



## Planning Template for PHASE II Re-opening (January 2021)

Given the current state of COVID-19 and public health guidance, the district will continue to limit access to schools and buildings. School teams should reference the guidance linked below in planning for a safe return:

School Name: Phoenix Academy  
 Principal: [Evelyn Mobley](#)

Areas to Include	Key Considerations	Actions
<b>Health &amp; Safety</b>	How will the school meet APS' health and safety guidance, including establishing a Care Room? <b><i>Please also include a description of the specific safety measures taken during student/staff arrival, transitions, recess, etc.</i></b>	<p><b>Face Coverings and Masks</b></p> <p>Employees, students and visitors must wear an appropriate mask or face covering correctly while inside the building, APS transportation, and within &lt; 6 ft. of another person outdoors. Face coverings are particularly important during talking, movement/physical activity, coughing and sneezing.</p> <p>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.</p> <p>Face shields will be available to those employees working with students/individuals for whom viewing facial expressions is especially important (students with disabilities).</p>

Mask breaks will be provided during meals as long as students remain silent while eating. Lunch will be eaten in classrooms with the appropriate social distancing.

**Students who are non-compliant with the mask mandate will be removed from the instructional environment and parental contact made by an administrator. It is expected that all students will enter the building with a mask and if seen without a mask in the building, that will be considered non-compliance. Those students will be sent home to participate in online virtual learning.**

### **Arrival Procedures**

#### **Entering the Building**

All staff and visitors must wear a mask and enter the building using the lower main entrance only. Staff personnel will conduct all health screenings and temperature checks. An assigned staff member will maintain a COVID-19 Screening Log.

**Staff:** Upon completion of the health screening and temperature check, staff will immediately report to their classroom. Staff with a temperature of 100.4 or greater will be asked to leave, see a medical doctor immediately and submit the doctor's documentation and clearance via email to Dr. Mobley, Dr. Okoka, and Dr. Gilbert.

**Visitors:** Visitors will have their temperatures checked. Visitors with a temperature of 100.4 or greater will be asked to leave the building and instructed to communicate by phone and/or email. In-person student registration will be conducted by appointment only.

To adhere to and maintain 6ft social distancing guidelines, there are line markings on the floor and cones will be placed 6ft apart to the greatest extent possible for staff/visitors/students who may enter the main office.

*In the event a staff member or visitor does not have a mask, a mask will be provided.*

PPE Signage will be posted on the main entrance door notifying staff and visitors of the requirement to wear masks and health screening upon entering the building.

**All Bus Riders/Car Riders/Walkers/Late Arrivals**

All students arriving to school via the school bus will have their temperature checked and logged by an assigned staff member as they enter the building. All students must wear a mask. *Students without masks will be provided one prior to entering the building.* Upon exiting the bus, students will line up, maintaining social distancing guidelines by standing 6ft apart. Students will enter the building via the lower main entrance and proceed to the auditorium.

Students with a temperature of 100.4 or greater will be escorted to the CARE room, assessed by the nurse, and have parents contacted and advised on procedures for returning home. Parents will be provided with a health assessment letter which details the specifics for their scholar returning to school.

*Transportation will be provided for students in need of returning home*

**Operational Procedures****Breakfast**

Breakfast will be served school-wide from 8:15 - 8:45 AM in the classroom. Classroom teachers will remain with students. Students will wash their hands before and after breakfast in the classroom. Classroom teachers must wear a mask and use provided gloves for student meal distribution. When distributing meals to students, classroom teachers should place a meal in front of each student - even if the student says s/he isn't hungry - to provide the opportunity to eat. Teachers should ask students to discard meals in the provided trash bin. Wearing gloves, the classroom teacher should place the breakfast trash in their assigned trash bin. Custodial staff will pick up trash bins. At the end of breakfast, student desk will be sanitized with provided disinfectant wipes and gloves.

**Lunch**

Lunch will be served school-wide from 12:00 - 12:35 PM in the classroom. Teachers will receive a duty free lunch. An assigned staff member will remain with students. Lunch monitors must wear a mask and use provided gloves for student meal distribution. When distributing meals to students, assigned staff should place a meal in front of each student - even if the student says s/he isn't hungry - to provide the opportunity to eat. Teachers should ask students to discard meals in the provided trash bin. Wearing gloves, the teacher should place the lunch trash in their assigned trash bin. Custodial staff will pick up trash bins. At the end of breakfast, student desk will be sanitized with provided disinfectant wipes

and gloves.

### **Transitions**

Time between classes will be extended to allow for travel to classes. Students must walk on the right side of all halls and stairs. Teachers will monitor transitions from their doorway.

### **Restroom**

To ensure physical distancing, teachers will only allow one student out of the room at one time. Classrooms will be assigned to use a specific bathroom throughout the building. Students are asked to use good common sense and if there are more than 2 others in the restroom, they are asked to wait outside. There will be signs to remind students of the need for social distance.

Students may not linger in the restroom for any reason.

### **Classroom**

Classrooms will be arranged in order to adhere to the 6ft social distancing guidelines 6ft apart to the greatest extent possible. The *classroom capacity dashboard* will be used to determine the number of students assigned to each classroom.

### **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 the Care Room on each campus. 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.

## **Dismissal Procedures**

All students will remain in their classrooms until dismissed. Teachers will ensure all students are wearing masks during dismissal.

### **Walker Dismissal**

Assigned staff will escort students ensuring 6ft social distancing guidelines to the greatest extent possible. Students will exit through 1<sup>st</sup> floor exit doors.

### **Bus Dismissal**

Teachers will stand at their doors actively monitoring student movement ensuring students maintain 6ft social distancing guidelines to the greatest extent possible. Additional staff will be placed throughout the building to actively monitor students and ensure social distancing guidelines are followed to the greatest extent possible. An assigned staff member will be stationed at the bus ensuring students' board appropriately promoting social distance.

## **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 indicates 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/North Atlanta High School will provide supplies needed for everyday use. Custodians will conduct high touch common area wipe downs for at least two cycles each day. They will also monitor hand soap, hand sanitizer and paper towels throughout the day.

**Water Fountains**

All water fountains are currently closed. A bottle filling station has been installed in two locations on campus. 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

**PPE Signage**

Signage regarding social distancing guidelines will be placed in all hallways, in restrooms, on the entrance/exit doors and water fountains.

<p><b>STAFFING</b></p>	<p>Describe how you will utilize staff for face-to-face and virtual instruction</p>	<p>Staff will be assigned to teach face-to-face or virtually. Instructional delivery decisions will be finalized pending the results of the intent to return survey for staff and students.</p> <p><b>Face-to-Face</b>  Students will bring individual devices to school or use existing technology within the classroom. Classroom teachers will utilize technology within the classroom. The following instructional practices are prohibited during face-to-face instruction: learning stations, collaborating grouping, and guided reading/math teacher stations. Student collaborative practice will take place via zoom/ Google Classroom. Students will access independent work virtually to the greatest extent possible. Lessons will be facilitated via Edgenuity.</p> <p><b>Virtual</b>  Teachers approved for telework will teach virtually via zoom/ Edgenuity/Google Classroom. If needed, teachers reporting to the building will also teach virtually via zoom. Student collaborative practice will take place via zoom/ Google Classroom. Students will access independent work virtually.</p>
<p><b>Social Distancing</b></p>	<p>Schools should determine how they will implement social/physical distancing measures effectively.</p> <p>Determine the cap of 25% of your campus capacity for staff/students/families being in the building.</p>	<p>Total Enrollment: 362 (25%=91) Total Staff: 38 (25%=10)</p> <p>Beginning Jan, 2021 we will utilize the district's guidelines regarding class size in order to ensure social distancing.</p> <p>Class sizes will be capped at 11 students. If there are more than 11 students per classroom that have indicated F2F learning. We will assign additional students to another class with adult supervision.</p> <p>Upon arrival staff will enter the building via the main entrance. Staff will adhere to all social distancing guidelines, remain 6 feet apart to the greatest extent possible, as indicated by the lines on the floor and cones in the main office. Staff will exit the building via 1<sup>st</sup> floor exits.</p> <p>All meetings and professional learning will be conducted via zoom. Staff will submit documentation electronically by email or Google to the greatest extent possible.</p> <p>Parents will be encouraged to email documents. Parent conferences will be conducted via zoom or phone. In the event parents are requested to sign documents, they may bring documents to the school following all visitor procedures for entering the building (temperature check/wear a mask).</p>

**Access Points for Building Entry**

Determine access points for entry. Arrange for enough staff members to monitor students and maintain safety guidelines.

Upon arrival all staff and visitors will enter via 1<sup>st</sup> floor entrance. Visitors will exit via the main entrance. Staff will exit the building via 1<sup>st</sup> floor exits.

Teachers will monitor the hallway by standing in front of their door for student arrival, dismissal, and social distance.

Remaining staff members will be strategically placed throughout the building to monitor student movement. Students will walk 6 feet apart to the best extent possible and stand 6 feet on tape markers on the floor.

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