

**DRAFT
SUBJECT TO CHANGE**

MARTIN LUTHER KING, JR.
MIDDLE SCHOOL
RE-ENTRY PLAN 2020-2021

Paul Brown, Principal

Martin Luther King, Jr. Middle School Re-Entry Plan

DAILY ARRIVAL

Buses

- As buses arrive, they will be unloaded one at a time. Once off the bus, students will move to the entrance designated for their grade level. Students will then enter and stand in the designated area for their temperature screening, Temperature must be lower than 100.4. Masks must be always worn. Once approved for entrance, the students will use hand sanitizer and then will move directly to their homeroom.
- Grade level entrances:
 - 6th grade...front entrance near main office
 - 7th grade...left gym entrance door
 - 8th grade...right gym entrance door
 - Special Ed. Bus Riders...Staff Entrance

Car Riders

- Car riders will start entering the building at 8:45 a.m. Temperature checks will take place as they enter the building. Masks must be always worn. After screening students will use hand sanitizer and will move directly to their homeroom.

Walkers

- Walkers will start entering the building at 8:45 a.m. Walkers will enter the building through their appropriate grade level door. They will follow the mask and screening procedures before moving to homeroom.
- **To the greatest extent possible students will always stay 6ft apart.**
- **If a student does not have a mask prior to entering the building one will be given to him/her.**

SOCIAL DISTANCING AND CLASSROOM SETUP

- Current guidance seeks to maximize the benefits of in-person instruction while providing research-based minimum safety requirements. King Middle School will provide six feet of social/physical distance to the greatest extent possible. Within classrooms, individual student desks or tables will be separated from surrounding desks/tables. The district suggests a minimum of 60sqft per person in each classroom. The average classroom size is approximately 690 sq ft which would allow for 12/13 students per classroom.

Homeroom Classrooms

- Students and staff will wear masks while in the classroom. Additionally, teachers will have access to face shields.
- Markings and signage will be posted on floors and walls to remind students and employees to remain six feet apart when waiting to enter the building, standing in line for elevators, walking in hallways, attending classes...
- Adjustments will be made to seating and desks, when necessary, to allow for employees to maintain social distance when completing work.
- In-person class size will be reduced and adjustments to seating/desks will be made in support of social distancing practices when feasible. The standard classroom size can accommodate approximately 13 students using this model.
- Teachers will create a seating chart for every class. In accordance with CDC guidelines this will assist us in the event we need to do contact tracing if a student becomes ill and tests positive for COVID.
- During transitions from classroom to classroom, building administration will control the dismissal of classes using a staggered release. Teachers in each Learning Community will submit a transition plan for class changes and overall movement. The plan will include to the greatest extent possible the safe way students will remain 6 feet apart, keeping masks on and in place and using hand sanitizing stations prior to leaving one classroom and moving to another.

SCHEDULE FOR THE DAY

- All students, face-to-face and virtual, will follow the same schedule from 9:05 a.m. - 4:05p.m.
- Time between classes will be extended to allow for staggered and socially distanced class changes. Stairwells have been designated as one way (up or down) with signage. Some hallways, where feasible, have been designated as one way with signage in place. Teachers will monitor transitions from their doorway. Teachers will escort students to Connections classes.
- The school master schedule and student class schedules will revert to the face-to-face schedule, but there will be no student or staff changes unless necessary.
- Students will continue with asynchronous learning on Wednesdays through the remainder of the 2020-2021 school year.

Additional considerations must be made to ensure physical separation and limit the amount of movement within the building daily. These considerations are made for Connection classes, IRR, HI, and ELL students.

Specials

- All Connections classes (Art, Music, PE, CTAE, etc.), will follow their current schedule.
- **Interrelated Services**
- Students with an IEP, who are not in a low-incidence Special Education class, will be scheduled according to their IEP services in accordance with the decision made by the family to be in-person or to remain virtual.
- Students with an IEP for Speech Services and/or OT/PT will receive their Services virtually.

ELL

- All ELL classes will continue as scheduled.

The administrative team will develop and communicate passing protocols to maintain this distance when students are entering and exiting the building and moving through the school (including to and within restrooms) to the greatest extent possible. Specifically, staff and students will be educated about not mingling or lingering in hallways and following one-way traffic patterns to minimize respiratory air exchange between groups.

Recess

- King Middle School will not offer recess for students. However, students will receive stretch breaks in the classroom during the day.

Dismissal

- Students will be staggered according to their grade level. Grade levels will be dismissed at different times to ensure that grouping/clustering does not occur. Dismissal times will be communicated through walkie talkies. Each grade level administrator will be tasked with moving their students outside when they receive the message on their walkie talkie
- Educators and other employees who work with students who require closer proximity will be provided with additional protective equipment including eye protection (e.g., face shields), a mask/face covering, and gloves. Disposable gowns will be readily available and must be used in any instance in which educators or staff may come into contact with bodily fluids.

LOCKERS, SCHOOL SUPPLIES, BREAKS AND RESTROOM USAGE

- King students will not have access to a locker during second semester.
- King students should only bring a bookbag, laptop, spiral notebook or three ring binder and pencils/pens to school each day.
- All water fountains are currently closed. Bottle filling stations are available in learning communities throughout the school. They will be able to refill water bottles at the water station in their Learning community. Students and staff are encouraged to bring refillable bottles that are labeled for individual use.
- To ensure physical distancing, routine student restroom usage will be scheduled at the school level, ensuring limits on the number of students per restroom at one time. For multi-stall bathrooms, every other stall will be taped off and every other sink will be taped off. In the learning communities two students will be allowed to enter a restroom at a time. A staff member will be present in the learning community to monitor students getting water or using the restroom
- When individual visits are necessary, students will go to the restroom in their learning community. There will be signs to remind students of the need for social distancing. There will be markers outside of the bathroom for students to wait if necessary.

FOOD AND NUTRITION SERVICES

Schools will develop a meal schedule that allows for students to eat as a class in their classroom. Kitchens will adapt their production schedule to have meals delivered based on the specific lunch schedule of the school.

The procedure will be as follows:

- Breakfast will be delivered to classrooms each morning.
- Lunch period teachers will be given a roster daily to highlight students **who are eating school lunch**. Lunch will be delivered to the classroom door by cafeteria staff. Middle School teachers will not have a duty-free lunch.
- Students will eat inside their classroom with as much social distancing as possible maintained. Students are expected to be quiet while eating lunch. When students finish lunch, they will be required to put their masks back on but will be allowed to talk quietly until the lunch period has concluded.
- King will consider a staggered lunch for students in the cafeteria maintaining social distance. However this decision will not be made until we receive the actual number of returning students to see if it is feasible.

Drinking fountains will be turned off. We encourage all families to send your child to school with a water bottle that has their name and homeroom teacher's name clearly

marked. To avoid crowding at the bottle filling station, students and staff will be encouraged to bring their own filled water bottle each day.

CLEANING, HYGIENE AND ENVIRONMENTAL HEALTH

Care Room

In the event a student becomes sick while at school. They will be moved to the care room, located in the King theater. Parents will be called to pick up their student immediately.

Protective Equipment

King Middle School will provide constant support to students and staff to facilitate handwashing and sanitizing. The district has provided protective equipment for the CARE room and to disinfect the classrooms. In addition, plexiglass shields have been installed in the Main Office.

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 < 6 ft. of another person outdoors. Face coverings are particularly important during talking, movement/physical activity, coughing and sneezing.

- 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.
- Face shields will be available to those employees working with students/individuals for whom viewing facial expressions is especially important (disabilities).
- Mask breaks will be provided during meals. 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 or counselor.

Recommended Masks

- It is important to be aware that different masks, fabrics, and materials [provide different levels of protection](#) to the wearer and the public. The gold standard are masks that filter out > 95% of all sized respiratory droplets.
- Cloth Face Masks vary in quality and level of protection. For greatest effectiveness, pay attention to:
 - **Fit:** Cone- or cup-shaped masks that seal well to the sides of your face and do not touch your mouth are best. A bendable metal strip in the nose-bridge piece holds the mask in place and seals the gaps below your eyes.
 - **Comfort:** You should be able to breathe easily with the mask fitting snugly. If the ear loops are too tight, or too loose, use adjustable Velcro 'ear savers'. For cloth masks, wear glasses on top of masks to reduce fogging.
 - **Filtration:** Two, or better three, layers provide the greatest filtration to block infectious particles. The mask should be thick enough that you cannot see through it.

May NOT be Worn:

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

Mask-Wearing Tips

- Surgical masks may be reused if there is no visible damage, dirt, or bad odor. Leave them for several days in a non-humid environment as explained [here](#). Whereas 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 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.
- King Middle School 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).

Limited Exceptions

In instances where mask-wearing causes physical or emotional distress to a student due to a severe disability or medical concern, families should reach out to the student's IEP team or Ms. Leverette to discuss solutions.

King Middle School will work collaboratively with families and students with significant impairments to seek solutions that enable wearing some type of face covering.

If a student has been granted permission not to wear a face mask due to disability, he or she will be educated, along with their families, on their greater need for physical distancing; and staff members will receive additional training as well as being issued additional protective equipment (visor, goggles or face shield, loose-fitting shirt or coverall that can be removed and laundered after contact with student, etc.) This permission will only be granted in tandem with the Department of Special Education and the Department of Health Services.

Procedures to Ensure Frequent Hand Washing

All students and staff must engage in frequent handwashing/sanitizing, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. We understand that hand washing/sanitizing will have an impact on time available for teaching and learning during the school day.

APS has purchased additional hand sanitizing stations. Although handwashing is highly encouraged, hand sanitizing stations will be 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 in schools 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.

The school nurse will consistently provide training tutorials regarding proper handwashing techniques. Teachers will be required to share the handwashing video periodically.

How to Cough or Sneeze

Coughs and sneezes that are not related to COVID-19 or other illness will understandably occur, King School 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, placing their original mask in a Ziploc

bag. If coughing is repeated, students should be evaluated by the school nurse and possibly sent home. Adults should arrange coverage and leave to be tested.

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. We will do our best to limit objects that require or allow multiple hands on them and are requested to wipe down any materials that must be in the room on a frequent basis. Going further, wherever possible, non-educational items that are touched frequently by multiple hands and cannot be wiped clean will be removed from the classroom.

- Classroom libraries and shelving may be turned towards the wall
- All items that are considered "shareable" items will be removed or placed in teacher closets

All King Middle School students will be expected to bring with them each day: laptop computer, earphones, water bottle, basic school supplies (pen, notebook, paper, etc.) to avoid sharing of materials. Students will be expected to take home all items at the end of each day.

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 doorknobs, 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 must 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, except for disinfectant wipes. APS/King Middle School will provide supplies needed for everyday use. Custodians will conduct high touch common area wipe downs for at least two cycles. They will also monitor hand soap and paper towels throughout the day.

Water Fountains

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

Ventilation

Although research is ongoing, consensus has emerged about the importance of ventilation in reducing the chance that the virus will spread. The district will begin running all systems 3 hours prior to student arrival to push additional clean air in and increase circulation.

Fresh air adds additional safety to spaces and should be maximized where possible. To improve ventilation further at the level of individual rooms, teachers will keep their classroom doors to the hallway open unless student safety is an issue.

Be Prepared for Long Term, COVID-Related, Districtwide Shut-Down

Our community must be prepared for the possibility that a subsequent "wave" of rising COVID-19 cases may cause state officials to call for another long-term shutdown of schools. In the event of a longer-term shut-down, APS will make every effort to provide

staff, students, and families with opportunities to remove belongings and needed materials on the last day before the shut-down.

Staffing and Human Resources

School employees who indicated that they could return face-to-face will return to work on January 19th to prepare for in-person teaching as denoted by the proposed schedule. Employees unable to return to work may request telework or leave.

Wednesdays will remain an asynchronous day for students to allow for deep cleaning in the building. The building will remain closed for staff members that are not custodial or maintenance team members.

Prohibition on Gatherings and Field Trips

In person, school-wide assemblies are prohibited. Except for virtual field trips, all physical field trips are prohibited until further notice. Sports will not be allowed for the initial return. All afterschool clubs and activities will remain virtual.

Avoiding Clusters and Groupings

Schools will establish procedures for reducing the opportunity for clusters of students to form, including establishing hallway traffic patterns, managing entry into the building, and rotating outdoor lunch times. Students arriving on school buses will enter the building with their own bus bubble and, whenever possible, other bus bubbles will be monitored to enter with a time-delay to reduce hallway mixing.

Eliminating Unnecessary Entry into School Buildings

PARENT AND GUEST ACCESS

All student drop-offs must take place outside of the school including on the first day of school. Our staff will welcome and greet all students, ensuring a safe transition to the classroom.

Non-essential APS staff who are not assigned to a school building will not be allowed to enter without express permission of the Principal and confirmation that they will wear a face covering. Masks will be offered in case the visitor must gain access to the building but does not have an effective face covering. Once in the building, they will limit movement within the building and avoid movement during class breaks. No parent or guest will be allowed access to the building before 9:45 am each day.

Parent/Caregiver Meetings and Visits to the School

When it is necessary for parents/caregivers to attend a gathering at their child's school all meetings shall be held virtually/remotely. This includes curriculum nights, open houses, GO Team, PTA, and other group meetings with parents/caregivers.

All meetings will be conducted virtually until further notice.

Policy on Tutors and School Volunteers

All visitors to the building that are not employed by APS or expressly working at King Middle School will not be permitted to enter the building. This is inclusive of all parents & guardians.

Safe Administration of Medication

To protect physical distancing students who need to take regular medication while at school will go to the clinic. Nurse will provide the necessary medications to students at that time.

Transportation Procedures

On the Bus

One of the most challenging spaces for physical distancing is on the bus. The safety of students, employees, and drivers is our highest priority, and everyone must do their part to stay safe. All students will be required 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. APS encourages families to make transportation decisions that they believe are best for their children.

General Health and Safety Measures (all vehicles and routes)

Families will be encouraged to voluntarily walk, drive, or bike to school, to help us provide maximum physical distancing for those who need transportation.

- Before entering the building, students will be pre-screened, and temperatures will be checked. Anyone with a temperature at or above 100.4 will not be permitted inside. Individuals must stay home if they have any symptoms of COVID-19. Student's temperatures will not be checked prior to them getting on the bus. We are requesting that all parents check the temperature of their student prior to boarding the school bus.
- Students, drivers, and monitors (if present) must wear masks or face coverings, at all times.
- APS will provide an emergency supply of masks and face coverings, available on all vehicles, in case a student arrives without one.
- Hand sanitizer will be kept aboard the bus and used throughout the day.
- Windows on the vehicle will be kept open to the greatest extent possible. During bad weather, even a crack of outside air will assist with ventilation. If windows

must be closed, the ventilation will be set to bring in fresh air / to prevent recirculating air.

- Vehicles will be cleaned with a nonhazardous disinfectant (or plain soap and water) between every route, with weekly enhanced cleaning.
- Parents/caregivers will be encouraged to speak with their child(ren) about following the driver and monitor's instructions including sitting where they are assigned to sit.
- If a driver, monitor, or student becomes sick with COVID-19, those who were potentially exposed will be notified based on bus-specific contact information gathered at the time of each student's departure from the bus; and thorough cleaning and sanitization will take place before the vehicle can be used again.
 - If a student is **unable** to wear a mask but needs to be in school, parents/caregivers should contact the school to discuss disability accommodations.
 - Parents of students who can wear a mask, but do not do so, will be contacted by the school to discuss a solution. If this becomes a pattern, the student may be suspended from the bus.
- Parents and caregivers will be encouraged to reinforce bus rules about maintaining quiet, calm behavior on the bus. Loud talking, yelling, or singing are known to disperse infectious respiratory droplets more widely.

Communication

King Middle School and Atlanta Public Schools are committed to providing our parents with the most up to date information possible.

(Cases Reported by Board of Health): First and foremost, COVID-19 is a reportable disease and confirmed cases are reported by the laboratory or health care provider to the local board of health. Atlanta Public Schools (APS) maintains communication with local boards of health for surveillance and tracking of self-reported cases. Cases reported by the board of health are managed by the local entity and communication is provided by the individual parties.

(Cases Reported by Parents or Staff): APS' Comprehensive Health Services department also monitors and maintains self-reported COVID-19 cases. If a student or staff person tests positive and it is reported to school administrators, the information is shared with HR and health services for case investigation (which includes tracking and tracing) in collaboration with local boards of health. Once a case has been identified, parents are contacted within the same day if possible (not to exceed a period of 24 hours), to inform them of potential exposures. Written communication is sent per our procedures for notification that include the date of exposure, length of quarantine period and public health resources.

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

Updates

King Middle will provide parents with up-to-date information regarding COVID and any changes that may involve in the school setting. Please be sure that the front office and your child's teachers have updated contact information for you.

Parents Communicating with Homeroom Teachers and School

Parents should always inform teachers of student absences.

Exposure and Potential Exposure Response

Emergency Building/Classroom Closure Policy

- What is the process for communication if a student or staff tests positive and the school is informed?
 - Information is reported to APS HR and Health Services
 - Employees will follow 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.
 - Due to privacy requirements, APS will not identify any individual who tests positive for COVID-19.

- After re-opening, what will outbreak related closures look like?
 - According to DPH, "A COVID-19 outbreak in a school setting is defined as: Two or more laboratory confirmed COVID-19 cases among students or staff with illness onsets within a 14-day period, who are epidemiologically linked (e.g., have a common exposure or have been in contact with each other), do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing". If an outbreak is confirmed, school closures will be implemented for their time frame designated by local public health officials.

- What happens if someone tests positive for COVID?
 - If a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, classrooms and office areas may need to close temporarily as students, teachers, and staff isolate and the area is cleaned. In consultation with the local public health department, the school district may also decide whether school closure is warranted, including the length of time closure may be necessary.

- What will happen if the spread increases after returning? Will we return to virtual?
 - Once we reopen schools, the district will follow the guidance outlined by the Department of Public Health and local boards of health as outlined below:
 - (Outbreaks) According to DPH, “A COVID-19 outbreak in a school setting is defined as: Two or more laboratory confirmed COVID-19 cases among students or staff with illness onsets within a 14-day period, who are epidemiologically linked (e.g., have a common exposure or have been in contact with each other), do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing”. If an outbreak is confirmed, schools' closures will be implemented for the timeframe designated by local public health officials.
 - (Non-Outbreak Closures) When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, classrooms and office areas may need to close temporarily as students, teachers, and staff isolate and the area is cleaned. In consultation with the local public health department, the school district may also decide whether school closure is warranted, including the length of time closure may be necessary.
 - During either scenario of closures, virtual classes will resume.

Employee Communication and Training

A mandatory video training, *COVID-19 Safety Standards Training* is posted on the internal staff website. All APS Employees are mandated to participate and pass the COVID19 training and assessment.

Ongoing Education for Adults

All adults must work together as partners to ensure the safety of the school community. To support understanding and awareness of health guidelines and requirements, King Middle School will communicate and provide reminders about the following:

- weekly reminders about morning health checks that include how to obtain testing and who to notify if they answer yes to any questions.
- what to do if you have symptoms, have potentially been exposed, or test positive for COVID-19.
- medical conditions that place individuals at higher risk should they be exposed to COVID-19.
- mask requirements, including sending at least one backup mask to school with the student, along with a Ziploc bag in case the mask needs to be changed during the day; as well as instructions for proper [mask wearing](#);
- handwashing technique.

- cough/sneeze etiquette.
- flu vaccine information (with Department of Public Health.
- the importance of updated parent/caregiver contact information; and
- school-specific procedures.

Educating Students on Safety Precautions

King Middle School will, during Advisory, review health and hygiene procedures with students including the importance of mask wearing, physical distancing, proper mask wearing technique (including not touching one's face), proper handwashing and cough/sneeze techniques and other key messaging.