



## **“Return + Learn” COVID-19 Safety & Facilities Manual**

### **Introduction**

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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## Section A: Maintaining Health and Safety

### A1. Daily Health Checklist

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

1. Have any [symptoms of COVID-19](#)
2. Have tested positive for COVID-19 and have not yet been cleared to return to work/school by a medical professional.
3. Are in contact of someone *confirmed* to have COVID-19 within the past 14 days.

All students will have a temperature screening or parents will submit an attestation daily showing that their children do not have symptoms for COVID19.

To keep teachers, staff members, and students (with their families) safe, all visitors to Mary Lin will not be permitted to enter the building. **A2. 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.

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.

**If a student exhibits any symptom of illness**, teachers will contact the nurse via the front office or your personal cell phone. The nurse will ask a few questions to determine

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whether the student needs to go 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.
- 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.
- 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 child care guidance after COVID-19 illness or exposure”.
- Cleaning and disinfection of the designated space will take place within 24 hours following the student’s departure per DPH guidelines.

## ***School Clinic Procedure***

- Students must be escorted to the school health office by a staff member (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 rather than the parent entering the building to pick them up.

## **A3. Protocol for Staff Members Who Develop Symptoms While at School**

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

Do NOT come to school if you have symptoms. Employees who develop symptoms at home should contact their healthcare provider and obtain testing at their nearest and most convenient location. Employees may refer to the [Georgia Department of Health](#) for current testing locations in Georgia.

## **A4. Return to Work or School**

COVID-19 can be without symptoms, or present with a range of symptoms - from mild to life-threatening. Anyone who answers YES to any question on the daily health checklist must follow the procedures described by the district.

## A5. Employee Absences

To encourage and support staff members to stay home when sick, Atlanta Public Schools has communicated information regarding the expanded paid sick leave benefits available under the federal Families First Coronavirus Response Act, as well as other sick leave benefits that are available. Employees can access this information on the employee-only Staff Hub site.

***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.

## A6. Tracking and Tracing

### ***How will the district track and trace 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.

**According to DPH, “A COVID-19 outbreak in a school setting will 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.

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During either scenario of closures, virtual classes will resume.

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.

## **A7. Asynchronous Learning Wednesdays**

All APS students will be home every Wednesday for asynchronous learning. This day will be used by teachers to plan high quality instruction for students. Teachers may work with students providing interventions during this time.

## **Section B: Cleaning, Hygiene and Environmental Health**

### **B1. Investing in Protective Equipment**

Mary Lin will provide constant support to students and staff to facilitate hand-washing and is actively securing supplies of personal protective gear at levels that comply with or exceed the requirements of CDC Guidelines. In addition, plexiglass shields have been installed in a number of areas where interaction between groups may occur, such as the front office areas and kidney tables in classrooms.

### **B2. Face Coverings and Masks**

Employees, students and visitors must wear an appropriate mask or face covering while inside the building, APS transportation, or within < 6 ft. of another person outdoors. Face coverings are particularly important during talking, movement/physical activity, coughing and sneezing.

APS will provide surgical-grade masks to all employees and students, and 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 outside and during meals. Lunch will be eaten in the cafeteria (about 50 students) and the gym (about 50 students) monitored by a staff member, allowing teachers to have duty free lunch.

#### **Recommended Masks**

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- 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 earloops are too tight, or too loose, use adjustable velcro ‘earsavers’. 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, are not as effective.*

## Mask-Wearing Tips

- Surgical masks may be reused as long as there is no visible damage, dirt or bad odor. Leave them for several days in a non-humid environment <https://tinyurl.com/y682lgz9>. 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.
- Earsavers that connect the earloops behind the head may be purchased online to improve the fit of the mask and also 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.
- Mary Lin 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

- **Adults:** In cases in which an employee is unable to wear a mask or face covering due to a medical condition, and must work on site, they must notify their supervisor and practice increased physical distancing to minimize contact with other individuals and a face shield if possible. A medical note about the problem with mask-wearing

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must be provided to Ms. Briscoe.

- **Students:** 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. Briscoe to discuss solutions. Speaking with a doctor about the best choice for a child who is unable to wear a mask is encouraged; and if a student does not have an existing 504 Plan or IEP, **then a doctor’s note is required.**

Students who have been granted permission not to wear a face mask due to disability 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.)

## B3. Public Health Signage

Signage will be used throughout facilities for reminders on health practices, protocols, and hygiene.

- **Signage**
  - Provided COVID-19 and Social Distance Packages for schools and administrative buildings
  - School leaders determine placement for their respective buildings
  - Copies can be made as needed from supplemental packet provided to each school



## **B4. 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. 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.

Nurse Redd will consistently provide training tutorials regarding proper handwashing techniques.

## **B5. How to Cough or Sneeze**

Coughs and sneezes that are not related to COVID-19 or other illness will understandably occur, and Mary Lin 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 in order to be tested.

## **B6. 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 have to 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 "share-able" items will be removed or placed in teacher closets

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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.

## **B7. 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 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. Classrooms will have improved routine cleaning and disinfecting of facilities.

Deep clearing of facilities when students and staff are not present in buildings (Tuesday night, Wednesday, Friday-Sunday).

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 Mary Lin custodial staff.

Installation of hand sanitizer stations throughout the building.

High touch areas, such as door knobs, railings, light and water fixtures, elevator buttons, counters, chair arms, phones, etc. will be sprayed using a non-toxic, EPA-approved disinfectant. The surface will be left to air dry, unless it has to be used immediately, in which case it will be wiped down. The district will provide EPA approved disinfectant spray in each core classroom.

Custodians **will not** attempt to make disinfectant dilution stronger than it will be when filled through a mixing station. A stronger solution will not be more efficient or effective because coronaviruses are readily destroyed by soap. All cleaning solutions will be kept out of the reach of children. For safety and environmental health reasons, educators and other non-custodial staff should not bring or request donations of cleaning supplies; APS/Mary Lin 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.

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## Water Fountains

Taken offline and locks installed  
Installation of water bottle fillers

## HVAC

Increased pre-occupancy and post-occupancy run times from 2 hours to 3 hours

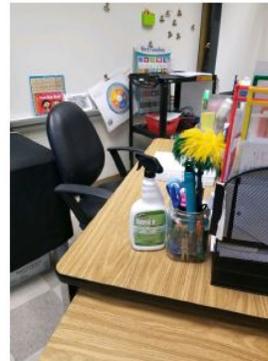
## Plumbing

Initiated weekly water flushing plan during building low occupancy periods

## Facilities Services Return to School Prep

### • Hand Sanitizer + Disinfectant

- Installed hand sanitizer stations in common areas and by time clocks
- Installing hand sanitizer stations in core classrooms (timeline 09.30.20)
- Provided EPA approved disinfectant (spray) in each core classroom
- Installing paper towel dispenser in each core classroom



## B8. 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, the following procedures should be followed in setting up classrooms:

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- Open every operable window 4 inches (code-maximum) unless weather/conditions outside make open windows unsafe. If the classroom gets too cold, only open two windows (if more are operable).
- Open hallway doors if it is safe to do so. If the classroom has a door to the outdoors (i.e. a fenced in playground), keep the door open if it is safe to do so.
- Whenever possible, keep the door to the hallway or an enclosed outdoor area open unless student safety is an issue.
- Air purifiers have been ordered for each classroom.

## **B9. Be Prepared for Long Term, COVID-Related, Districtwide Shut-Down**

Our community must be prepared for the possibility that additional “waves” 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.

## **Section C: Physical Distancing**

### **C1. Maintaining Physical Separation**

Current guidance seeks to maximize the benefits of in-person school while providing science-based minimum safety requirements. Schools will provide 6 feet of physical separation between individuals and will utilize outdoor spaces whenever feasible. Within classrooms, desks will be positioned facing the front of the classroom and following this guidance. The district suggests a minimum of 60sqft per person in each classroom. Mary Lin homeroom classrooms are approximately 770 sqft which would account for 11-13 students per classroom.

#### **Homeroom Classrooms**

- Students and staff will wear masks while in the classroom.
- Markings and signage will be posted on floors and walls to ensure that students and employees remain six feet apart when waiting to enter the building, standing in line for elevators, walking in hallways, etc.
- Adjustments will be made to seating and desks, when necessary, to allow for employees to maintain a six-foot distance when completing work.

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- In-person class size will be reduced and adjustments to seating/desks will be made in support of social distancing practices when feasible.
  - During transitions from classroom to classroom, building administration will control the dismissal of classes using a staggered release.
  - Public health guidelines will be followed for the assembly of students in common areas (e.g. gymnasium, cafeteria, library, labs and playgrounds).

- **Classroom Set Up**

- Classrooms will be set up for small classes sizes to allow for social distancing as much as possible.



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Other considerations must be made to ensure physical separation and limit the amount of movement within the building daily. These considerations are made for Specials classes, IRR, ESOL and EIP students.

### Specials

- All specials' classes will remain virtual. Face 2 Face students will participate in specials virtually with their virtual classmates.
- Face 2 Face students will not travel to specials teachers classrooms, with the exception of PE. Students will remain in their homeroom class with their HR teacher or paraprofessional.

### GATE

- All GATE students will remain virtual. Students who are F2F will stay in their homeroom class and log into their GATE teacher's classroom remotely.

### Interrelated Services

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- Students with an IEP will be scheduled according to their chosen instructional delivery model.
  - Students with an IEP for Speech Services and/or OT/PT will receive their services virtually.

## ESOL

- All ESOL classes will continue to be virtual in Zoom breakout rooms. Face 2 Face ESOL students will need to bring their laptops to school to receive ESOL support services virtually.

## EIP

- All Mary Lin students are served in the reduced class size model this year. These students will remain on the same schedule as our F2F and virtual students.

Mary Lin Administration will develop passing protocols to maintain this distance when students are entering and exiting the building and moving through the school (including to and within restrooms) as best feasible. Specifically, staff and students will be educated about not mixing or lingering in hallways, and following one-way traffic patterns to minimize respiratory air exchange between groups.

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.

## Entry Points

Students in grades K-2 will enter and exit through the main entrance (walkers, bikers, and carpool riders) . Students in grades 3-5 and all bus riders will enter and exit through the back entrance near the cafeteria (walkers,bus riders, bikers, and carpool riders) with dismissal on a staggered schedule.

## Exit Points

Same as entry points. More time will be given to grade levels to get to their final destination.

## **C2. Separating Classes within the school**

To reduce the risk of transmission of COVID-19 within buildings, inter-mingling between groups of students will be kept to a minimum. One way to think of this is creating “bubbles” within which a group of teachers and students will regularly interact, being careful not to step outside of their own bubble (grade levels).

### C3. Utilizing Outdoor Space(Outside Classes, Recess & Outdoor Lunch)

Outdoor spaces provide many benefits for reducing risks of transmission. Outdoor spaces are an ideal location for meal times and mask breaks, when face coverings must be removed.

Several specific classes may be held outdoors,

- High intensity Physical Education is only permissible outdoors. Strict 6 foot distancing without masks (outdoors) is acceptable.

Acceptable alternatives for indoors:

- Non-performance music classes such as history of music, music appreciation may take place indoors.
- Low intensity activities are allowed for physical education, for example yoga and stretching.

**Recess** - Playground Zones will be created and homerooms will be assigned to a different zone daily. They will follow a weekly rotation schedule.

Playground~50 students
Habitat~50 students

### C4. Procedures for Student Use of Bathrooms

To ensure physical distancing, student bathroom usage will be regulated at the school level, ensuring limits on the number of students per bathroom at one time. For multi-stall bathrooms, every other stall will be taped off and every other sink will be taped off.

### C5. Staffing and Human Resources

School teaching staff and paraprofessionals who indicated that they are able to 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. Hourly personnel schedules may be adjusted to full days on Mondays, Tuesdays, Thursdays and Fridays with Wednesdays off (i.e. 7:30 am-3:00 pm with 30 minutes for lunch on M, T, Th, F).

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It is imperative that all parents understand that there is NO guarantee that your child will remain with the same homeroom teacher(face 2 face or virtually).

- Teacher surveys and requests for “telework” must be approved by HR and are reviewed on a first come first serve basis.
- Parent Declaration of Intent Surveys should be available to schools by December 21, 2020.

Mary Lin’s goal is to inform all parents of teacher changes by Friday, January 15, 2021..

## **C6. Prohibition on Gatherings and Field Trips**

In person, school-wide assemblies are prohibited. With the exception of virtual field trips, all physical field trips are prohibited until further notice.

## **C7. Avoiding Clusters and Groupings**

Schools will establish procedures for reducing the opportunity for clusters of students to form, including establishing hallway traffic patterns and managing entry into the building.

As buses arrive at Mary Lin, they will be unloaded one bus at a time.

Students will go directly to their classroom. Breakfast and Lunch will be delivered to their classrooms.

All classrooms will be assigned a specific bathroom and assigned times for bathroom breaks. This will reduce the amount of potential contact tracing within the school.

Students will exit via the same door they entered. Grade levels will be dismissed at different times to ensure that grouping/clustering does not occur. Dismissal will be called out specifically for students who are walkers, car riders, bus riders, afterschool day care, and afterschool van riders.

## **C8. Eliminating Unnecessary Entry into School Buildings**

All student drop-offs must take place outside of the school including on the first day of school. The Mary Lin team will develop welcoming outdoor first week of school drop-off

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plans for all students. Parents are asked to stay off of the platform in front of the school and not pass the cones set up at the end of the sunshade.

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. All schools, with the assistance of Central Administration, will develop contactless delivery procedures using loading docks whenever possible.

## **C9. 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 back-to-school nights, open houses, GO Team, PTA, Foundation, and other group meetings with parents/caregivers.

All meetings will be conducted virtually.

## **C10. Policy on Tutors and School Volunteers**

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

## **C11. Safe Administration of Medication**

\* A new nurse has been hired and will start 1/21/2021. This section will be updated upon her recommendation. To protect physical distancing and separation between "bubbles", students who need to take regular medication while at school will be visited by the school nurse. Nurse will provide the necessary medications to students at that time.

## **C12. Transportation Procedures**

### **On the Bus**

One of the most challenging spaces for physical distancing is on the bus. The safety of students, employees, drivers and monitors is our highest priority, and everyone must do their part to stay safe. All Mary Lin 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, in order to help us provide maximum physical distancing for those who need transportation.

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- Upon entry into the building students will be pre-screened and temperatures will be checked. 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.
- Students, drivers and monitors (if present) must wear masks or face coverings, with very limited exceptions for children with special accommodations due to a disability.
- 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 asked to, ***even if it means not getting to sit with their friends.***
- 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 are ***able*** to 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 more widely disperse infectious respiratory droplets.

## C13. Food & Nutrition Services

Principals, working with input from Food & Nutrition Services will develop a meal schedule that allows for students to eat as a class outdoors, in the cafeteria, or in their classroom.

The procedure will be as follows:

- Breakfast will be delivered to classrooms each morning.
- Teachers will be given a roster daily to highlight students ***who are eating school lunch.*** They will place this list on their door each day by 9am. Lunch will be delivered to the classroom door by school administrators. Teachers will supervise students during the student's lunch period. Teachers will have a duty free lunch scheduled at another time during the day.
- Students will eat with at least 6 feet of social distancing maintained. Students will be provided with a quiet activity to do at their seat when they have finished eating, to ensure that they do not talk, shout, or move around while masks have been removed by all or a portion of students.

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## C14. Arrival and Dismissal Procedures

### K-2 Guidelines:

- **Carpool** - Drop off is located in the front of the school on Candler Park Drive. To get there, you must turn Right on Candler Park Dr. from North Ave. Those in Lake Claire will need to turn down Oakdale to reach North Ave. **DO NOT MAKE A U-TURN** on Candler Park Drive, as it is dangerous and there will be many cars and pedestrians. (see **blue path** on map). Children must be able to get themselves out of the car and exit on the right hand side of the vehicle. Staff members will not be able to open doors or unbuckle kids.
- **Park & walk** - *For carpool families whose children can't get themselves out of the car.* Coming from McClendon, parents can park on Candler Park Drive up until Benning Pl., or on Benning Pl. (see **purple areas** on map).
- **Walkers/bikers** - Students will enter in front of school. Parents, please say your good-byes on the sidewalk or before the edge of the newly installed sunshade. The platform directly in front of the school should remain clear and congestion-free.

### 3-5 Guidelines:

- **Carpool** - Drop off is located in the back of the school (traditional “bus ramp” area). To get there, you must turn Right on Candler Park Dr. from North Ave. Those in Lake Claire will need to turn down Oakdale to reach North Ave. **DO NOT ATTEMPT A LEFT TURN** in the parking lot. (see **blue path** on map). Children must be able to get themselves out of the car and exit on the right hand side of the vehicle. Staff members will not be able to open doors or unbuckle kids.
- **Park & walk** - The **purple areas** on the map are for K-2 park & walk. Please do not park in these areas for 3-5 park & walk.
- **Walkers/bikers** - Students will enter in the back of school and must come up the PATH. DO NOT attempt to enter via the bus ramp because this ramp has no sidewalks and is **not** a safe walking path.

### What do I do if I have kids in both grade bands?

- If you have children in K-2 and 3-5, follow the K-2 guidelines for ALL children. Older siblings will be able to escort their younger siblings into the building and leave with them at dismissal.

### Kindergarten - First Week Plan (Jan. 25 - 29)



## Section D: Communication

Mary Lin 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.

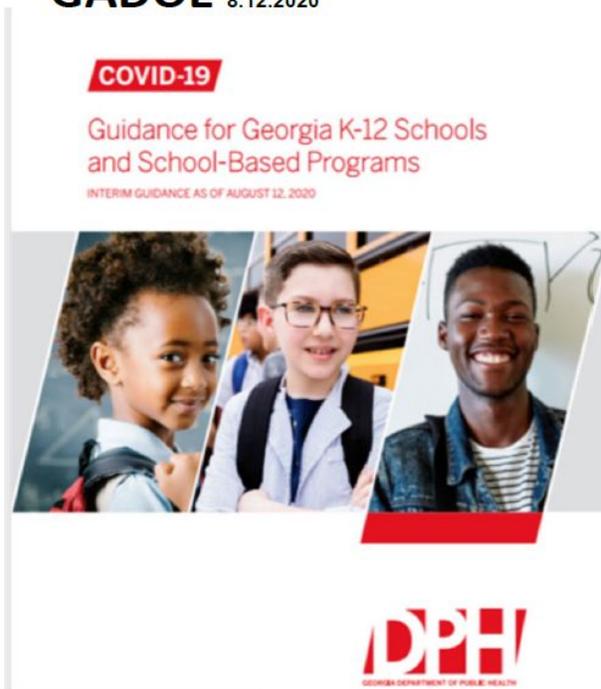
### **Parents Communicating with Homeroom Teachers and School**

Parents should always inform teachers of student absences, vacation days, etc. Other requests will be considered on a case by case basis.

## Section E: Exposure and Potential Exposure Response

### E1. Coordination with Public Health Officials

#### Updated Guidance from DPH and GADOE 8.12.2020



In order to secure the health, safety, and protection of children and their families across the state of Georgia, the Governor's Office worked closely with the GA Department of Public Health (DPH) and Department of Education to develop guidance for Georgia's schools and school-based programs. The toolkit includes required and recommended health related guidance for:

**Families and Students**  
**School Districts**  
**Healthcare Providers**

### E2. 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
  - 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.

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- 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

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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.

## Section F: Education and Training

### F1. 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.

### F2. 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, Mary Lin 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](#) technique.
- Hand-washing technique
- Cough/sneeze etiquette
- Flu vaccine information (with Department of Public Health)
- Importance of updated parent/caregiver contact information
- School-specific procedures

### F3. Student Education

Mary Lin will 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 hand-washing and cough/sneeze techniques and other key messaging.

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## Section G. Scheduling

All students, Face 2 Face and Virtual, will follow the same schedule from 8:00-2:30.

For any questions or concerns, please contact Sharyn Briscoe, Principal at [sbriscoe@atlanta.k12.ga.us](mailto:sbriscoe@atlanta.k12.ga.us) or Mary Benton, Assistant Principal at [mbenton@atlanta.k12.ga.us](mailto:mbenton@atlanta.k12.ga.us).