



**Planning Template for Staff Return/Student Retrieval of Items (January 2021)**

**School Name: Brown Middle  
School**

**Principal: Tiauna Crooms**

Areas to Include	Key Considerations	School Plans
<b>Dates/Days of the Week/Times</b>	Schools should organize a minimum of 2 days for student pick-ups (supplies) per grade level w/make-up days built into plans. Groups can be scheduled by alpha, grade level or both. Plan for small groups to come to the school at one time.	<ul style="list-style-type: none"><li>• Dates for student retrieval/distribution will be on <b>January 13 &amp; 20, 2021.</b></li><li>• Times for retrieval distribution/drop-off (as needed) are as follows: <b>9:00 - 11:00, 12:00 - 2:00, 2:30 - 4:30.</b></li><li>• Groups will be scheduled as a combination of all grades during the above designated times.</li></ul>

<b>Social Distancing</b>	Determine the cap of 25% of your campus capacity for staff/students/families being in the building.	<ul style="list-style-type: none"> <li>• Maximum number of faculty and staff in the building, 70 people.</li> <li>• Maximum number of students allowed, no more than 100 people</li> <li>• Total Maximum number of individuals at any time is 250 people.</li> </ul>
<b>Addressing Staff Needs</b>	Include plans for addressing the needs of staff who have underlying health conditions, staff at-risk due to age or other conditions or those who otherwise cannot report to the building due to other concerns (i.e. lack of childcare, other). Ensure that no staff is made to feel like there will be penalties for being in a high-risk group.	<ul style="list-style-type: none"> <li>• If any member of BMS staff has an underlying health condition that prohibits them from coming to work, they must contact APS Human Resources/Risk Management for guidance.             <ul style="list-style-type: none"> <li>• Obtain current documentation of your reason for telework or leave from a medical professional or other relevant authority. For the employee's own health condition, this would be a recent doctor's note that reflects that the employee is unable to work in person on or after January 19, 2021, due to increased risk of COVID-19 and lists the medical condition(s). Documentation related to quarantine requirements may include emails or screenshots of COVID-19 test results within the past 14 days from a doctor's office or testing facility. Employees may re-submit previously submitted documents if they are still current and relevant (not expired.)</li> <li>• Submit an online request form for telework or leave to Human Resources as soon as possible, but no later than Monday, January 4, 2021. Supporting documents must be included with the online form. Click here for further instructions about completing the form.</li> </ul> </li> <li>• If any staff member has children and is unable to get childcare, please contact the Principal or Assistant Principal for guidance. Unfortunately, staff children will not be allowed in the building during pre-planning.             <ul style="list-style-type: none"> <li>• Quality Care for Children and PAACT: Promise ALL</li> </ul> </li> </ul>

		<p>Atlanta Children Thrive, now provide a hotline that APS teachers can use to help find options for child care. Quality Care for Children provides referrals to parents seeking Georgia Childcare, after-school programs, Georgia PreK, Early/Head Start, and summer camps.</p> <ul style="list-style-type: none"><li>• Just call 470-426-2610 to explore your childcare options. Identify yourself as an APS staff member, and ask for Anna Buchman! Also, you can visit <a href="http://www.qualityrated.org">www.qualityrated.org</a> to search options online. We also encourage you to see if you qualify for a SOLVE grant by visiting the Georgia Department of Early Care and Learning online.</li></ul>
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<p><b>Access Points for Building Entry</b></p>	<p>Teachers will enter the building through the main entrance. All other entrances will be locked.</p>	<p><b>Staff Entry – January 19, 2021 – May 26, 2021</b></p> <ol style="list-style-type: none"> <li>1. All staff members will enter the building through the main entrance.</li> <li>2. Upon entering the building, all staff members will have their temperature checked by Nurse Brown or designated staff.</li> <li>3. After each staff member is cleared by Nurse Brown, he/she will receive a mask and pair of gloves. Staff members are asked to wear their mask when interacting with each other.</li> <li>4. No more than 3 individuals may be in the main office simultaneously.</li> </ol> <p><b>Visitor Entry (Drivers and Non-Drivers – Main Office)</b></p> <ol style="list-style-type: none"> <li>1. Visitors will ring the school bell and be greeted via intercom by staff.</li> <li>2. Staff members will provide assistance: receiving and distributing documents &amp; items as needed.</li> </ol> <p><b>Students' Entry (General - Bus Riders, Walkers &amp; Car Riders)</b></p> <ol style="list-style-type: none"> <li>1. Students will enter through the cafeteria bus lane. They will have a temperature check by designated staff. Students will utilize hand sanitizing stations prior to moving to class. Social Distancing protocols will be followed.</li> <li>2. Students with temperatures will be housed in the Care Room until parents are contacted for pick-up.</li> </ol> <p><b>Students' Entry (Special Transportation - Bus Riders, Walkers &amp; Car Riders)</b></p> <ol style="list-style-type: none"> <li>3. Students will enter through Beecher Street entry. They will have a temperature check by designated staff. Students will utilize hand sanitizing stations prior to moving to class. Social Distancing protocols will be followed.</li> <li>4. Students with temperatures will be housed in the Care Room (Sensory Room) until parents are contacted for pick-up.</li> </ol>
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<b>Return of Student Materials and Belongings</b>	<p>Staff should organize and prepare the rooms/areas for item pick-up the week of January 13th, prior to campus dates for retrieval/return.</p> <p>Schools should determine the plan for distributing materials via curbside delivery. Please include how materials will be packaged and labeled for distribution.</p>	<p>During the week of <b>January 13 &amp; 20, 2021</b>. Staff will survey all classrooms and spaces to determine needs for student retrieval to include:</p> <ul style="list-style-type: none"><li>• Via Google Document by Grade level determine identified students and make contact with parent/guardian for retrieval of items. If parents are walking up to pick-up items vs. car-pick up this will be identified during phone call and notated in google document.</li><li>• Custodians will provide gloves to staff and plastic bags to place items for identified students. Bags will be labeled with the students name.</li><li>• Student items should be arranged alphabetically for easy retrieval/distribution to parents/students</li><li>• Parents will be assigned times to retrieve items from the school within a time frame (shift) of 9:00 - <b>11:00, 12:00 - 2:00, and 2:30 - 4:30.</b></li><li>• Items will be placed in carts and placed outside with assigned staff. As parents/students approach, items will be given once the students name is provided.</li><li>• Areas will be marked to allow 6 ft space to comply with social distancing.</li><li>• Student retrieval/distribution will occur on August 6-7 during designated times above.</li></ul>
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<b>Communication Plan</b>	Schools should include plans to send/post letters for families to review explaining the return/retrieval process.	<ul style="list-style-type: none"> <li>● BMS will continue to follow Brown Middle School communication protocol to reach all stakeholders which includes, but not limited to the following:               <ul style="list-style-type: none"> <li>○ Social Media Outlets: Twitter, Instagram, Facebook, school website, calling post, text blasts, school voicemail, and school marquee. Back to school letters will be sent via postal service and email.</li> </ul> </li> <li>● BMS will monitor stakeholder's responses through the following:               <ul style="list-style-type: none"> <li>○ Social Media: APS Let's TALK, and Direct Messaging (twitter, IG, and school website google.doc link, Remind App)</li> </ul> </li> <li>● Please note: BMS Communication Liaison will assist to ensure all communication outlets has been transmitted with fidelity</li> </ul>
<b>SEL &amp; Asynchronous Learning</b>		<p>Students will utilize Wednesday morning to participate virtually in SEL with staff and school partners. It will include but is not limited to academic support, mentoring programs, small group sessions etc.</p> <ol style="list-style-type: none"> <li>1. SEL will be held for one hour.</li> <li>2. Partners will support with small groups</li> </ol>

<b>Student COVID-19 Protocols, Transition / Movement</b>	PPE, Screening, Arrival ,Bathroom Breaks, Class Rotations, Breakfast and Lunch, Dismissal	<p><b>Protective Equipment</b></p> <ol style="list-style-type: none"> <li>1. Brown Middle School 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</li> <li>2. Face Coverings and Masks Employees, students, and visitors must wear an appropriate mask or face covering while inside the building, on APS transportation, and within &lt; 6 ft. of another person outdoors. Face coverings are particularly important during talking, movement/physical activity, coughing and sneezing.</li> <li>3. 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.</li> <li>4. Face shields will be available to those employees working with students/individuals for whom viewing facial expressions is especially important (disabilities).</li> <li>5. Mask breaks will be provided during meals. Lunch will be eaten in classrooms with the appropriate social distancing.</li> <li>6. Students who are non-compliant with the mask mandate will be removed from the instructional environment and parental contact made by an administrator or counselor.</li> </ol> <p><b>Arrival</b></p> <ol style="list-style-type: none"> <li>1. Students will enter through the cafeteria bus lane. They will have a temperature check by designated staff. Social Distancing protocols will be followed.</li> <li>2. Students with temperatures at 100.4 degrees or above, will be housed in the Care Room until parents are contacted for pick-up.</li> </ol> <p><b>Care Room</b></p> <ol style="list-style-type: none"> <li>1. Brown Middle School Care room will be housed in Room 151- In the event a student becomes sick while at school they will be moved to the care room. Parents will be called by the school nurse and be required to pick up their child immediately.</li> </ol>
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		announcements will also be a part of the dismissal process.
<b>Student Re-entry (Assessing Student Needs)</b>	This section addresses procedures that will be followed for students who show signs of illness while on campus or on the school bus	<p>In the event a student becomes sick while at school. They will be moved to the care room, located in Room 151-1. If students show illness on the school bus upon arriving at school, they will be moved to the care room.</p> <p>Parents will be called to pick up their student immediately. Prior to returning to campus the one or all of the following will be required for a student to be able to return to school:</p> <ol style="list-style-type: none"> <li>1. Students must present a COVID-19 negative test result</li> <li>2. Students must have a temperature below 100.4 degrees.</li> <li>3. Students removed from campus and suspected of having COVID-19 will be able to return to school when they receive clearance from the school nurse.</li> </ol>
<b>National COVID -19 Guidelines for School Settings</b>	CDC Guidelines for school settings during COVID-19 will serve as reference for BMS school operations.	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html</a>