commit to the scholar code of conduct which can be found in the [APS 2020-2021 Scholar Handbook](#).

SCHOLAR DISMISSAL

2:15 p.m. All Afternoon Dismissal Managers must pick up walkie talkies from the front office.

2:20 p.m. All Afternoon Dismissal Managers will report to their dismissal location no later than 2:05p.m.

2:25 p.m. For scholars traveling by car and daycare van each day:

- These scholars will be escorted from their classrooms by selected staff members to the lower level.

2:30 p.m. For scholars traveling by bus and walkers - Dismissal of two (2) grade levels at a time; in 5-minute increments. All homeroom teachers will escort scholars to the bus lanes swiftly and safely. **NOTE:** All buses are lined up on the side of the school closest to the cafeteria. Bus managers will also help to guide scholars to their correct bus locations.

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Homeroom teachers, please stay outside to actively supervise scholars getting to the correct buses.

2:45 p.m. Buses will depart from the school.

STAFF EXITING THE BUILDING

1. All classified staff members (paraprofessionals, hourly paraprofessionals, hourly teachers) are required to Kronos out each day via computer or phone.
2. Wipe down your personal items and desk.
3. Please exit the building using the door that you used when you entered the building.
4. Adhere to physical distancing guidelines and wear your mask until you enter your vehicle.

STAFF DUTY STATIONS

All staff members assigned to morning and afternoon duty are expected to actively monitor scholars as they transition throughout the hallway. Classroom teachers will remain in their assigned spaces to receive students. To the best extent possible, scholars are expected to remain 6ft apart and follow all safety guidelines.

STAFF MEMBER	LOCATION
Ms. Favors-Smith	Outside Media Center Doors
Ms. McGill	Bus Lane Manager #3
Ms. M. Jones	Center Stairwell
Ms. GocherWright	Backdoor
Ms. Flennory	Bus Lane Manager #2
Coach Mac	Car Lane Escort #1
Coach Turner	Car Lane Manager
Mr. Ruffin (Mon. - Wed. AM)	Car Lane Escort #2
Ms. Esteves (Mon. - Wed. AM)	2nd Floor Side Door
Mr. Burrell (Mon. AM - Wed. AM)	2nd Floor Hallway Support
Ms. Sareva (Wed. PM - Friday)	2nd Floor Side Door
Mr. Bell (Wed PM - Friday)	Car Lane Escort #2
Dr. Dowell (Wed PM - Friday)	2nd Floor Hallway Support
Ms. C. Walker	Student Escorts (PreK-2)
Ms. Y. Harrell	Student Escorts (3-5)
Ms. Copeland	Bus Lane Manager #1

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Ms. Cook	Lower Hallway Support
Ms. Wright	Lower Hallway Support
Mr. Harris	School Entrance

STAKEHOLDER COMMUNICATION

Platform	Occurrence
Principal Newsletter & Upcoming Events	Mailed weekly and shared on school's website
Principal Remind 101	All important events will be communicated on this platform on an as needed basis.
Principal Town Hall Virtual Events	Once a month
Robocalls	All important events will be communicated on this platform as needed.
Personal Phone Calls	Parents will receive personal phone calls from a staff member bi-weekly to check on the needs of the family and communicate upcoming events.
Twitter & Facebook	All important events will be communicated on this platform as needed.

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