



**Michael R. Hollis Innovation Academy
PK – 8th Grade**

August 2021-May 2022



Michael R. Hollis Innovation Academy
PK-8th Grade

INTRODUCTION

This procedure manual is intended to provide guidance and support for the effective reopening of Michael R. Hollis Innovation Academy. This is a living document and is subject to revision based on current information from Atlanta Public Schools. As concerns and opportunities for revision arise, we will adjust this plan to provide a safe and secure opening and school year

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SECTION A: Reopening Overview for Hollis Staff



A1. Schedules for Return

Date:	How
July 29, 2021	All Teachers and staff not approved for FMLA are required to return to work on their scheduled return date. Please review the district work calendar for return dates. Telework options have been discontinued

A2. Time & Attendance Guidelines for Staff

According to district guidelines, staff must be screened before going to their classroom or office. This screening is done through the Mobile KRONOS application during clock-in. Teachers who respond "YES" to any of the screening questions will be prompted to contact their administrator for further directions. Staff will be asked to see the nurse to review the Screening questions and determine next steps.

A3. Staff Health & Safety Guidelines

The health and wellbeing of the Hollis Staff is a primary focus. COVID-19 Safety Guidelines will be strictly enforced to maintain the safety of all staff and students while on campus.

a. Health Screening & Mitigation Strategies

1. All staff members will be required to complete the KRONOS self-screener prior to going to their classroom or office.
2. Nurse Thompson will manage the school log for staff members displaying symptoms or out due to COVID.



All staff must wear masks and remain at least 6 feet apart from other adults



If you are feeling ill, please remain at home. Call the school at (404) 802-8200 and refer to your staff handbook to report your absence.

b. Protocol for Staff Members Who Develop Symptoms While at School

A teacher or staff member who develops symptoms during the day must notify their grade level Administrator immediately. The administrator will arrange or provide supervision to the class. Staff members will be asked to leave and encouraged to seek medical attention.

PK-4 Administrator
5th – 6th Administrator
7th – 8th Administrator

Dr. Shalewa Thrash
Mrs. Danika Mitchem
Mr. Lamar Billups

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. No Appointment necessary testing sites are linked below.

<https://viralsolutionsga.com/>

c. Employee Time & Attendance

Atlanta Public School Policy for Time and Attendance will be applied for the 2021-2022 school year. Please review the Hollis Staff Handbook for Time & Attendance and APS Attendance policy GA

To support an effective academic program and improve student engagement at Hollis, staff are expected to be present and on time. Reporting time is 7:15am. Instruction begins promptly at 7:45am.

d. Protocol for Staff Members who Develop Symptoms While at Home

If you develop COVID-19 Symptoms while at home, please call or text Dr. Ford. Please remain at home. DO NOT come to campus. If you believe that you have been exposed to COVID, please complete the staff Self-report form linked [here](#). Dr. Ford or Nurse Thompson will follow up with you to provide next steps.

e. Protocols for Quarantine and Exposure

Positive Test

- Complete the [Staff Self Report Form](#)
- Contact Dr. Ford or the Nurse immediately for next steps.
- Do NOT report to school

If you test positive for COVID, you will be required to quarantine for a period of 10 days. Do NOT report to work. Following the 10-day Quarantine, please call or email Dr. Ford or Nurse Thompson to receive clearance to return to work.

If you were Exposed to a Positive Case while at school

- If a staff member is exposed to a positive case while at school the following steps will be implemented:
 - Contact tracing will be conducted by the Administrative Team or Nurse Thompson.
 - If the staff member is determined to be a Close Contact, they will be notified by Administrative Team or Nurse.
 - Exposed person will be provided Department of Health guidelines for Quarantine. According to Department of Health:

<i>Who Needs to Quarantine After Exposure to a Positive Case?</i>	<i>Who Does Not Need to Quarantine After Exposure to a Positive Case?</i>
<p>-People who are not vaccinated and have been in close contact with someone who has COVID-19.</p> <p>People who develop symptoms again within 3 months of their first bout of COVID-19.</p>	<p>-People who have had COVID-19 within the past 3 months or who are fully vaccinated and not experiencing any symptoms.</p> <p>-People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.</p> <p>Note: <i>Persons exposed to other persons who have been exposed do not need to quarantine.</i></p>

[\(See Page 2 of APS 2021-2022 Quarantine Guidance for COVID-19: Health, Safety and Instructional Plans\)](#)

- Staff will be asked to complete the [Staff Self-Report Form](#)
- If the Staff member is not ill, they may clock in and provide virtual instruction or tutorial support while on Quarantine.

f. Close Contact Definition

To determine close contact or no close contact, the Administrative Team and the Nurse will use dates provided by the parent or staff member on the Self Report form.

See guidance below on how to determine close contact.

- Close Contact through [Proximity and Duration of Exposure](#): Someone who was within [6 feet of an infected person](#) (laboratory-confirmed or a [clinically compatible illness](#)) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for [discontinuing home isolation](#).
- Exception: In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a [clinically compatible illness](#)) where both students were engaged in consistent and [correct](#) use of [well-fitting masks](#); and other [K–12 school prevention strategies](#) (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the K–12 school setting. (CDC, July 2021)

g. Quarantine Timeline & Letters

Nurses Thompson will log and address individual student and staff exposure cases.

Quarantine Letters will be sent home by Nurse Thompson and the Administrative Team.

Whole class and Whole School exposures will be addressed by the APS Health Services Director.

Students/Staff may return from quarantine:

- a. After day 10 without testing
- b. After day 7 after receiving a negative test result (test must occur on day 5 or later)
- c. After stopping quarantine, individuals should continue to watch for symptoms until 14 days after exposure.

h. Staff & Student Self Report Forms

Positive cases or exposures are reported by the individual who test positive or who are exposed to a confirmed case. Staff are encouraged to place the Student Self-Report link on their Class Dojo, Google Classroom or Remind101.

- Student self-report form: <http://tinyAPS.com/?CovidStudentForm>
- Staff self-report form: <http://tinyAPS.com/?CovidStaffForm>

Hollis Administrative Team or Nurse will not complete forms on behalf of a staff or parent. Individuals must self-report.

A4. Guidelines for Staff Meetings

The health and wellness of all staff and visitors is our primary focus. Therefore, staff engaging in meetings or professional learning must adhere to the following guidelines.

1. All large staff meetings are to be conducted using Google Meet or Zoom. Staff must remain in their individual classroom or office.
2. Face-2-Face meetings can only occur with written permission from the principal. Participants must sit 6 feet apart and wear face masks. Staff cannot share computers, pencils, paper, or other items during the meeting.
3. Face-to-Face meetings must be conducted in a large open area. Meeting spaces are the media center, cafeteria, gym, and pod areas.
4. Whole staff large face-to face meetings are prohibited.
5. Sign-in sheets and agendas must be shared electronically.

A5. Visitors & Volunteer Policy

In alignment to district guidelines and recommendations, the number of non-APS employees and non-Hollis staff will be controlled.

For health and safety, family members, friends, non-Hollis staff will not be allowed in the building. Parents will be able to engage in parent/teacher conferences after-school. Please coordinate after-school meetings with the parent and inform the office if you are expecting a parent for a conference.

Visitors and volunteers must adhere to the district mask and social distancing mandate.

A6. Food Delivery

To limit the number of people entering the building, food delivery services will not be allowed in the building. If you are ordering food, please schedule the pickup to be in the driveway. Drivers will not be allowed in the building.

A7. Staff Entry Protocol

-Staff parking on the Griffin & James P. Brawley. Staff may enter at any door with a badge access.



All staff must wear masks and remain at least 6 feet apart from other adults.



Please be mindful that all door handles, rails, faucets, etc. are high touch surfaces. Please wash your hands or sanitize your hands immediately after touching any high touch areas.

A8. Front Office Request

The front office will be working diligently to manage a variety of tasks during this transition phase. Please practice patience and empathy during this time. Below is guidance for acquiring materials, supplies and resources during the year.

- **Keys** – Mr. Williams & Ms. A. Williams
- **Materials & Supplies** – Ms. Chandler. Please email request
- **Carts & Dolly Request** – Carts and dollies are at a minimum. They will be parked inside the Wrap-Around office for pick up and drop off. You may borrow the cart or dolly to move your items. Please return it to the Wrap-Around immediately after use.
- **Boxes & Trash Bags** – Mr. Bruce will provide boxes and trash bags upon email request.

SECTION B: Cleaning & Environmental Health



B1. COVID-19 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



B2. Protective Equipment

Hollis Innovation Academy will provide constant support to students and staff to facilitate handwashing and is actively securing supplies of personal protective gear at levels that comply with or exceed the requirements of CDC Guidelines.

- Plexiglass shields have been installed in several areas where interaction between groups may occur, such as the front office areas.
- Due to a variety of circumstances, some of our students with disabilities are unable to consistently wear a mask. Therefore, Plexiglass shields will be supplied for our self-contained classes.
- Students in self-contained classes who are not able to maintain a mask will also be provided a face shield as an additional support for COVID-19 mitigation.
- Hollis Innovation Academy 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 and schools will reach out to support families who need assistance obtaining a face covering for their student(s).

B3. Protocol 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. Wipes and hand sanitizer will be provided periodically through out the year. If you require additional supplies, please email Ms. Chandler.
- During routine cleaning, custodians will use effective all-purpose cleaners. Classrooms will have improved routine cleaning and disinfecting of facilities.

 *The health and wellbeing of all staff is the primary focus of Hollis during this difficult time. We realize that there are many concerns about the cleanliness of the school and personal health conditions. If your room has not been properly cleaned, please email Dr. Ford or your grade level administrator. Classrooms or areas that have had a confirmed positive case are communicated via email to our district custodial services for Deep Cleaning*

- Classrooms or areas that have had a confirmed positive case are communicated via email to our district custodial services for Deep Cleaning
- Each teaching or administrative staff member will be given basic cleaning supplies, which they may use at their discretion to compliment the cleaning conducted by Hollis Innovation Academy custodial staff. Teachers will be encouraged to frequently wipe down desk and common high touch areas within the classroom throughout the day.
- Hand sanitizer stations have been installed throughout the building to encourage frequent hand cleaning.
- High touch areas, such as doorknobs, railing, 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; APS/Hollis Innovation Academy 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.

B4. 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.

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



B5. 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 Thompson will consistently provide training tutorials regarding proper handwashing techniques. Teachers will be required to share the handwashing video daily.

B6. CARE Room

To assist Atlanta Public Schools in promoting a healthy and safe environment, and to help prevent the spread of COVID-19 in our district, isolation guidance will be followed based on Georgia Department of Public Health (DPH) and the Centers for Disease and Control and Prevention (CDC) recommendation.

Students or staff that present symptoms must be evaluated and isolated for a short period of time in school's designated isolation room. If symptomatic, staff/student should be placed in a controlled, single-person room. They should have access to a dedicated restroom. Designated staff will receive specific and detailed training by Nurse Thompson using the APS Guidelines for CARE Room. Our CARE Room Designee is Ms. Simpson, Parent Liaison. The CARE Room is in the Parent Center – Room S135.

SECTION C: Daily Operations



C1. Registration

Registration will take place daily. Students in KDG, 6th Grade and students new to the school will need to register.

- Registration team will include Ms. Shinholster (lead), Ms. Thompson, Ms. Harrison, and Ms. Chandler.
- Additional staff to support registration are Mrs. Gaines, Ms. Simpson, and Mr. Toliver.
- Ms. Thompson will be set up in the vestibule outside of the main office with a computer to assist parents in verifying address, setting up an appointment and receiving information for online registration.
- Ms. Harrison will be located at the front desk to verify address and finalize the registration process for parents with a Signup Genius appointment.
- Ms. Shinholster will be in the front conference room to verify addresses and finalize the registration process for parents with a Signup Genius appointment.
- Parents/Guardians will be allowed in the office to complete registration on a case-by-case basis
- Mrs. Mitchell will assist the registration process by posting online registration directions and Signup Genius QR Reader or Code
- Parents/Guardians without internet access will utilize Signup Genius to set-up appointment times. Parents/Guardians that come to the school without a Signup Genius appointment will be given directions on how to sign up for appointment or complete online registration.
- Parents/Guardians will be encouraged to follow district and CDC COVID-19 Guidelines while on campus. They will include social distancing, wearing masks, and cleaning their hands regularly.
- Only the enrolling parent or guardian will be allowed in the building during registration.
- Due to COVID-19 CDC Guidelines, Parents/Guardians may experience a wait time of 10-15 minutes.



When exchanging papers, wear a mask. Avoid touching your face.

C2. Master Schedule

PK-4 MASTER SCHEDULE

PK		KDG	
7:45-8:45	Homeroom/CREW/Breakfast	7:45-8:15	Homeroom/CREW
8:45-9:30	Literacy & Imaginative Play	8:15-8:45	Intervention
9:30-10:15		8:45-9:45	Specials
10:15-10:50	Lunch	9:45- 10:20	ELA
10:50-11:15	Numeracy & Story Time	10:25-10:55	Lunch
11:15-12:30		11:00-11:30	ELA
12:20-2:30	Play & Nap	11:35-12:35	READING
2:30-2:45	Dismissal Routine	12:35-1:35	MATH
		1:35-2:43	SCI/SS
		2:45	Dismissal

1 st		2 nd	
7:45-8:15	Homeroom/CREW	7:45-8:15	Homeroom/CREW
8:15-8:45	Intervention	8:15-8:45	Intervention
8:45-9:45	Specials	8:45-10:00	READING
9:50-10:50	ELA	10:00-11:05	ELA
10:50-11:20	Lunch	11:10-11:40	Lunch
11:25-12:25	READING	11:45- 12:45	Specials
12:25-1:25	MATH	12:50-2:00	Math
1:30-2:30	SCI/SS	2:00-2:40	SCI/SS
2:30-2:45	Dismissal	2:40-2:45	Dismissal

3 rd		4 th	
7:45-8:15	Homeroom/CREW	7:45-8:15	Homeroom/CREW
8:15-8:45	INTERVENTION	8:15-8:45	Intervention
8:45-9:50	ELA	8:45-9:45	READING
9:55-10:45	READING	9:50-10:50	ELA
10:50-11:25	SCI/SS	10:55-11:35	Math
11:30-12:00	Lunch	11:40-12:10	Lunch
12:05-12:20	SCI/SS	12:15-12:50	MATH
12:25-1:25	MATH	12:50-1:25	SCI/SS
1:35-2:35	Specials	1:35-2:35	Specials
2:40-2:45	Dismissal	2:40-2:45	Dismissal

5-8 MASTER SCHEDULE

5 th		6 th	
7:45-8:00	Homeroom/CREW		7:45-8:15 Homeroom/CREW
8:00-8:30	ELA Writing Block		8:15-9:00 Intervention
8:30-9:00	Intervention		9:03-10:03 Connections
9:03-10:03	Connections		10:06-11:01 Core 1
10:06-11:01	Core 1		11:04-11:59 Core 2
11:04-11:59	Core 2		12:05-12:35 Lunch
12:02-12:17	Core 3		12:38-1:38 Core 3
12:20-12:50	Lunch		1:41-2:42 Core 4
12:53-1:38	Core 3		2:42-2:45 Dismissal
1:43-2:42	Core 4		

7 th		8 th	
7:45-8:15	Homeroom/CREW		7:45-8:15 Homeroom/CREW
8:15-9:00	Intervention		8:15-9:00 Intervention
9:03-10:03	Core 1		9:03-9:58 Core 1
10:06-11:06	Connections		10:01-10:56 Core 2
11:09-12:04	Core 2		10:59 -11:54 Core 3
12:07-12:30	Core 3		11:57-12:37 Core 4
12:35-1:05	Lunch		12:45-1:15 Lunch
1:11 - 1:43	Core 3		1:13-1:35 Core 4
1:46- 2:42	Core 4		1:38-2:38 Connections
2:42-2:45	Dismissal		2:38-2:45 Dismissal

C3. Quarantine Instructional Models

Model	Whole Class Quarantine	Individual Quarantine	Teacher Quarantine	Whole School Quarantine
	Condition A	Condition B	Condition C	Condition D
Description	An entire class is quarantined due to COVID Cases/Exposure (including Teacher)	One or more students test positive (unrelated cases) or one or more students test positive for COVID with exposure to other students within the classroom/team or grade level	Teacher Test Positive for COVID (no evidence of student exposure)	Whole school/district closure due to COVID Outbreak
	<ul style="list-style-type: none"> -Google Classroom is set up and assignments are posted. -Teacher contacts parents to inform of Class Quarantine and virtual learning structure -Teacher follows normal schedule and conducts class virtually using Zoom Links -Activities and work are posted via Google Classroom. -Assistant Principal provides a parent meeting to answer questions and address concerns during Quarantine 	<ul style="list-style-type: none"> -Google Classroom is set up and assignments are posted. -Teacher contacts parents to inform of virtual learning tutorial schedule is communicated -Virtual Learning Coordinator ensures that teacher tutors are available following the schedule. -Coordinator tracks and monitors students online and contacts parents for return date 	<ul style="list-style-type: none"> -Classroom coverage is provided. -Sub plans are used to continue instruction. 	<ul style="list-style-type: none"> -Principal and Assistant principals will provide a Parent Q & A -Google Classroom is set up. -Teacher contacts parents to inform of virtual learning and tutorial schedule is communicated
Point of Contact	Classroom Teacher (email, phone, or Class Dojo)	Virtual Learning Coordinator (Ms. Fowlks)	Virtual Learning Coordinator (Ms. Fowlks)	Assistant Principal Classroom Teacher (email, phone, or Class Dojo)
Grades & Attendance	Grades and attendance are based to student	Grades and attendance are based	Grades are based to student participation	Grades and attendance are based to student

	participation in online learning and completion of work assigned	to student participation in online learning and completion of work assigned	and completion of work assigned	participation in online learning and completion of work assigned
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See Virtual Learning Power Point Plan

C4. Specials Schedule

All specials’ classes will be conducted virtually through the Zoom Platform. For the Face-to-Face classes, special teachers will arrive to their assigned classes based on the Master Schedule and conduct class in a simultaneous method for students in Face to Face and Virtual Site-Based Setting.

Elementary (PK-4)		Middle School (5-8)	
7:45-8:15	CREW	7:45-8:15	CREW
8:15-8:45	Intervention	8:15-9:00	Intervention
8:45-9:45	K & 1st	9:03-10:03	5th/6th Grade
9:45-10:45	Planning	10:06-11:06	7th Grade
10:45-11:35	Lunch Duty	11:10-11:55	Planning
11:45-12:45	2nd & Autism	12:01-1:15	Lunch Duty (A) Lunch (B)
12:50-1:30	Lunch	1:18-1:35	Lunch (A) Lunch Duty (B)
1:35-2:35	3rd &4th (MOID K-2)	1:38-2:38	Break
		2:38-2:45	8th Grade

BREAKFAST SCHEDULE

7:15am-7:45am	Lunch in Classroom PK-8
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If students need breakfast after 7:45am, they may eat in the pod or classroom.

C5. Breakfast Protocols

Breakfast procedure will be as follows:

- PK- 4 will be provided breakfast in the classroom. Designated teachers will pick up Breakfast bags from the cafeteria.
- 5-8 will have breakfast in the cafeteria.
- Garbage bags will be provided to each class to discard food and trash. Trash bags should be set outside of the classroom and picked up between 8:00 a.m.- 9:00 a.m.
- Hand Sanitizer should be provided before and after eating.
- Students may remove their mask while eating.

LUNCH SCHEDULE

Lunch Period			
Lunch	Lunch		
PK	10:15	10:45	
KA/KB	10:25	10:55	
KC/KD			
1A/1B & MOID K-2	10:50	11:20	
1C/1D			
2A/2B	11:10	11:40	
2C/2D Autism K-5			
3A/3B & MOID 3-5	11:30	12:00	
3C/3D			
4A/4B	11:40	12:10	
4C/4D			
5th A/B	12:20- 12:50		
5th C/D	12:23-12:53		
6A/6B MOID 6-8	12:01-12:31		
6C/6D	12:05-12:35		
7A/7B	12:32-1:02		
7C/7D	12:35-1:05		
8A/8B	12:45-1:15		
8C/8D	12:48-1:18		

C6. Lunch Protocols

Duty-free lunch will be provided to teachers. A schedule will be shared and managed by Mr. Billups, Assistant Principal.

- Lunch will be eaten both in the cafeteria & classroom room to reduce the number of students in the cafeteria.
- Hand Sanitizer should be provided before and after eating.
- Students may remove their mask for eating.

C7. Water Fountains

Water Fountains will be inoperable. Students may bring an individual bottle of water to school to drink during the day. Teachers can determine an appropriate time for students to drink water.

C8. Transportation

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 Hollis Innovation Academy students will be required to wear masks. APS encourages families to make transportation decisions that they believe are best for their children.

Buses will run on the current schedule. Schedules are on the APS website for parents to review. Parents are encouraged to determine the form of transportation that they deem most safe. Safety measures for transportation will include daily cleaning and mandated masks.

DRAFT

SECTION D: Daily Operations



D1. Arrival Process

Below is the process for student arrival. As students arrive, the following health screening steps will be followed:

1. Parents are encouraged to complete the daily [Health Check](#) prior to the student coming to school.
2. Students will enter their respective door. KDG – 4th will enter the RED Hall Doors to the far left of the main doors. Grades 5th – 8th will enter the BLUE Hall Doors to the far right of the main doors.
3. If a student arrives without a mask, they will be provided one at the point of entry.
4. Students arriving after 7:45am will enter through the main office.

Arrival Type	Process	
Bus Arrival 7:15am – 7:45am	RED Door entrance (PK-4)	Blue Door entrance (5-8)
Walkers & Car Arrival 7:15am – 7:45am	PK -2- enter RED doors to the right of the staircase 3 rd -4 th – enter RED doors to the left of the staircase	5 th -8 th -enter BLUE doors to the left of the staircase through metal detectors.
Tardy Arrival 7:45am – 8:00am	<ul style="list-style-type: none"> ▪ Students who arrive after 7:45 AM will enter through the main office. ▪ Upon entry into the building, students will report to their homeroom classes. If students arrive without a mask, one will be issued in the main office. ▪ Teachers will mark students tardy who arrive to class after 7:45 AM. ▪ Daily flyers or calling post notifications will be provided to parents to encourage arrival before 7:45am ▪ Our Care CREW will be in contact with parents/caregivers if a student is frequently tardy (>5 days) 	

D2. Arrival Materials & Resources

- Dr. Thrash will ensure that baskets are prepared and ready daily for arrival process. Baskets will include additional masks and hand sanitizer.

D3. Early Dismissal Process

Parents will be encouraged to follow the protocol below for early dismissal:

- Call before 2:00p.m to request early dismissal. A dismissal QR Code is also available at the door an in the main office for convenience.
- Use the door intercom to inform the front office that they have arrived.
- Wear masks appropriately while on campus always.

D4. Dismissal Process

Dismissal announcements will begin at 2:45pm.

Dismissal Type	Process
Bus Dismissal	-K-4 students will exit out of the RED doors -5-8 students will exit out of the BLUE doors
Walkers	-Students exit from second floor door near Art Room
Car Riders	-Students exit from the Auditorium to meet parents by way of a number system
Daycare Vans	-Students exit from the first floor near the GREEN door

D5. Hallway Transitions

Students and teachers should walk on the right side of the hallway and attempt to remain 3-6 feet apart.

D6. Restroom Breaks

- If possible, students should be taken to the restroom in small groups or individually.
- Upon return to the classroom or exiting the classroom, hand sanitizer should be provided.
- Students should stand on the designated spots on the floor to maintain social distancing. If markers are not on the floor, position students so that six 12-inch floor tiles are between students.

D7. Hallway Transitions

Students and teachers should walk on the right side of the hallway and attempt to remain 6 feet apart.

D8. Recess or Brain Break

Providing opportunities for students to get fresh air and have a brain break from instruction is important. Unfortunately, the park outside of the school is a city run park and the district has no jurisdiction to manage the foot traffic, methods, or frequency of cleaning. Therefore, teachers will need to be creative in providing in-class brain breaks or outside brain breaks. An example of a creative recess or brain break is a nature walk around the immediate campus with-in the gates of Hollis.

D9. Parent Visitation

Parents will not be allowed to visit the class during the day. This policy is in place to minimize the number of people in the building.

Resources & Tools

- [APS Quarantine Guidelines](#)
- [APS Quarantine Protocol FAQ](#)

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