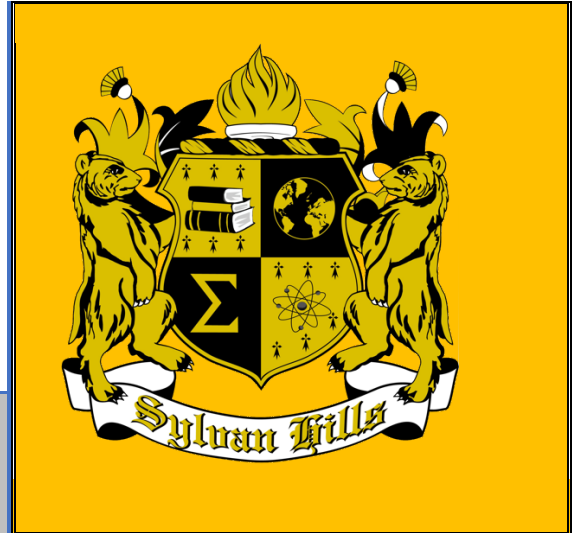


SYLVAN HILLS MIDDLE SCHOOL



January 2021

Return to Learn Playbook

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Mission Statement

It is our mission to provide a learning environment that ensures high expectations for all of our scholars through instruction, real-world applications and technology that promotes and fosters knowledge and skill.

Vision Statement

Sylvan will provide a nurturing and safe environment where scholars become critical thinkers, problem solvers, lifelong learners and productive citizens

Overview

The purpose of this playbook is to provide guidance for Staff and Students returning to the building. 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 educators and parent/caregiver members of our team, who contributed greatly to the development of this manual.

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DAILY HEALTH PROTOCOLS

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

- Have any [symptoms of COVID-19](#)
- Have tested positive for COVID-19 and have not yet been cleared to return to work/school by a medical professional.
- 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. Parents will submit an attestation form showing that their child(ren) do not have symptoms for COVID19.

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

If a student exhibits any symptom of illness, teachers will contact the front office. The main office will ask a series of questions to determine if the student needs to report to the clinic or to see the nurse or 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.
- The Nurse or a member of the Admin Team will communicate with families if a student exhibits any symptoms of the illness.
- If symptoms are confirmed, symptomatic individuals will be escorted to the designated area at the school 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. Administration and Support Staff will be stationed on hallways similar to testing procedures to ensure proper supervision of students.
- Individuals presenting with a fever cannot return until symptom-free for 24 hours without fever reducing medications. If a healthcare provider suspects COVID-19 they should remain out of school and follow the “return to school and childcare 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.

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Protocol for Staff Members Who Develop Symptoms While at School

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

Employees should NOT report to school if they have symptoms. Employees who develop symptoms at home should contact their healthcare provider and obtain testing at their nearest and most convenient location. Employees are expected to follow protocol for reporting an absence, specifically contacting the Principal. Individuals with COVID-19 may be without symptoms or present a range of symptoms from mild to life-threatening. Anyone who answers YES to any questions on the daily health checklist must follow the procedures described by the district.

Do not come to school if you are sick. Any staff member, student, or parent/caregiver who develops symptoms of COVID-19 at home should NOT come into the school. Staff members who test positive will quarantine under the guidelines set forth by the district.

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COVID-19 CASES

What are the health and safety procedures for positive cases?

- If a student or staff person tests positive, information is reported to 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.
-

What is the process for tracking and tracing 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.

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

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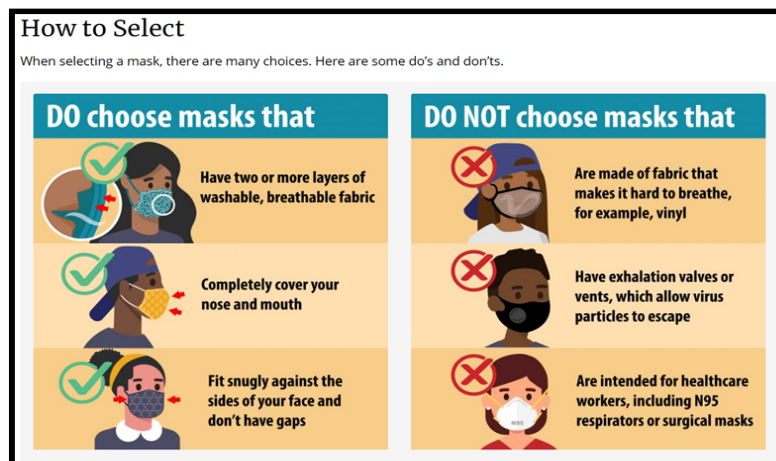
PPE EQUIPMENT

Sylvan is committed to following Public Health guidelines in regard to Personal Protective Equipment. Face masks are required upon entry to the building. The following PPE is also recommended.

1. Personal bottles of hand sanitizer
2. Face Shields (for staff)
3. Gloves
4. Sanitizing Spray

Overview of SHMS Social Distancing Protocols and Masks Requirements

- Everyone entering the building will be encouraged to responsibly distance upon arrival and departure while on campus.
- Floor markings and directional signage (one-way, stop, do not enter) will be posted on the walls and placed on floors to direct foot traffic in common areas (hallway, cafeteria, office, etc.).
- Staggered release schedules for restrooms, lunch and other transitions will be enacted that limit and/or decrease the number of students in the hallways, and in other high traffic areas.
- **Consistent and correct use of masks are required.** Teachers will receive masks and face shields. Teachers will have masks in their classrooms for students who need one.
- Masks will be available at each point of entry to be distributed as needed.
- If a student refuses to wear a mask, the student will be escorted to the main lobby, a parent will be contacted and the student may have to return to remote learning.



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CLEANING PROTOCOLS

- Day staff will wipe down high touch points in common areas twice daily consistent with CDC guidelines.
- Student and staff restrooms will be cleaned multiple times daily.
- Night vendors will conduct disinfecting wipe downs during nightly cleaning. Classrooms will be cleaned consistently with contract cleaning provisions including a disinfectant wipe down of surfaces.
- Sanitizing misters will be deployed on Tuesday nights and Wednesday nights (during the break between instructional days).
- Water bottle filling stations have been installed. Staff and students will have to bring their own water bottles. Use of water fountains is prohibited.
- HVAC/Filtration System operational protocols have been adjusted to increase ventilation in accordance with CDC and industry recommendations.
- Deep cleaning will take place weekly, on Wednesdays. Staff will not be allowed to access the building on Wednesdays.

HAND SANITIZING STATIONS

- Hand sanitation stations will be visible in high traffic areas to encourage proper handwashing and hand hygiene practices.
- Students will be given several opportunities throughout the instructional day to clean their hands with sanitizer or soap and water.
- Additional cleaning supplies will be available for teachers to spray and wipe down areas to complement our increased cleaning protocols.
- Students will also be allowed to bring hand sanitizer for personal use. However, students will not be allowed to share their personal sanitizing materials with other students.
- Each classroom has a sanitizing station with paper towel dispensers.



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STAFF REPORTING PROCEDURES

- **Report Time:** To prevent the transmission of COVID-19, all Faculty and Staff will continue to use the Kronos App (mobile/laptop) to record their work time. Staff should continue to clock in at the documented clock time.
- Staff should only **enter** the building nearest the Front Office entrance (Arden Avenue).
- If you are ill, or if you believe that you have been exposed to COVID-19, **staff are required to follow the protocol outlined in the SHMS Staff Handbook (see page 4) for reporting an absence.**
- Staff entering an APS building acknowledge that under Georgia law, there is no liability for an injury or death of an individual entering the premises if such injury or death results from the inherent risks of contracting COVID-19. Employees are assuming this risk by entering the premises.
- Staff should not congregate in small groups or small spaces (i.e. lounges, offices with no ventilation, etc.)
- Small Group/Whole Group meetings will continue virtually. (i.e. PLCs, Faculty Meetings, Grade Level Meetings)
- Roles and duties of non-teaching staff will be versatile and innovative. It will take all of a school's staff to fully implement simultaneous instruction and provide an increased level of whole child supports to each student, while also maintaining efficiency in operations.



General Health Precautions for Parents and Visitors

- Classroom visits will not be permitted.
- All meetings will be held virtually or by phone. (i.e. Conferences with Administrators, Counselors, Social Worker, etc.)
- Anyone who enters the building will require a mask.
- Entry doors will remain locked at all times. Parents must use the doorbell/camera to alert office staff of wanting to enter the building.

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- For early check outs, parents will be asked to present their ID to the camera, before entering the building.
- Pens will be cleaned upon usage.
- Sylvan's website and social media accounts will encourage parents to call the school to schedule a virtual appointment to meet with teachers.
- No visitors will be permitted to enter areas outside of the main office.
- Office procedures will be communicated to the school community on a regular basis via recorded message.



Student Arrivals:

- Students are only permitted to bring clear/mesh bags into the building. Bags will be checked at check point.
 - Bags that do not meet the requirement will be housed in the storage closet on the 6th Grade hallway.
- Students are required to wear masks upon entering and exiting the building. Students are also required to wear masks for the duration of the day.

Bus Arrivals:

- Students will exit the bus, upon prompting, and proceed to the building, where their temperatures will be screened.
 - If a student has a temperature of 100.4 degrees, he/she will be taken to the CARE room and an immediate call will be made to a parent/guardian for pick-up.
- 'Grab and Go' breakfast will be located for students to pick up before heading directly to Homeroom.

Car Arrivals:

- Students will not be allowed to enter the building until 8:45am.
- Students will proceed to the building, keeping a socially responsible distance while waiting for their temperature screening.
 - If a student has a temperature of 100. degrees, they will be taken to the CARE room and an immediate call will be made to a parent/guardian for pick-up.
- 'Grab and Go' breakfast will be located for students to pick up before heading directly to Homeroom.

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Student Dismissals:

Dismissals:

- An announcement will be made signaling for dismissal.
- Additionally, a Google Form will be used to display bus arrivals and teachers will display in the room on Promethean in the afternoon. An announcement will be made signaling for dismissal.
- Staff will be in place to supervise students and ensure responsible distancing and transition to buses.
- Car riders will be dismissed by grade level by 4:15 pm. An announcement will be made signaling for Car Riders to be dismissed.

Transitions:

- Traffic flow will be one direction and roped guards and/or markers will be used to denote direction for all.
- Teachers must stand at the door during class dismissal, signaling for students to transition to their next class. Students must not line up inside the classroom.
- Teachers will dismiss students from class starting with the row closest to the door. Students should not line up inside the classroom.
- Students will be encouraged and reminded to keep a socially responsible distance.

Restroom Breaks and Guidelines

- If a student needs to leave class to use the restroom, they must have a teacher-issued pass. Hall monitors will assist with unlocking the door for individual restroom breaks.
- All students should line up outside the restroom. Students should maintain a socially responsible distance.
- Before entering the restroom, the teacher shall inspect the restroom, checking for student graffiti, messiness, etc.
- Once an inspection is done, the teacher will allow no more than **three** students in the restroom at a time.
- Students will be encouraged to thoroughly wash their hands with soap and water for at least 20 seconds.
- Next, students should dry their hands with the air dryer.
- After students have dried their hands, they should exit the restroom and wait in the designated area.
- Another student can enter the restroom after one exits.
- After all students are finished using the restroom, the teacher will complete a final inspection of the condition of the restroom.
- The teacher is responsible for locking the doors.

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Nutrition Services:

- To maintain sanitary guidelines, students are not permitted to share breakfast or lunch items.
- **Breakfast:** Grab and Go will be set up daily.
- **Lunch:**
 - Students should use hand sanitizer (personal or school dispenser) prior to entering the cafeteria.
 - Students will return to the classroom to eat. (Or lunches will be delivered to the classroom.)
 - Students should use hand sanitizer (personal or school dispenser) after eating.

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Sylvan Hills Virtual Instructional Schedule*

Schedule for January 5, 2020 – January 25, 2020

Traditional School Hours will resume on January 25, 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
8:35 AM- 9:00 AM	Report Time Administrative Work	Report Time Administrative Work	Report Time Administrative Work	Report Time Administrative Work	Report Time Administrative Work
9:00 AM - 9:15 AM	Schoolwide Community Circle	HR Check In	Asynchronous Weds.	HR Check In	Schoolwide Community Circle
9:20 AM - 10:05 AM	Core 1	Reading Intervention PLC		Planning	Core 1
10:10 AM - 10:55 AM	Core 2	Science PLC		Planning	Core 2
11:00 AM- 11:30 AM	LUNCH	LUNCH		LUNCH	LUNCH
11:35 AM - 12:20 PM	Core 3	Social Studies PLC		Planning	Core 3
12:25 PM – 1:10 PM	Core 4	ELA PLC		Planning	Core 4
1:15 PM- 1:25 PM	Break	Break		Break	Break
1:25 PM- 2:10 PM	Core 5	Math & Math Intervention PLC		Planning	Core 5
2:15 PM- 3:15 PM	ELA and RDG Intervention Tutorials	Math and Math Intervention Tutorials		Science and Social Studies Tutorials	Tutorials by Appointment
3:15 PM- 4:15 PM	1- FACULTY MEETING 2- GRADE LEVEL 3- FOCUS GROUPS 4- AS NEEDED	Office Hours	Parent Teacher Conferences	Office Hours	Office Hours

Virtual Classroom and Simultaneous Teaching

- As a norm, teachers are expected to engage fully in classrooms physically and virtually, with their cameras on.
- Teachers are expected to dress professionally.
- Teachers are expected to continue to use the **ONE** Meeting Room for the duration of school year.
- All virtual classes and platforms should be:
 - updated weekly, at the minimum, to provide current information.
 - maintained with the highest professional standards.
- Physical classrooms should reflect a Standards Based Classroom.
- Physical classrooms should meet the following expectations:
 - Ensure seating is assigned and consistent each day.
 - Ensure there are no shared seating areas in classrooms. (No shared seating. Lab tables, sit on both ends)

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- Ensure seating is distanced as much as possible once face-to-face enrollment is determined.
- Communicate expectations for limiting the use of shared classroom supplies, electronic devices, toys, books, games, learning aids and manipulatives.
- Communicate expectations for cleaning and disinfecting frequently touched surfaces and shared materials between users.
- Teachers will receive a bottle of cleaner and paper towels to sanitize desks at the end of each period.
- Students must sit in assigned seats each day and a seating chart must be kept by each teacher. The seating chart must be handy and easily accessible.
- Teachers are encouraged to leave the classroom door open to allow for additional ventilation during class and in between classes, so that students do not touch doors or handles.

Large Spaces

Media Center:

- The Media Center will be used for classroom and meeting space only--for groups not to exceed two people per table.
- Area can be used, as needed, for large classroom space. Teacher and students are expected to wipe down tables and seats before leaving.
- Record of assigned seats must be kept by the teacher.

Gym:

- Locker Rooms may not be used. There will be no change of clothing.
- If a student has a bag, it must be placed in designated areas in front of gym.
- If equipment is used, it must be returned to the designated area so the teacher can properly sanitize it.
- No Gym lockers will be issued or utilized.
- If a student needs water, the student must have their own water bottle.
- Students may only use the restroom with the teacher's permission and must follow the school's restroom expectations.
- Plan to incorporate marked off areas (e.g., cones, visual aids, signs) to ensure physical distancing among students and reduce cross contamination.
- Limit number of students involved in team sport activities and rotate equipment between classes so as to allow for disinfecting of equipment.

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Band and Chorus Room:

- To ensure healthy precautions, students will only be allowed to play their own instruments, or instruments that have been previously issued to them during the 19-20 school year.
- Modify seating arrangements to allow for maximum distancing. Straight line set-ups are preferable to a curved set-up.
*Specific instruments and vocalists may require greater distancing measures.
- Restrict/limit sharing of equipment unless it can be disinfected/ sanitized effectively between uses
<https://www.nfhs.org/media/3812235/covid-19-instrument-cleaning-guidelines.pdf>
- Students will not be able to play instruments more than 30 minutes inside. If instruments are played inside, the doors should be opened to let the air circulate out.
- If a student needs to use the restroom, they must follow the restroom guidelines.
- It is recommended that students play instruments outside, if possible.
- Spit valves will be emptied in the proper location designated by the teacher (not on the floor).
- Consider supplying digital copies of music as allowed by copyright.
- Restrict/limit the sharing of folders/ music and eliminate music storage if possible.
- Restrict/limit the use of instrument storage rooms for smaller instruments.
- Bell covers of multi-layer high denier nylon are highly recommended; Flutes should be spread out at a greater distance and face shield or lip plate barrier is recommended.
- Consider allowing students to provide their own music stand.
- Slits in the mask may be appropriate for some instrument.
- Create an “instrument first-aid” station for the instrument repair person to access so as not to interact with students. If possible, a location near the front of the building would be beneficial.
- Consider students taking smaller instruments home daily to avoid using instrument storage.

Business/Computer Science

- Students will use their personally issued APS Digital Bridge computer unless they have no access to one.
- When using the desk top computers, the teacher will sanitize the keyboard and screen used by students.
- All computer table areas will be sanitized after each class ends.

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APPENDIX A : Daily Health Protocol

At each entry point, screeners will ask if those who enter are experiencing any symptoms. These symptoms can include, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

APPENDIX B: Classroom setup

Note: Social distancing in classrooms will be followed to the best extent possible. The ability to do so will depend on the number of students who attend classes face-to-face, the subject offered, etc.

Sample Classroom Space Design to support Hybrid Design-

