

# **Frank Lebby Stanton Elementary School**

1625 Martin Luther King, Jr. Dr. S.W.

Atlanta, Georgia 30314

404-802-7500

## **Re-Opening Plan January 2021**



### ***Home of the Tigers***

**Phyllis E. Earls, Culture Keeper/Principal**

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## Re-Opening @ Frank Lebby Stanton Elementary School

### January 2021

Re-entry at Frank Lebby Stanton Elementary School will convene the week of January 17, 2021. FLS Staffers will return to campus remove previous year materials, resources, and artifacts from bulletin boards (in-class/hallway), walls, work - space, etc., and prepare the classroom for returning students effective, Monday, January 25, 2021.

The re-opening plan is subject to modifications as warranted by any updates regarding school reopening which will impact staff and students as suggested by APS and local/national health agencies.

*This plan includes Safety and Classroom Readiness Expectations.*

## Faculty & Staff Reporting to Campus

Tuesday, January 19, 2021

1. **Important Note:** If you are ill, or if you believe that you have been exposed to Covid-19, please **do not report to work**. Contact Phyllis E. Earls, Principal@ 404-488-6921 or [pearls@atlanta.k12.ga.us](mailto:pearls@atlanta.k12.ga.us).
2. Support regarding packing, and/or preparing your classroom/workspace will be implemented to ensure Classroom Readiness for the school re-opening.
3. Please ensure that you have your APS issued badge to access the building. If you have lost your badge, please notify Ms. Tomeka Williams (School Secretary @ 4040-802-7500) immediately, so she might support you with next steps for securing a badge and FLS entry.
4. Refrain from bringing additional persons to the building. Non-APS employees will **not** be allowed in the building at any time.
5. The building will only be open Monday - Friday 7:30 am until 3:00 pm. Please prioritize your work to ensure timely completion during each day/ allotted time.
6. For the safety of others, please wear your mask at all times while on campus.
7. Upon arrival on campus, please ENTER through the doors near the loading dock. **The nurse OR designee will meet you in the MAIN LOBBY to conduct an individual screening. All staffers are required to ENTER through the Main Door (near loading dock).**
8. **Once cleared**, please feel free to park in an Employee Parking Space of your choosing, then proceed to re-enter the building.

9. Please feel free to enter via the Media Center Entrance, if convenient, ONLY after being screened.
10. For the safety of all, please do NOT enter the building until you have been screened by the nurse OR designee--each day. ***If you arrive tardy, remain in the lobby to be screened in the Designated Screening Station.***

## **Return + Learn**

Based on the advice of public health officials and healthcare professionals, Atlanta Public Schools is preparing for a January 2021 reopening of the school buildings. The decision-making is driven by two key areas: Levels of community transmission of COVID-19 and the district's ability to implement health and safety mitigation strategies as recommended by the Centers for Disease Control.

APS will reopen with the option for in-person learning in January 2021. As APS moves into the second phase of Return+Learn, we are basing these efforts on four concepts: Plan, Process, People, and Protect.

- **Plan** involves three learning models: 1) Site-Based Virtual Learning, 2) Face-to-Face, and 3) Atlanta Virtual Academy.
- **Process** involves a deliberate schedule in how we bring staff and students back into our buildings. The phased-in approach includes teacher preparation days and phasing in elementary students first followed by secondary students.
  - District office staff return to work in person on **Monday, January 11, 2021**.
  - School-based staff return to work in person on **Tuesday, January 19, 2021** to prepare for in-person learning according to the proposed schedule (4 days per week in person, Wednesdays virtual).
  - Students will be phased in beginning with PreK-2 and Special Education (low incidence – PreK -12) on **Monday, January 25, 2021**; grades 3-5, 6, 9 and 10<sup>th</sup> on **Monday, February 1, 2021**; and grades 7, 8, 11, and 12<sup>th</sup> on **Thursday, February 4, 2021**.

In support of reopening our schools, APS expanded academic, wellness, and engagement interventions, we implemented independent learning on Wednesdays in December to provide teachers with preparation time, and we launched an Intent to Return Form yesterday for all families to select or change their previous declaration for January 2021.

**People** involves providing our teachers and staff with the guidance, work conditions, and

information on health and safety measures that will prepare them for a successful reopening in January. APS shared updates and timelines for staff during our virtual employee town hall.

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**Protect** means APS will continue to work proactively to keep our students and staff safe in this

COVID-19 environment. APS has taken extraordinary measures in this area. Here are just a few highlights:

- Air – we’ve invested \$68 million to upgrade our heating, ventilation, and air conditioning systems
- Water – we’re conducting proactive testing and continuous flushing and disinfecting of our water systems and providing bottled water
- Buildings and Buses – we are using fogging machines for cleaning our buildings and buses and have operationalized consistent cleaning, wipe downs and other measures in schools and buildings.
- People – we are providing personal protective equipment (PPE) for students and staff and have implemented key mitigation strategies, including social distancing, temperature screenings, limiting campus capacity, use of masks, and other hygiene and cleaning procedures.

## **PPE & Safety Protocols**

Upon entering the building, all staff, students, parents and visitors will be greeted by a member of the school team to engage in a screening process in accordance with Atlanta Public Schools and the State Health Department guidelines and procedures.

In addition to a temperature check, the school nurse or designee will ask a series of questions to screen for the following symptoms:

- Fever or Chills
- Cough
- Sore throat
- Shortness of breath
- Fatigue
- Headache, Muscle or Body aches
- Loss of Taste or Smell
- Congestion or Runny Nose
- Nausea or Vomiting
- Diarrhea
- Contact with someone who has tested positive for COVID-19 in the last 14 days?

Once the individual has successfully passed the screening and it has been determined that it is safe to proceed into the building, he/she will be asked to use Hand Sanitizer before proceeding to their pre-determined destination.

Any students or persons exhibiting symptoms will be immediately escorted to the CARE Room for further evaluation.

## What are the health and safety procedures for positive cases?

- If a student or staff tests positive, information is reported to HR and health services.
- Employees follow the guidelines provided from their healthcare provider.
- District prepares and provides communication letter to send home to parents.
- Direct telephone calls are made to follow-up on individuals identified as close contact.
- The district, in consultation with the local boards of health, provides the names of individual 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 School(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 implement based on Georgia Department of Public Health (DPH) and local Boards of Health (Fulton and Dekalb) Guidelines for reportable diseases.***

## Student/Staff Wellbeing

For the safety of your child and others, please consider the following questions as an indication of when you should keep your child at home or if you should stay home.

Has your child had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, or an elevated temperature of 100.4 F or greater?

Has your child taken fever-reducing medication within the last 24 hours, or experienced symptoms such as a new cough, shortness of breath, chest tightness, sore throat, nasal congestion, body aches, runny nose, loss of taste and/or smell, diarrhea, nausea, vomiting, or fever/chills/sweats?

If the answer to any of these questions is YES, **STOP!** The APS Department of Health Services advises that you keep your child at home, and ***immediately contact your child's***

*health care provider for next steps.* Also, please make sure to contact the school administrator and school nurse for guidance on when your child can safely return to school.

**Additionally, you should also keep your student home and notify your student's school and school nurse if your child:**

- has had any close contact in the last 14 days with someone with a diagnosis of COVID 19?
- has taken a COVID-19 test and are awaiting results based on potential exposure to a known case or other high-risk exposure?
- has taken a COVID-19 test and are awaiting results based on mild symptoms or overall feeling unwell?

### **Isolation Guidance**

- If you or your child are diagnosed with COVID-19, please notify your child's school and the school nurse. Your child will **NOT** be able to attend school or school activities in person until the recommended isolation period has been completed. The Georgia Department of Public Health (DPH) requires isolation for individuals diagnosed with COVID-19.

### **When to Quarantine?**

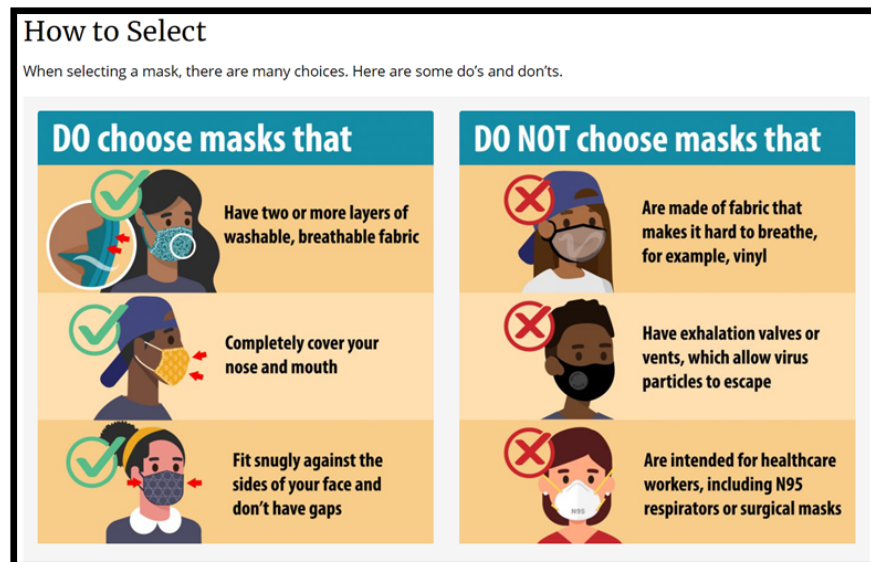
- If your child has been around a person who has been confirmed as having COVID-19, you must follow quarantine guidance from public health officials. DPH recommends a quarantine timeframe of 14 days for anyone who been in close contact with persons who have tested positive for COVID-19. During the quarantine period, your child will **NOT** be able to attend school or school activities in-person until the recommended quarantine period has been completed.
- If you live in a congregate setting (shelter, nursing home, boarding house, etc.) you should remain in quarantine for the full 14 days since your last known exposure, even if you remain asymptomatic.
- If you do not live in a congregate setting, you may test out of quarantine any day after 7 full days have passed since your most recent exposure occurred, if you fulfill all **THREE** of the follow criteria:
  1. Do not experience any symptoms during your monitoring period
  2. Are tested for COVID-19. This test should be a diagnostic test (PCR or antigen). It is preferred that the specimen is collected no more than 48 hours before the time of planned quarantine discontinuation, however, it should not be collected before day 5 of your quarantine period.
  3. If you received a negative result, you may not discontinue quarantine until you have completed a minimum of 7 full days since your most recent exposure - even if you

receive your negative test result earlier. If your result is positive, you must follow DPH isolation guidance.

## Personal Protective Equipment (PPE)

The following *Personal Protective Equipment* (PPE) will be available for individual staff and students:

1. Face mask
2. Hand Sanitizer
3. Face Shields (for staff)
4. Gloves
5. Sanitizing Spray



## The Following may NOT be Worn!

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

### Mask-Wearing Tips



- Surgical masks may be reused as long as there is no visible damage, dirt or bad odor. Leave masks for several days in a non-humid environment <https://tinyurl.com/y682lgz9>. 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. ● Ear savers that connect the ear loops behind the head may be purchased online to improve the fit of the mask and 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.
- FLS 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).

## **Social Distancing/Mandatory Masks**

- Everyone entering the building will be reminded to responsibly distance upon arrival to departure while on campus.
- Floor markings and directional signage (one-way, stop, do not enter) is posted on floors to direct foot traffic throughout the building (hallway, cafeteria, office, etc.).
- Staggered release schedules for restrooms, lunch and other transitions will be implemented to limit and/or decrease the number of students in the hallways, and in other high traffic areas.
- Consistent and correct use of mask wearing is required...non-negotiable!
- Teachers will receive masks and a Face Shield.
- Teachers will also have additional masks in their classrooms for students to issue/re-issue as needed.
- Masks will be available at the MAIN Lobby/point of entry to be distributed as needed.
- If a student refuses to wear a mask, the student will be escorted the main lobby, and his/her parent will be contacted. *If the matter is not resolved, the student may have to return home to work virtually.*

## **FLS School Visitors**

- In an effort to limit the potential exposure to COVID-19, limited/minimal visitors will be permitted entrance inside the school building. Those permitted entrance will be screened and closely monitored while given access to a restricted/designated area.
- Visitors will not be permitted to enter the Main Office without expressed permission granted by the school administration.
- The Parent Liaison and FLS Support Staff will assist incoming visitors (courteously, regarding SAFETY the priority)
- Visitors will be restricted from entering classrooms, eating lunch with students, or celebrating students' birthdays OR bringing food or balloons to the school.
- Volunteers will not be permitted at this time except for *VIRTUALLY*...contingent administrative approval.

## Clinic Updates

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. Nurse Jenkins' extension is (404) 802-7307 or the front office (404)802-7300.

### **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.

### **If a student exhibits any symptom of illness**

- Please remain calm as you contact the nurse via your personal cell phone or calling the front office. The nurse/front office staff 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 clinic.
- Students must be escorted to the school health office by a staff member (request school staff or health department staff).
- The nurse will assess the child and provide care, and will send the student back to the class or dismiss the student. If the student needs to be picked up, the student will be escorted outside through the front door rather than the parent entering the building to pick them up.

## Care Room

- If a student or staff member arrives to school exhibiting COVID symptoms – they must be immediately taken to the CARE room and then discharged to home as soon as possible.
- The designated CARE Room is located in the DSE Suite. Only authorized personnel are permitted to enter this space.
- During the school day, if a student or staff member becomes ill with COVID-19 symptoms, the student/staff member must be evaluated immediately.
- When possible, the nurse or designee should meet the student/staff in the hallway/outside the classroom and escort them to the CARE Room.
- The nurse will may put on additional PPE (gown, shields, gloves, etc.), as necessary, before evaluating the individual and maintaining social distancing as much as possible.
- If safe to do so, the nurse will accompany (may transport via wheelchair if necessary) the individual to the isolation room.
- The individual will be triaged in the isolation room.
- While ensuring safety, the nurse will attempt to minimize contact with the sick individual.
- Following evaluation, the nurse will leave the room and remove PPE safely and perform hand hygiene immediately.
- Each time the nurse enters the CARE room, they will put on clean PPE, and remove PPE upon exit from the room.
- The student's emergency contact will be called to dismiss student ASAP. The individual will remain in the CARE room until dismissed from the building.
- If the individual has minor symptoms and is stable, while ensuring safety is not compromised, the nurse may leave the room, but the student will continued to be monitored and re-evaluated frequently.
- If the individual's condition is deemed serious, 911 will be called. If calling 911 – the nurse must describe the individual symptoms and ensure emergency services have been notified of possible COVID-19 symptoms.
- When possible, the student will be escorted out of the building by the nurse or designee to their emergency contact, via the closest exit, minimizing transference of the virus in the school building.
- In the event that a parent does not retrieve student by dismissal, the administrative designee will contact transportation for an isolated drop off via designated buses.

## **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 wash their hands with soap and water.
- Additional cleaning supplies will be available for teachers to spray and wipe down areas to complement our increased cleaning protocols before/after each class session/day.
- Students will also be allowed to bring Hand Sanitizer for personal use ONLY.
- Students will not be allowed to share their personal sanitizing materials with other students.
- Each classroom has a sanitizing station including paper towels.
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## Cleaning Protocols

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. 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.

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.

- 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; APS/FLS will provide supplies needed for everyday use.

Specifically...

- Day Custodians staff will sanitize high touch points in common areas **2** times per day/consistently in adherence to CDC Guidelines.

- Student and staff restrooms will be cleaned **4** times per day. Door Signage will be updated to indicate specific times facilities have been cleaned.
- Night Custodial Staff will conduct disinfecting/sanitizing in each classroom thoroughly.
- *Sanitizing Misters* (if available) will be deployed on Tuesday nights and Wednesday nights (during the break between instructional days).
- Contract vendors are available for restorative cleaning in the event of an exposure.
- *Water Bottle Filling Stations* will be installed in lieu of using water fountains.
- Staff and students will have to bring their own water bottles. Water Fountains are closed/sealed off/prohibited use.
- HVAC/Filtration System operational protocols have been adjusted to increase ventilation in accordance with CDC and industry recommendations.

## Transportation

APS will implement appropriate safety measures on school buses by encouraging all bus riders 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. School buses will load from the back to the front and will be unloaded at the school from front to back.

## Arrival on Campus (Morning)

### **Building Entry (Staff)**

FLS Staff will enter the building near the loading dock/Main Entrance. Staff officially reports for work by clocking remotely via Kronos upon entering the building. The nurse or designee will be present to collect and document temperature as staff enters the building.

Staff who have a temperature of 100.4 or higher will report to the CARE Room where CDC/Health protocols will be followed. A substitute will cover the teacher's classroom if a teacher is directed to depart from campus due to a high temperature.

*All staff are expected to report to their designated post for morning duty, ready to greet, monitor and guide students at/before 7:30 a.m.*

### **Building Entry (Students)**

Doors open to students at 7:30 a.m. ***All students*** (walkers, bus, van, and car riders) will enter the building through the stairwells near the Media Center upper and lower stairwells. Upon entry

students will have their temperatures checked and be reminded to keep their mask on throughout the day.

In the event that a student's temperature is 100.4 or higher, he/she will be escorted to the CARE Room located in the auditorium.

***Students will report directly to their classroom upon arrival.***

### **Late Arrivals**

- Any student who arrives between 8:30 a.m. – 9:00 a.m. will enter through the Main ENTRANCE and receive a tardy pass to report directly to class UNLESS the screening process dictates otherwise.

<h2><b>Breakfast &amp; Lunch Procedures</b></h2>
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Breakfast: 7:30 a.m.- 8:00 a.m.

Lunch: 10:15 a.m. – 1:00 p.m.

*Breakfast and lunch will occur in the classroom to limit student mobility.*

FLS Support Staff will deliver meals to the classroom door. Teachers will call students one/by/one or in small groups of three students to retrieve their lunch in an orderly manner and return back to their desks.

Custodial staff will place trash cans in each hallway and remove said debris immediately after each scheduled breakfast/lunch period.

- Support staff for each grade level report to the cafeteria to pick up lunches to/start transporting lunch bags/containers to each classroom to arrive at each schedule lunch period on time.
- All doors will be propped open prior to movement through hallways.
- Teachers will instruct students to sanitize hands before/after eating breakfast/lunch.

***Materials:*** Hand sanitizer, Radios, Door stoppers, Trash cans/ bags, Carts & Containers for transport. NOTE: The last 5 minutes of each meal period are designated for clean-up.

### **“After Meal Clean-Up”**

- Teachers will place trash bags outside the door at the end of each meal period.
- Students will individually dispose of meal trays/containers in the trashcan.

- Support Staff on each grade level will assist with picking up the lunch bags and returning them to the cafeteria/designated area, as needed.

### **Transitions (Hallways)**

Students will remain seated until teachers release them from class. FLS Support Staff will notify teachers via the intercom when it is time to begin releasing students and will remind students to remain at least 6-feet apart while moving through the hallways to exit the building. Teachers will release only 3 students in 30-second increments to ensure a safe, orderly, and socially distancing dismissal.

### **Restroom Breaks**

Each class (including DSE, specials, and specialists) will be assigned three restroom breaks per day with one being before lunch (mid-day if required), and one after lunch. NOTE: Students are not restricted from using the restroom outside of each class-respective schedule.

SLS Support staff will support hallway transitions and permit only three students at a time in the restrooms to maintain proper social distancing. Students who need a restroom break at any other time must have a pass. NOTE: Individual Hall Passes will be laminated with a lanyard for each student.

<b>Restroom Usage Assignments</b>
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Bathroom Location	Rooms/Grade Levels Assigned
Kindergarten – 1 <sup>st</sup> Classrooms (where applicable)	Use restrooms inside the classroom

PreK	PreK Classroom
K, and 1 <sup>st</sup> Graders	Lower Level
2 <sup>ND</sup> Graders	Back Hallway Gym Lobby
3 <sup>rd</sup> Graders	Restrooms Main Hallway

MOID Regional Unit	MOID Classroom
4 <sup>th</sup> and 5 <sup>th</sup> Graders	3 <sup>rd</sup> Floor Level Restroom
Staff Restrooms	Media Center, Teacher's Lounge, Back Hallway near Gym (Adults ONLY)
Clinic	Nurse/Main Office and Students

## Dismissal (Afternoon)

### **Dismissal Procedures**

Students will exit the building using the same entry as follows except: (K-2<sup>nd</sup>)

- A. K-2<sup>nd</sup> will EXIT using the Main DOORS.
- B. *PreK and MOID will exit the Media Center Ramp/Stairwell.*
- C. 3<sup>rd</sup>-5<sup>th</sup> Grade classes will be released in this order for **Bus Riders**:
  - T. McCoy, 3<sup>rd</sup>
  - A. Ginn, 3<sup>rd</sup>
  - K. Manuel-Edwards, 5<sup>th</sup>
  - K. Patton, 5<sup>th</sup>
  - J. Tucker, 4<sup>th</sup>
  - J. Joseph, 4<sup>th</sup>

**Walkers** will socially distance and meet on the walkway leading to Mozely Park or meet near the gate for students walking to Browning Street. Designated staffers will safely escort students to each respective release point. During inclement weather OR as needed, additional staffers may drive to each release-point to support staffers who walk.

**Van Riders** will be called and escorted to the Main Office/Gym Corridor with adherence to clear and concise *Socially Distancing* protocols.

**Students delayed leaving the campus OR returned back to campus** due to various sundry reasons will report to the Data Area and be supervise by assigned personnel. Campus-radio communications will be used to alert staffers to dismiss students.



## Simultaneous Teaching

Tiger Scholars will only be allowed to bring a book-bag that contain their iPad and chromebook for classroom use. In addition to this, female students may choose to bring a purse into the building as well. **NOTE: Individual crates will be assigned to each student to house his/her personal items in throughout the day.**

To ensure consistency and continuity of learning, teachers **might** be required to facilitate simultaneous instruction for students who report in person, as well as those who attend virtually. Modifications in personnel schedules/assignments might be required in order to meet the student-teacher ratio for *Face2Face* instruction. Assignments will be communicated prior to report unless in a dire emergency.

Some teachers will teach from their classrooms simultaneously. Laptops, iPads and/or computers will be used and staged inside of the classroom so that the students working virtually can see and hear. Upon completion of the lesson, teachers will post the recorded lesson in their Google Classrooms so that students might reference a lesson as needed. *All ZOOM sessions must be recorded.*

### Instructional Resources Needed:

- iPads with Tripod
- Smartboard/Promethean Board/LCD Projector
- Laptops
- Zoom Live
- Docu-cameras
- Swivl Cameras

### Contingency Plan (60% or more of students Declaring Face 2 Face Return)

Grades	Face 2 Face Instruction	Building Location
PreK-5 <sup>th</sup>	Monday & Tuesday	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup> Floors
PreK-5 <sup>th</sup>	Asynchronous Wednesdays	Asynchronous Wednesdays
PreK-5 <sup>th</sup>	Thursday & Friday	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Floors

*Gentle Reminders...*

- All staff will wear Personal Protective Equipment (i.e. Face Shield, mask, gloves, etc.) when providing instruction and when they are unable to social distance.
- All classrooms will have Hand Sanitizer and appropriate cleaning supplies for teachers to wipe down desks daily.
- Optional, doors will remain closed during instructional periods; teachers will be responsible for opening/closing doors when students must enter/leave class.
- Social distancing and masks will be required during transitions.

## **Recess**

- Recess should provide opportunities for all students to be active. All district policies about recess will be enforced.
- Students and staff will wash and sanitize hands as they enter and exit the classroom. · Use of the recess play equipment and playground will be limited.
- Activities that do not require physical contact for students will be recommended. · Recess will be divided into **3** different zones
  - Zone 1 – playground on school campus
  - Zone 2 – Gymnasium if available
  - Zone 3 – Special permission REQUIRED...*Garden Area outside of Gifted Classroom*

### **Contingency Plan (students who report WITHOUT an official Declaration to Return)**

Students who arrives to campus without an official declaration form will be escorted to The Success Center and the parent of the student will be contacted to pick him/her up from school.

The incident will be documented in Infinite Campus. If the parent is unable to pick up the student, the student will remain in The Success Center until the end of the day, but not permitted to report the school the next or subsequent days.

## **On Campus Expectations for Classroom Readiness**

1. All items for packing items/ (if available) will be near the Main Office Corridor. **Please retrieve only the amount you need, so that others might have ample supplies as well.**
  - a. Bulletin Board Paper/Border
  - b. Construction Paper
  - c. Tape
  - d. Stapler

- e. Staples
  - f. Scissors
  - g. Trash Bags
  - h. Gloves, Mask, Face Shield, Disinfectant Spray (Check T. Williams)
  - i. Bags for student items left in desks.
  - j. Envelope for your Room Key (where applicable)
2. For additional supplies, contact the main office via telephone.
  3. Additional supplies will be delivered/placed outside of your classroom door, where available.
  4. Please remain in your classroom/work space as much as possible.
  5. Please do not venture into other areas of the building or leave your designated floor.
  6. The Parent Center, Cafeteria and Main Office are off limits. (Elevator use is permitted and will be frequently sanitized). *However, please spray disinfectant upon entering/exiting.*
  7. If you encounter other staff in the hallways as you transition, please remember to exercise **CDC Social Distancing Guidelines** and maintain a minimum of 6 ft. distance.
  8. Although, we will be able to supply some **Personal Protective Equipment (PPE)**, as a safety precaution, **please bring your own as our supplies might be limited.**
  9. Please wear your **PPE** at all times while in the building.
  10. Restrooms will be assigned to classes and staffers to ensure safety and equitable usage and regular sanitizing.
  11. Remember to consistently maintain your social distancing guidelines.
  12. Rolling Carts will be strategically placed on each hallway. Please be considerate of other staff who may need to utilize these carts. After you have used them, please place them back in common areas for others to use.

## My Classroom/Workspace

Please see the packing and/or storing for details; however, please note the following:

1. All desk and counter surfaces must be cleared and organized.
2. All storage cabinets, file cabinets, shelves, and closets must be organized.
3. Store out of view and/or take home personal microwave and refrigerator.
4. All valuable, fragile and personal items should be taken home if warranted or safely displayed. Think **SAFETY!**
5. Using **GLOVES**, students' personal items from last year can be "bagged, labeled, and placed" on a table inside the classroom for later retrieval.

## Organizing Classroom/Work-space Removal/Readiness

1. Instructional items, papers, charts, bulletin boards are removed and replaced/updated
2. Instructional items, papers, charts hanging from ceiling are removed and updated
3. Faded colored OR white background paper on bulletin boards removed and updated

*See Classroom Readiness Information*

### **Securing Instructional Resources/Materials**

1. Instructional materials should be collected and sorted prior to packing your classroom to ensure that no materials are accidentally boxed with personal in the DATA Area
2. Instructional materials should be labeled with teacher's name and grade level.
3. Inventory checklist should be completed and taped to the materials.
4. Please ensure that materials are on the hallway check-in tables prior to your check-out time.
  - a. A table for Media Center books will be available outside of the Media Center
  - b. Please place books from students' desks and your classroom library on the table outside of the Media Center. The Media Center is off limits.

## **Classroom/Work-space Readiness Returning FLS Staffers**

*Please review the Classroom/Work-space Readiness Checklist for January 2021 carefully, attending to each deliverable and associated due date in preparation for school reopening January 25, 2021.*

## **Classroom/Learning Environment**

### ***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. Hand sanitizer stations have been installed in common areas and classrooms. Although handwashing is highly encouraged, hand sanitizing stations are 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 throughout the school 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. Additional signage is available at <https://www.cdc.gov/handwashing/posters.html>
- All students and employees will be required to wear a mask that covers their mouth and nose at all times. Daily cleaning protocols have been established to ensure that workplaces, workstations, equipment, and facilities are clean. Students will maintain social distancing while in the learning environment. Students will not be able to share items and assignments will be submitted electronically.

### **How to Cough or Sneeze**

Coughs and sneezes that are not related to COVID-19 or other illness will understandably occur,

and FLS Elementary 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. If coughing is repeated, students should be evaluated by the school nurse and possibly sent home.

### **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. Principals and teachers will do their 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 by teachers. Teachers should be removing ancillary materials not in use and keeping classroom resources put away in an orderly way. There is no additional storage available in the building. Purge items when necessary.

Administration will work with teachers on specific procedures to allow for safe rest time in their classrooms, including more frequent cleaning of classroom floors and ensuring items in cubbies do not touch items belonging to other students.

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, with a few exceptions.

Facilities Services, in conjunction with Cannon Design, has conducted a detailed analysis of capacity for all classrooms in the District. Classrooms typically have a COVID-19 social

distancing capacity of 11-16 students, dependent on the size and shape of the classroom and how the desks are arranged (grid or isometric arrangements).

## **Instruction/Enrichment**

All students will be on Zoom, even in the face-to-face learning environment. Teacher will use appropriate technology to engage with face-to-face and virtual students. Teachers will participate in PLCs to ensure high quality instruction is provided for all students regardless of the choice to remain in site based virtual or face-to-face. In an effort to maintain equity for student grading, in person classwork will be paperless unless necessary of instruction.

## **Assessments**

Formative Assessments will be conducted using tools like NearPod, Pear Deck, Polling, Google Forms, discussion boards, mini dry erase boards, etc. Classwork will be paperless, unless for specific instructional activities (handwriting, etc.).

## **Enrichment**

Enrichment will continue to use Zoom for instruction. For the face-to-face students the teacher will transition into the homeroom class for instruction. Student movement will be limited. Teachers will properly sanitize and wash hands prior to entry into the classroom. Itinerant staff will only be allowed to attend no more than 2 schools a day (one in the morning and one in the afternoon).

## **Field Trips**

All field trips will remain virtual until further notice.

<b>Instructional Block</b>		
<b>Grade Band</b>	<b>Face to Face and Virtual Monday, Tuesday, Thursday, and Friday</b>	<b>Independent Practice Wednesday</b>
Pre-K	Face-to-Face: 5 hours Virtual: 2.5 hours ( <i>In compliance with state and federal regulations</i> )	1 hour
K-2	5 hours	2 hours
3-5		3 hours

## Asynchronous Learning Wednesdays

Teachers will create/assign lessons that address previously taught content, accessible via Google Classroom, Nearpod, Seesaw, Imagine Learning, Freckle, Amplify, Edgenuity, myPerspectives, etc. During Asynchronous Wednesdays, the school building will be closed to the public and to most employees to allow for a deep cleaning before students and staff return on Thursdays.

Teachers will create/assign lessons that address previously taught content, accessible via Google Classroom, Nearpod, Seesaw, Imagine Learning, Freckle, etc.

- Students may watch pre-recorded videos of instruction
- Students will complete assignments independently
- Teachers will offer online support via office hours
- Teachers will monitor assignment completion and provide feedback to students
- Teachers will provide intervention/enrichment opportunities during designated times
- Students may also use this time to complete unfinished (previously assigned) work, OR any lessons, activities, or projects assigned by the teacher.

**IMPORTANT NOTE: A student's complete submission of a lesson by COB each Wednesday, verifies attendance for such said day.**

## Technology Devices

All students will continue to learn in a virtual format, even if face to face in the building.

Pending the delivery of new technology devices, Students who choose face to face will use the new devices while in school and will keep their current devices at home for use on asynchronous Wednesdays.

In the even the district does not provide new technology devices, students who choose face-to-face will have to transport their current device to school and back home each day. New devices will not be sent home under any circumstances.